



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: December 19, 2008
Subject: JFO #2352, #2353, #2354, #2355, #2356, #2357, #2360, #2361, #2362,
#2363, #2364, #2365, #2366

At the December 19, 2008 meeting of the Joint Fiscal Committee, the following grant requests were approved:

JFO #2352 — \$807,500 grant from the U.S. Department of Health and Human Services to the Vermont Agency of Human Services - Department of Health.

JFO #2353 — \$9,000 grant from the U.S. Environmental Protection Agency to the Agency of Natural Resource – Environmental Conservation.

JFO #2354 — \$161,407 grant from the U.S. Department of Justice to the Department of Corrections.

JFO #2355 — \$20,000 grant from the State Justice Institute to the Judiciary – Vermont Supreme Court.

JFO #2356 — \$333,002 grant from the U.S. Department of Justice to the Judiciary – Court Administrator's Office.

JFO #2357 — \$212,408 grant from the U.S. Department of Justice to the Judiciary – Court Administrator's Office.

JFO #2360 — \$2,000,000 grant from Substance Abuse and Mental Health Services Administration to the Agency of Human Services – Department of Mental Health.

JFO #2361 — \$21,000 grant from the State Justice Institute to the Judiciary.

JFO #2362 — \$32,125 grant from the U.S. Department of Education to the Vermont Department of Education.

JFO #2363 — \$166,160 grant from the Center for Applied and Special Technology to the Vermont Department of Education.

JFO #2364 — \$12,000 grant from the National Governor's Association to the Agency of Human Services – Department of Children and Families. **This grant was approved with the understanding that expenditure of the \$9,885 in state funds, as originally proposed, was no longer considered necessary and would not occur.**

JFO #2365 — \$19,140 donation from the Vermont Veterinary Medical Association (VVMA) to the Agency of Agriculture, Food and Markets.

JFO #2366 — \$500,000 grant from the U.S. Department of Homeland Security to the Agency of Transportation – Department of Motor Vehicles.

In accordance with 32 V.S.A. §5, these grants were placed on the Joint Fiscal Committee agenda and subsequently approved by vote of the Committee. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Robert Hofmann, Secretary
Wendy Davis, Commissioner
Michael Hartman, Commissioner
Stephen Dale, Commissioner
Andrew Pallito, Acting Commissioner
Armando Vilaseca, Commissioner
Lee Suskin, Court Administrator
Roger Allbee, Secretary
David Dill, Secretary
Bonnie Rutledge, Commissioner
George Crombie, Secretary
Laura Pelosi, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: December 4, 2008
Subject: Grant Requests

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

JFO #2355 — \$20,000 grant from the State Justice Institute to the Judiciary – Vermont Supreme Court. These grant funds will be used to fund scholarships for out of state training and education of trial court judges.
[JFO received 12/04/08]

JFO #2356 — \$333,002 grant from the U.S. Department of Justice (DOJ) to the Judiciary – Court Administrator's Office. These grant funds will be used to fund enhancements to the treatment courts by supporting coordination, case management, and other activities. Some funding will also be used to support local efforts to explore alternatives to the criminal justice system.
[JFO received 12/04/08]

JFO #2357 — \$212,408 grant from the U.S. Department of Justice (DOJ) to the Judiciary – Court Administrator's Office. These grant funds will be used to partially fund the Judiciary's new case management system.
[JFO received 12/04/08]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@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 December 18 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Lee Suskin, Court Administrator



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert

From: Nathan Lavery

Date: December 4, 2008

Subject: JFO #2355, #2356, #2357 (Judiciary grants)

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed requests and cover memo. They are requesting you provide them with your observations regarding the enclosed items.

cc: Rep. Michael Obuchowski
Rep. Shap Smith
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 is for scholarships for out of state training/education of trial court judges.			
Date:		11/17/2008			
Department:		Vermont Supreme Court, Office of the Court Administrator			
Legal Title of Grant:		Out of State Education for Judicial Officers			
Federal Catalog #:		N/A			
Grant/Donor Name and Address:		State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314			
Grant Period:		From:	To:		
		1/1/2009	12/31/2009		
Grant/Donation		\$20,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$10,000	\$10,000	\$	\$20,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				<i>JW 11/20/08</i>	(Initial)
Secretary of Administration				<i>SPM 11/25/08</i>	(Initial)
Sent To Joint Fiscal Office				<i>11/25/08</i>	Date

RECEIVED
DEC 04 2008
JOINT FISCAL OFFICE



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

BASIC GRANT INFORMATION				
1. Agency:		Judiciary		
2. Department:		Vermont Supreme Court		
3. Program:		Judicial Education		
4. Legal Title of Grant:		Education for Judicial Officers		
5. Federal Catalog #:		None		
6. Grant/Donor Name and Address: State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314				
7. Grant Period:		From: 1/1/2009	To:	12/31/2009
8. Purpose of Grant: To support the out of state education for judicial officers				
9. Impact on existing program if grant is not Accepted: Our current policy for out of state education restricts the use of general funds. Without this grant, our ability to provide out of state educational opportunities for trial court judges would be severely compromised.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2009	FY 2010	FY	
Personal Services	\$4000	\$4000	\$	in-kind
Operating Expenses	\$11000	\$11000	\$	cash & SJI grant
Grants	\$	\$	\$	
Total	\$15,000	\$15,000	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$1000	\$1000	\$	
In-Kind	\$4000	\$4000	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	This is a 1 yr grant;
Grant (source SJI)	\$10000	\$10000	\$	6 mo in FY09 and
Total	\$15,000	\$15,000	\$	6 mo in FY'10.
Appropriation No:		Amount:	\$	
	2120030311		\$20,000	
			\$	
			\$	
			\$	
			\$	
		Total	\$20,000	

REC'D NOV 13 2008

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

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

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:

Positions

Title

Total Positions

12a. Equipment and space for these positions:

Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signature:

Lee Sush

Date: 11/13/08

Title:

Court Administrator

14. ACTION BY GOVERNOR

Check One Box:
Accepted

[Signature]

11/24/08

Rejected

(Governor's signature)

Date:

15. SECRETARY OF ADMINISTRATION

Check One Box:
Request to JFO

[Signature]

11/20/08

Information to JFO

(Secretary's signature or designee)

Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

- Request Memo
- Dept. project approval (if applicable)
- Notice of Award
- Grant Agreement
- Grant Budget

- Request Memo
- Dept. project approval (if applicable)
- Notice of Donation (if any)
- Grant (Project) Timeline (if applicable)
- Request for Extension (if applicable)

End Form AA-1

STATE JUSTICE INSTITUTE APPLICATION

1. APPLICANT a. Applicant Name: Vermont Supreme Court Office of the Court Administrator b. Organization Unit: Court Improvement and Innovation c. Street/P.O. Box : 109 State Street d. City : Montpelier e. State: Vermont f. Zip Code : 05609-0701 g. Phone Number : 802-828-3278 h. Fax Number : 802-828-3457 i. Web Site Address: www.vermontjudiciary.org j. Name & Phone Number of Contact Person Linda Richard 802-828-4767 k. Title : Deputy Director l. E-Mail Address: linda.richard@state.vt.us	2. TYPE OF APPLICANT (Check appropriate box) <input checked="" type="checkbox"/> State Court <input type="checkbox"/> National organization operating in conjunction with State court <input type="checkbox"/> National State court support organization <input type="checkbox"/> College or university <input type="checkbox"/> Other non-profit organization or agency <input type="checkbox"/> Individual <input type="checkbox"/> Corporation or partnership <input type="checkbox"/> Other unit of government <input type="checkbox"/> Other _____ (Specify) _____														
3. PROPOSED START DATE : January 1, 2009															
4. PROJECT DURATION (months) : 12 months															
5. APPLICANT FINANCIAL CONTACT : Same as Applicant a. Organization Name _____ b. Street/P.O. Box _____ c. City _____ d. State _____ e. Zip Code _____ f. Phone Number _____ g. Fax Number _____ h. Web Site Address _____ i. Name & Phone Number of Contact Person _____ _____ j. Title _____ k. E-Mail Address _____	6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION: Source _____ Date Submitted _____ Amount Requested _____ Disposition (if any) or Current Status _____ _____														
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">7. a. AMOUNT REQUESTED FROM SJI</td> <td style="text-align: right;">\$ 20,000</td> </tr> <tr> <td>b. AMOUNT OF MATCH</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Cash match</td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td style="padding-left: 20px;">Non-cash Match</td> <td style="text-align: right;">\$ 8,000</td> </tr> <tr> <td>c. TOTAL MATCH</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>d. OTHER CASH</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>e. TOTAL PROJECT COST</td> <td style="text-align: right;">\$ 30,000</td> </tr> </table>		7. a. AMOUNT REQUESTED FROM SJI	\$ 20,000	b. AMOUNT OF MATCH		Cash match	\$ 2,000	Non-cash Match	\$ 8,000	c. TOTAL MATCH	\$ 10,000	d. OTHER CASH	\$	e. TOTAL PROJECT COST	\$ 30,000
7. a. AMOUNT REQUESTED FROM SJI	\$ 20,000														
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Cash match	\$ 2,000														
Non-cash Match	\$ 8,000														
c. TOTAL MATCH	\$ 10,000														
d. OTHER CASH	\$														
e. TOTAL PROJECT COST	\$ 30,000														
8. TITLE OF PROPOSED PROJECT : Out of State Education for Judicial Officers															
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">9. CONGRESSIONAL DISTRICT OF:</td> <td style="width: 35%; text-align: center;">Vermont</td> <td style="width: 35%; text-align: center;">Peter Welch</td> </tr> <tr> <td></td> <td style="text-align: center; font-size: small;">Name of Representative; District Number</td> <td style="text-align: center; font-size: small;">Project location (if different from applicant location); Name of Representative; District Number</td> </tr> </table>		9. CONGRESSIONAL DISTRICT OF:	Vermont	Peter Welch		Name of Representative; District Number	Project location (if different from applicant location); Name of Representative; District Number								
9. CONGRESSIONAL DISTRICT OF:	Vermont	Peter Welch													
	Name of Representative; District Number	Project location (if different from applicant location); Name of Representative; District Number													
10. CERTIFICATION On behalf of the applicant, I hereby certify that to the best of my knowledge the information in this application is true and complete. I have read the attached assurances (Form D) and understand that if this application is approved for funding, the award will be subject to those assurances. I certify that the applicant will comply with the assurances if the application is approved, and that I am lawfully authorized to make these representations on the behalf of the applicant.															
_____ SIGNATURE OF RESPONSIBLE OFFICIAL (For applications from State and local courts, Form B - Certificate of State Approval, must be attached)	Deputy Director, CII TITLE July 29, 2008 DATE														

file

HON. MARILYN S. SKOGLUND
Associate Justice
HON. AMY M. DAVENPORT
Administrative Judge for Trial Courts
LEE SUSKIN, ESQ.
Court Administrator



109 State Street
Montpelier, Vermont 05609-0701
Telephone: (802) 828-3278
FAX: (802) 828-3457
TAD: (802)828-3234

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Deputy Director

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ELIZABETH FINN
Education Assistant

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elizabeth.finn@state.vt.us

**SUPREME COURT OF VERMONT
DIVISION OF COURT INNOVATION AND IMPROVEMENT**

July 29, 2008

Janice Munsterman, Executive Director
State Justice Institute
1650 King Street, Suite 600
Alexandria, VA 22314

Dear Ms. Munsterman:

The Vermont Supreme Court, through its Office of the Court Administrator, submits this curriculum adaptation and training (CAT) grant proposal to support the out-of-state education of judicial officers.

Project Description

The Vermont Judiciary has traditionally sought SJI scholarships to support out of state education for new judges and for experienced judges who are rotating into a new court with responsibility for dockets in which they have little or no experience, or have not sat in some time.

If, in addition to these ongoing scholarship opportunities, we were awarded a CAT grant, we would focus these additional monies in the following areas.

1. Core Programs for Experienced Judges

For judges who are not new to the bench, our approach to out of state education (in most instances) has been rather reactive. Judges express interest in attending a particular program and decisions are made based on whether grant or scholarship funds are available.

www.vermontjudiciary.org

If we were not dependent on grant or scholarship funds, we would offer a core group of programs from which these more seasoned judges could select. The current SJI scholarship guidelines restrict attendance to no more than 1 program every 2 years. With additional funding, we could offer judges the opportunity to attend programs more frequently.

These “core” programs would include

- ❖ Judicial Writing and/or Logic and Opinion Writing
- ❖ Managing Complex Litigation
- ❖ Effective Caseflow Management
- ❖ Advanced Evidence
- ❖ Enhancing Judicial Bench Skills
- ❖ Best Practices in Handling Cases with Self-Represented Litigants
- ❖ Building a Bias-Free Environment in the Court

Topic Specific Courses

We face a similar situation in terms of our ability to send judges to out of state courses that are topic specific. Although we have been very fortunate to have grant funds which support education in the areas of domestic violence and juvenile justice, our ability to send judges to other topic specific courses is extremely limited.

The Vermont bench is not large (we have approximately 40 trial court judges) and it is difficult for us to develop our own internal programs on these topics. There are simply not enough judges requiring education on the same topic at the same time. If awarded a CAT grant, we would offer opportunities to attend courses relating to topic specific areas such as Co-Occurring Mental and Substance Abuse Disorders and 4th Amendment Comprehensive Search and Seizure training.

In summary, although we would continue to apply for SJI scholarships for our new judges and for more experienced judges who are assuming new docket responsibilities, a CAT grant would help us put in place a more structured program for judges at the “mid-level” point of their career.

How would the grant funds be used?

The total cost for the project as proposed will be \$22,000 including SJI funds and cash match. An additional \$8,000 will be provided through an in-kind match.

This \$22,000 would enable us to support 10-15 courses, including the cost of tuition, airfare, lodging and meals. The actual number would be dependent on the location of the program and the associated costs.

To meet the \$8,000 in-kind contribution, we would document the time judicial officers spent attending and/or traveling to out of state educational programs as well as the time that administrative staff spend making registration, hotel and travel arrangements and preparing grant reports.

**SJI CAT GRANT
OUT OF STATE TRAINING -
JUDGES**

			SJI		VT Judiciary		Total 10 programs *
Airfare	\$800.00	to Reno, NV	9 programs	\$ 7,200.00	1 program	\$ 800.00	
Hotel	\$53.00	x 5 nights	9 programs	\$ 2,385.00	1 program	\$ 265.00	
Tuition	\$985.00	@ NJC	9 programs	\$ 8,865.00	1 program	\$ 885.00	
Meals	\$32.00	x 5 days	9 programs	\$ 1,440.00	1 program	\$ 50.00	
Misc.		taxi, shuttle, etc		\$ 110.00			
Total				\$20,000.00		\$2,000.00	\$22,000.00

** If the programs are offered in Reno. The actual number of programs we could support would be dependent on the location of the program and the associated costs.*

Project Management

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with Administrative Judge Amy Davenport and CII Director Patricia Gabel. Elizabeth Finn will provide staff support and assist the judges with their registration and travel arrangements.

The CAO will submit quarterly progress and financial reports in accord with the requirements of the State Justice Institute. At the conclusion of the project, the CAO will submit a final report which includes evaluations of programs supported by the grant.

Thank you for your consideration of our request. If you need any further information or clarification, please do not hesitate to contact me.

Respectfully submitted,



Linda Ryea Richard
Deputy Director, Court Improvement and Innovation

enclosures
/lmrr

STATE JUSTICE INSTITUTE

Certificate of State Approval

The Vermont Supreme Court
Name of State Supreme Court or Designated Agency or Council

has reviewed the application entitled Out of State Education for Judicial Officers

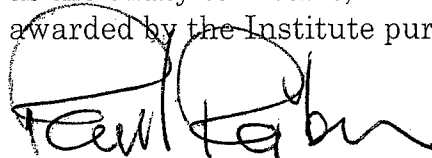
prepared by VT Supreme Court, Office of the Court Administrator
Name of Applicant

approves its submission to the State Justice Institute, and

agrees to receive and administer and be accountable for all funds awarded by the Institute pursuant to the application.

designates _____
Name of Trial or Appellate Court or Agency

as the entity to receive, administer, and be accountable for all funds awarded by the Institute pursuant to the application.



Signature

July 29, 2008

Date

Paul Reiber

Name

Chief Justice, Vermont Supreme Court

Title

STATE JUSTICE INSTITUTE

PROJECT BUDGET

(TABULAR FORMAT)

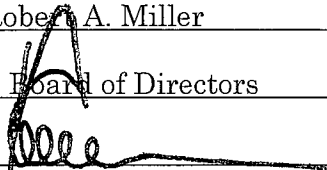
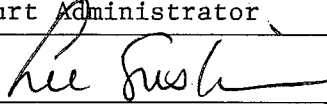
Applicant: Vermont Supreme Court
Project Title: Out of State Education for Judicial Officers
For Project Activity from/to: 1/1/09-12/31/09
Total Amount Requested for Project from SJI: \$20,000

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS	IN-KIND FUNDS	TOTAL
Direct Costs							
Personnel						\$ 8,000.00	\$ 8,000.00
Fringe Benefits							\$ -
Consultant / Contractual							\$ -
Travel (Airfare/Hotel/Meals)	\$ 11,135.00	\$ 1,015.00					\$ 12,150.00
Equipment							\$ -
Supplies							\$ -
Telephone							\$ -
Postage							\$ -
Printing / Photocopying							\$ -
Audit							\$ -
Other (Tuition)	\$ 8,865.00	\$ 985.00					\$ 9,850.00
Subtotal, Direct Costs	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00
Subtotal, Indirect Costs							\$ -
Grand Total	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00

Remarks:

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant	<input type="checkbox"/> Contract	<input type="checkbox"/> Cooperative Agreement	Page <u>1</u> of <u>1</u>
1. Grantee Name and Address Vermont Supreme Court 109 State Street Montpelier, VT 05609-0701	3. Award Number SJI-08-E-179		
	4. Award Period 01/01/09 – 12/31/09		
	5. Award Date 09/29/08		
1a. Employer Identification No.	6. Award Amount \$20,000		
2. Entity to Receive Funds	7. Type of Award <input type="checkbox"/> Project Grant <input type="checkbox"/> Technical Assistance (TA) Grant <input checked="" type="checkbox"/> Curriculum Adaptation & Training (CAT) Grant <input type="checkbox"/> Partner Grant <input type="checkbox"/> Strategic Initiative Grant (SIG)		
2a. Employer Identification No.			
8. Project Title Education for Judicial Officers			
9. Special Conditions (Check if applicable) <input type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached _____ page(s).			
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE	
10. Approving SJI Official Name (typed): <u>Robert A. Miller</u> Title: <u>Chairman, Board of Directors</u> Signature: <u></u> Date: <u>September 29, 2008</u>		11. Authorized Official of Grantee Name (typed): <u>Lee Suskin</u> Title: <u>Court Administrator</u> Signature: <u></u> Date: <u>November 13, 2008</u>	