

## STATE OF VERMONT JOINT FISCAL OFFICE

#### MEMORANDUM

To:

James Reardon, Commissioner of Finance & Management

From:

Nathan Lavery, Fiscal Analyst

Date:

May 4, 2009

Subject:

JFO #2374 & #2375

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

JFO #2374 — \$20,000.00 grant from the State Justice Institute to the Judiciary. These grant monies will support the education of court managers and supervisors by funding the annual court manager college, including a partnership with the National Association of Court Managers (NACM).

[JFO received 4/03/09]

JFO #2375 — \$574,780.00 grant from the U.S. Department of Labor to the Vermont Department of Labor. These grant funds will be used to provide job training to female offenders re-entering the workforce.

[JFO received 4/03/09]

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: Robert Greemore, Acting Court Administrator Patricia Moulton Powden, Commissioner PHONE: (802) 828-2295

FAX: (802) 828-2483



#### STATE OF VERMONT JOINT FISCAL OFFICE

#### **MEMORANDUM**

To:

Joint Fiscal Committee Members

From:

Nathan Lavery, Fiscal Analyst

Date:

April 6, 2009

Subject:

**Grant Request** 

Enclosed please find two (2) requests that the Joint Fiscal Office has received from the Administration:

JFO #2374 — \$20,000.00 grant from the State Justice institute to the Judiciary. These grant monies will support the education of court managers and supervisors by funding the annual court manager college, including a partnership with the National Association of Court Managers (NACM).

[JFO received 4/03/09]

JFO #2375 — \$574,780.00 grant from the U.S. Department of Labor to the Vermont Department of Labor. These grant funds will be used to provide job training to female offenders re-entering the workforce.

[JFO received 4/03/09]

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; <a href="mailto:nlavery@leg.state.vt.us">nlavery@leg.state.vt.us</a>) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by <a href="mailto:April 20">April 20</a> we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner

Robert Greemore, Acting Court Administrator Patricia Moulton Powden, Commissioner PHONE: (802) 828-2295 FAX: (802) 828-2483

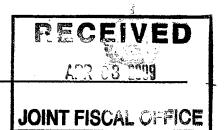


State of Vermont

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

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

		ANCE					ERMON GRANT		W FOR	M	
<b>Grant Summary:</b>										nanagers and supervisors.	
			2/10/6	2000	<u> </u>						
Date:			3/19/2	2005	<del>)</del>				· · · · · · · · · · · · · · · · · · ·		
Department:		·	Judici	iary		······					_
Legal Title of Gra	nnt:		NACM Core Competencies for Managers & Supervisors of the Vermont Judiciary								
Federal Catalog #	<b>!</b> ;		NA		<del> </del>						
Grant/Donor Name and Address:			State	State Justice Institute, 1650 King Street, Ste 600, Alexandria, VA 22314					lexandria, VA 22314		
Grant Period:	From:		2/1/20	2/1/2009 <b>To:</b> 2/1/2010							
Grant/Donation			\$20,000								
	SFY	1	SFY 2		2	SFY 3		Tota	l	Comments	
Grant Amount:	\$20,0	00	\$				\$	\$20,0	000		
		# Posit	iona	10.0	nlanati	an/C	Comments		. we will a second		
Position Informat	ion:	0		IL A	гріанац	UII/C	Johnnenis				$\dashv$
Additional Comm		17.			education	on pr	rogram.			match of \$10,000 to do thi	
						<u> </u>		Maria de Caractería de Car Caractería de Caractería d			
Department of Finance & Management								1.	21111 G	(Initial)	
Secretary of Administration								RPM	3/24169 30/09	(Initial)	
Sent To Joint Fiscal Office								3/	30/09	Date	-
·											



#### Hartrich, Toni

From:

Richard, Linda

Sent:

Thursday, March 19, 2009 10:54 AM

To:

Hartrich, Toni

Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

#### Toni:

To clarify our request for grant acceptance, this conference will include a contract for faculty, however, we will not be using grant funds or the cash match for grant funds for that purpose. We will be using the grant funds to support the logistical costs of the conference (hotel, meals, mileage, etc).

We will meet the required in-kind match through the time the court managers spend in training and the time administrative staff spend in planning, preparing and supporting the event. If you have other questions, please do not hesitate to contact me.

#### Linda

Linda Ryea Richard
Deputy Director
Office of the Court Administrator
Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us

### STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE

(Form AA-1)

BASIC GRANT INFORMAT	ΓΙΟΝ		40.00							
1. Agency:	Judiciary									
2. Department:	Vermont Su	preme Court								
3. Program: Judicial Branch Education										
	4. Legal Title of Grant: NACM Core Competencies for Managers & Supervisors of the VT Judiciary									
5. Federal Catalog #:	None									
6. Grant/Donor Name and Ac	14		•							
		e 600, Alexandria, VA 2	2214							
7. Grant Period: From			1/2010							
7. Grant I criou.	2/1/2009	10.	1/2010							
8. Purpose of Grant:										
To support the education	on of court managers a	and supervisors.								
9. Impact on existing program										
Our ability to provide	educational opportuni	ties to court managers an	d supervisors and p	provide them with the						
skills needed to transiti	on to a new case man	agement system will be s	everely compromis	sed.						
10. BUDGET INFORMATIO	)N									
	SFY 1	SFY 2	SFY 3	Comments						
Expenditures:	FY 2009	FY 2010	FY	• •						
Personal Services	\$10000	\$0	\$	Cash & In-Kind						
Operating Expenses	\$20000	\$0	\$	SJI						
Grants	\$	\$	\$							
Total	\$30,000	- \$0	\$·							
Revenues:										
State Funds:	\$.	\$	\$							
Cash	\$2000	\$0	\$							
In-Kind	\$8000	\$0	\$							
Federal Funds:	\$	\$	Φ							
(Direct Costs)	\$	\$ \$	<u> </u>							
(Statewide Indirect)	\$	\$	<del>\$</del>							
(Departmental Indirect)	\$	\$	\$ ·							
(Departmental maneet)	Ψ	Ψ	<u> </u>							
Other Funds:	\$	\$	\$							
Grant (source SJI)	\$20000	\$0	\$							
Total	\$30,000	\$0	\$							
Appropriation No:		Amount:	\$							
2120	030312		\$20,000							
			\$							
			\$							
			\$							
			\$							
			\$	·						
	· · · · · · · · · · · · · · · · · · ·		Total \$20,000							

### 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	<b>.</b>	T					
Information:	# Positions	Title					
Intomical	N A OSITIONS						
	·	· · · · · · · · · · · · · · · · · · ·					
Total Po	ositions						
12a. Equipment and space		presently available.   Can be obtained wi	th available funds.				
positions:							
13. AUTHORIZATION AC	GENCY/DEPARTMEN						
	I certify that no funds have been Signature: When July 1999						
expended or committed in anticipation of Joint Fiscal	Title:	a act j of and of	1311901				
Committee Approval of this g	A	ing Court Administration	tor				
14. ACTION BY GOVERN							
Check One Box:	MI	> 1	///				
Accepted	1 must	$\sim$	3/25/09				
Rejected	(Governor's signature)	) \( \)	Date: /				
15. SECRETARY OF ADM	MINISTRATION						
Check One Box: Request to JFO	Time	af Mal	3/24/09				
☐ Information to JFO	Information to JFO (Secretary's signature or designee) Date:						
16. DOCUMENTATION REQUIRED							
	Required (	GRANT Documentation					
Request Memo  Request Memo							
Grant Agreement Grant (Project) Timeline (if applicable)							
☐ Request for Extension (if applicable)							
[ # 15 : 10 전략 17점 - 12 역원 유효과 발표 [ -	Er	nd Form AA-1					

### **AWARD**

Grant Contract	] Cooperat	tive Agreement	Page <u>1</u> of <u>1</u>					
Grantee Name and Address     Supreme Court of Vermont		3. Award Number SJ	I-09-E-006					
Office of the Court Administrator 109 State Street		4. Award Period 2	2/01/09 — 2/01/10					
Montpelier, VT 05609		5. Award Date 3	3/13/09					
1a. Employer Identification No.		6. Award Amount \$	520,000					
2. Entity to Receive Funds			stance (TA) Grant Laptation & Training (CAT)					
2a. Employer Identification No.		Partner Grant						
8. Project Title NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary								
9. Special Conditions (Check if applicable)								
The above project is approved subject attached page(s).	to such co	nditions or limitations a	as set forth on the					
STATE JUSTICE INSTITUTE APPROVA	AL	GRANTEE A	ACCEPTANCE					
10. Approving SJI Official	13	1. Authorized Official o	of Grantee					
Name (typed): Robert A. Miller	и	ame (typed):Robert	t Greemore					
Title: Charman, Board of Directors	Ti	itle:	g Court Administrator					
Signature: 0000	Si	ignature: Mu	Heemor					
Date: <u>March 13, 2009</u>	D	ate:March	13, 2009					

# STATE JUSTICE INSTITUTE APPLICATION

	2, TYPE OF APPLICANT (Check ap	
I. APPLICANT	☑ State Court	☐ Other non-profit organization or
a. Applicant Name: Vermont Supreme Court	□ National organization operating in	agency
Office of the Court Administrator	conjunction with State court	□ Indi∨idual
b. Organization Unit: Court Improvement and Innovation	☐ National State court support	☐ Corporation or partnership
c. Street/P.O. Box: 109 State Street	organization	☐ Other unit of government
d. City: Montpelier	☐ College or university	🗆 Other
e. State: Vermont f. Zip Code: 05609-0701	, ,	(Specify)
g. Phone Number : 802-828-3278	·	(opeciny)————————————————————————————————————
h. Fax Number : 802-828-3457		
i. Web Site Address: www.vermontjudiciary.org	2 DOODOGED CT LDT DATE . E.	January 1, 2000
	3. PROPOSED START DATE: Fe	bruary 1, 2009
j. Name & Phone Number of Contact Person		
Linda Richard 802-828-4767		
k. Title: Deputy Director	4 DDO IECT DID ATION (months)	v. 12 m canthu
I. E-Mail Address: linda.richard@state.vt.us	4. PROJECT DURATION (months)	: 12 months
5. APPLICANT FINANCIAL CONTACT: Same as Applicant a. Organization Name	Data Calanaistani	ROVIDE THE FOLLOWING
b. Street/P.O. Box	A De	
c. City	Amount Requested	
c. City d. State e. Zip Code	Disposition (if any) or Current Status	
f. Phone Number		
G. Fox Nambou	-	
g. Fax Number	_	,
n. web Site Address	─ 7. a. AMOUNT REQUESTED FRO	M SJI \$ 20,000
i. Name & Phone Number of Contact Person	b. AMOUNT OF MATCH	20,000
j. Title	- /	
k. E-Mail Address	Cash match \$ 2,000	•
R. E Man Address	Non-cash Match \$ 8.000	
	c. TOTAL MATCH	\$ 10,000
	d. OTHER CASH	<b>\$</b>
	e. TOTAL PROJECT COST	\$ 30,000
	c. roraginoseer cost	\$ 50,000
8. TITLE OF PROPOSED PROJECT: An Introduction to NACM C	ore Competencies for Managers and Sup	pervisors of the VT Judiciary
9. CONGRESSIONAL DISTRICT OF: Vermont	Peter Welch	
Name of Representative; District Number		ocation): Name of Representative; District Number
10. CERTIFICATION  On behalf of the applicant, I hereby certify that to the best of my know the attached assurances (Form D) and understand that if this applicate certify that the applicant will comply with the assurances if the applicant representations on the behalf of the applicant.  Dep SIGNATURE OF RESPONSIBLE OFFICIAL  TITLE (For applications from State and local courts. Form B - Certificate of State Approva	ion is approved for funding, the award vation is approved, and that I am lawfully uty Director, CII Oc.E	vill be subject to those assurances. I
		<u></u>

### Certificate of State Approval

The	Vermont Supreme Court
	Name of State Supreme Court or Designated Agency or Council
	d the application entitled <u>An Introduction to NACM Core</u> es for Managers and Supervisors of the Vermont Judiciary
prepared by	VT Supreme Court, Office of the Court Administrator
r r J	Name of Applicant
approves its	submission to the State Justice Institute, and
<b>N</b> .	
[ ✓ ]	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.
	October 29, 2008
	Signature Date
	Lee L. Suskin Name
	Court Administrator Title

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

PATRICIA GABEL, Esq.

Director of Court Innovation and Improvement

LINDA RYEA RICHARD Deputy Director

ELIZABETH FINN
Education Assistant



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

(802) 828-5946 patricia.gabel@state.vt.us

(802)828-4767 linda.richard@state.vt.us

(802) 828-4766 elizabeth.finn@state.vt.us

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

October 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 education of court managers and supervisors.

#### Why is this grant needed?

Due to a serious shortfall in expected State revenue, the Vermont Secretary of Administration and the Vermont Legislature began imposition of an immediate rescission of the FY '09 state appropriations. That rescission equates to a reduction of general funds for the Vermont Judiciary in the amount of \$24 million. It is anticipated that Vermont State Government will experience another \$25 million in cuts in November.

In response to the initial budget cut, the Supreme Court has adopted a plan to close most courts to public operation one-half day per week, or more if necessary to meet the budget targets. The plan also eliminates funding for the Vermont Sentencing Commission and cuts the budgets for jurors, mediation, postage, assistant judges, supplies, telephone, printing and duplication, the attorneys for kids program, forensic evaluations, and the use of retired judicial officers. If additional

cuts are forthcoming, the Judiciary will likely experience a reduction in work force.

When the education planning committee developed its goals and objectives for the upcoming year, two priorities were identified. The first was to provide education and training to our front line staff. The second was to develop a closer relationship with NACM and to introduce the NACM core competencies to our managers and supervisory staff. We have thus far been successful in making training opportunities available to front line staff, however, as further budget rescissions occur, it is unlikely that our budget will support educational opportunities for managers and supervisory staff.

In addition, the Vermont Judiciary has issued an RFP for a new case management system. Three vendors have submitted proposals and product demos have taken place. A decision as to the vendor will be made by the end of the calendar year and a three month trial period will take place. A final contract will be awarded in June. The implementation of this new case management system has far-reaching implications for our managers and supervisors. The issues relating to this change will be relevant to all of the core competencies identified by NACM. For instance, there will be significant Human Resource Management issues associated with the transition to a new system. There will be Education and Training issues. There will be a need for Information Technology Management, Leadership, and Visioning and Strategic Planning. This makes our decision to partner with NACM and bring the core competencies to Vermont all the more essential.

### What is the purpose of the grant?

The Vermont Judiciary has approximately 40 trial court managers and another 10-15 supervisors from our central administrative office. If awarded a CAT grant, we would utilize our annual court manager college as the venue for presenting an initial 1.5 hour overview of the core competencies generally, followed by an in-depth presentation on one of the 10 core areas identified by NACM. We would like to introduce *Purposes and Responsibilities of Courts* as the first curricula as this core competency is the "hub" which gives meaning to and grounds the other nine competencies. This primary program would be supplemented with additional workshops focusing on HR Legal Issues and Change Management. HR Legal Issues will have growing importance to our managers as we face the possibility of a reduced workforce. The Change Management workshop will assist managers and supervisors in preparing themselves, their staff, their judges, and users of the court for our new case management system. This year's college is scheduled for the week of April 27- May 1, 2009:

#### 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 achieve two goals- continue our annual college for managers and supervisors and begin the partnership with NACM which we have identified as a priority for our organization.

The \$20,000 in SJI grant funds would be used to support the college. The \$2000 cash match would be used to support the additional cost overruns for the college not covered by SJI funds.

To meet the \$8,000 in-kind contribution, we will document the time non-judicial employees spend attending and/or traveling to the conference, as well as the time that administrative staff spend making registration, hotel and travel arrangements, and preparing grant reports.

SJI FUNDS	Court Manager College	Intro to NACM Core
		Competencies
Airfare for faculty	\$ 500	
Faculty (consultant) fees	\$ 2,000	\$1000 per day x 2 days
Hotel (room and breakfast	\$15,000	\$90 per night x 34 people x 4
package)		nights + 6 people x 5 nights
Lunch	\$ 2,000	\$10 per day x 50 people x 4
		days
Supplies	\$ 500	
Total *	\$ 20,000	

<sup>\*</sup> Total for college excludes reimburseable expenses. As its CASH MATCH, the VT Judiciary would pick up these costs (parking, mileage, "on your own" meals, etc).

#### **Project Management**

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with CII Director Patricia Gabel, Trial Court Operations Director Renny Perry, Human Resources Manager Christine Boraker, and the Employee Education Subcommittee. Elizabeth Finn and/or Arlene Hanson will provide staff support and assist with registration, lodging 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

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enclosures /Imrr

### **PROJECT BUDGET**

(TABULAR FORMAT)

Applicant:

Vermont Supreme Court

**Project Title:** 

An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary

For Project Activity from/to:

2-15-09-2-15-10

**Total Amount Requested for Project from SJI:** 

\$20,000

ITEM	SJ	II FUNDS	STA	TE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS	IN-KI	ND FUNDS	-	TOTAL
Direct Costs							-				
Personnel								\$	8,000.00	\$	8,000.00
Fringe Benefits										\$	
Consultant / Contractual			\$2	2,000.00						\$	2,000.00
Travel (Airfare/Hotel/Meals)	\$	19,500.00								\$	19,500.00
Equipment			•							\$	-
Supplies	\$	500.00								\$	500.00
Telephone										\$	
Postage										\$	-
Printing / Photocopying										\$	-
Audit										\$	-
Other (Tuition/Registration)										\$ .	-
Subtotal, Direct Costs	s	20.000.00	s	2,000.00	s -	s -	s -	S	8,000.00	S	30,000.00
Subtotal, Indirect Costs										\$	
Grand Total	\$	20,000:00	\$	2,000.00	\$ -	\$ -	\$ -	\$	8,000.00	\$	30,000.00

Remarks:

# SUPREME COURT OF VERMONT OFFICE OF THE COURT ADMINISTRATOR COURT IMPROVEMENT AND INNOVATION DIVISION

#### Mailing Address:

109 State Street

Montpelier, VT 05609-0701



Telephone: (802)828-3278

FAX:

(802)828-3457

TDD

(802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst Department of Finance & Management 109 State St. 5<sup>th</sup> Floor Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

Linda Ryea Richard

Deputy Director, Court Improvement and Innovation

Office of the State Court Administrator

Ruca Richard

Attachments /lmrr

**REC'D** MAR 1 3 2009



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									
		1					• •		
Grant Summary:			This g	grant	t supports	continuing of	education	of court ma	nagers and supervisors.
Date:			3/19/2	2009	) ···	· · · · · · · · · · · · · · · · · · ·			
Department:			Judici	arv					
			- Cuarer	<u> </u>					
Legal Title of Gra	int:		NACI Judici		ore Comp	etencies for	Manager	s & Supervis	sors of the Vermont
Federal Catalog #	:		NA						
								· · · · · · · · · · · · · · · · · · ·	
Grant/Donor Nan	ne and Add	ress:	State Justice Institute, 1650 King Street, Ste 600, Alexandria, VA 22314						
Grant Period:	From:		2/1/2000		70	77 0/1/2010			
Grant Feriou:	rrom;	<del></del>	2/1/2009 <b>To:</b> 2/1/2010						
Grant/Donation			\$20,000						
	SFY			FY	2	SFY 3	Tota		Comments
Grant Amount:	\$20,0	00	\$			\$	\$20,	000	
		# Posit	ions Explanation/Comments						
<b>Position Informat</b>	ion:	0		EA	ріанаціон	Comment	<u> </u>		
Additional Comm				Judiciary is providing a cash and in-kind match of \$10,000 to do this education program.					
Department of Finance & Management							4	120176	(Initial)
Secretary of Administration						· · · · · · · · · · · · · · · · · · ·	RPM	3/24/69 (	(Initial)
Sent To Joint Fiscal Office				-		,	3/	3/24/69 ( 30/09 1	Date
		·						•	



#### Hartrich, Toni

From:

Richard, Linda

Sent:

Thursday, March 19, 2009 10:54 AM

To:

Hartrich, Toni

Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

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We will meet the required in-kind match through the time the court managers spend in training and the time administrative staff spend in planning, preparing and supporting the event. If you have other questions, please do not hesitate to contact me.

#### Linda

Linda Ryea Richard
Deputy Director
Office of the Court Administrator
Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us

### STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE

(Form AA-1)

BASIC GRANT INFO	RMAT	ION						
1. Agency:	ency: Judiciary							
2. Department:		Vermont Su	preme Court					
3. Program: Judicial Branch Education								
4. Legal Title of Grant:	<del></del>	NACM Com	a Campatanaiaa fau N	1	0- C	C.4. XIT I 1'		
5. Federal Catalog #:	i	None Nacw Con	e Competencies for N	anagers o	x Superviso	ors of the VT Judiciary		
3. Pederal Catalog π.		TNOTE			,			
6. Grant/Donor Name a	and Add	dress:						
			te 600, Alexandria, V	A 22314				
7. Grant Period:	From:		To:	2/1/2010	)			
				1				
8. Purpose of Grant:								
To support the ed	ducation	n of court managers a	and supervisors.					
9. Impact on existing pr	rogram	if grant is not Acce	pted:					
Our ability to pr	ovide e	ducational opportuni	ties to court manager	s and supe	ervisors and	provide them with the		
			agement system will					
10. BUDGET INFORM	IATIO							
		SFY 1	SFY 2		SFY 3	Comments		
Expenditures:		FY 2009	FY 2010		<u>Y</u>			
Personal Services		\$10000	\$		\$	Cash & In-Kind		
Operating Expenses		\$20000	\$	0	\$	SJI		
Grants	70 4 1	\$	\$		\$			
<del></del>	<b>Fotal</b>	\$30,000	\$(	0	\$			
Revenues: State Funds:		\$·	Ф		Φ.			
Cash		\$2000	<u>\$</u> \$(	<u> </u>	<u> </u>			
In-Kind		\$8000	\$(		<u> </u>			
III IXIIG		\$6000	φι	<i>J</i>	φ			
Federal Funds:		\$	\$	<del>                                     </del>	\$			
(Direct Costs)		\$	\$	-	<del>-</del> \$			
(Statewide Indirect)		\$	\$	<u> </u>	\$			
(Departmental Indirect	et)	\$	\$		\$			
Other Funds:		\$	\$		\$			
Grant (source SJI)		\$20000	\$(	)_	\$			
7	Total	\$30,000	\$0	)	\$			
Appropriation No:			Amount:	- <del>-</del>	\$			
	21200	30312			\$20,000			
					\$			
					\$			
				<del></del>	\$			
		,		<del></del>	\$	······································		
				Total	\$20,000			
			<u> </u>	Total	φ20,000			



### STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE

(Form AA-1)

PERSONAL SERVICE INFORMATION							
		ne or more Personal Service Contracts? 🗌 Yes 🗹 No	,				
If "Yes", appointing authority must i	nitial here to ind	licate 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							
13. AUTHORIZATION AGENCY	/DEPARTMEN	NT/)					
I certify that no funds have been	Signature:	Went Tremme 3/12	100				
expended or committed in anticipation of Joint Fiscal	Title:	3/10	10-1				
Committee Approval of this grant:	Act	ing Court Administrator	•				
14. ACTION BY GOVERNOR							
Check One Box:	$\sim$ $\sim$		1				
Accepted	(Xmmt)	3/25	5/09				
Rejected (Gove	nnor's signature)	) Oate:					
15. SECRETARY OF ADMINIST	RATION						
Check One Box: Request to JFO	Tind	1a P Mal 3/2410	9				
Information to JFO (Secretary's signature or designee) Date:							
16. DOCUMENTATION REQUIRED							
Required GRANT Documentation							
Request Memo Request Memo							
<ul> <li>☑ Dept. project approval (if applicable)</li> <li>☑ Dept. project approval (if applicable)</li> <li>☑ Notice of Donation (if any)</li> </ul>							
Notice of Award   Notice of Bonaton (if any)     Grant Agreement   Grant (Project) Timeline (if applicable)							
☐ Grant Budget ☐ Request for Extension (if applicable)							
	Er	nd Form AA-1					

### **AWARD**

☐ Contract ☐ Coope	rative Agreement Page 1 of 1						
Grantee Name and Address     Supreme Court of Vermont	3. Award Number SJI-09-E-006						
Office of the Court Administrator 109 State Street	4. Award Period 2/01/09 – 2/01/10						
Montpelier, VT 05609	5. Award Date 3/13/09						
1a. Employer Identification No.	6. Award Amount \$20,000						
2. Entity to Receive Funds	7. Type of Award  Project Grant  Technical Assistance (TA) Grant  Curriculum Adaptation & Training (CAT)  Grant  Scholarship						
2a. Employer Identification No.	Partner Grant						
8. Project Title NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary							
9. Special Conditions (Check if applicable)							
The above project is approved subject to such attached page(s).	conditions or limitations as set forth on the						
STATE JUSTICE INSTITUTE APPROVAL	GRANTEE ACCEPTANCE						
10. Approving SJI Official	11. Authorized Official of Grantee						
Name (typed): Robert A. Miller	Name (typed): Robert Greemore						
Title: Chamin, Board of Directors	Title: Acting Court Administrator						
Signature: 0000	Signature: Mullet Huemon						
Date: March 13, 2009	Date: March 13, 2009						

# STATE JUSTICE INSTITUTE APPLICATION

	2. TYPE OF APPLICANT (Check ap	
1. APPLICANT	☑ State Court	☐ Other non-profit organization or
a. Applicant Name: Vermont Supreme Court	☐ National organization operating in	agency
Office of the Court Administrator		Individual
	conjunction with State court	
b. Organization Unit: Court Improvement and Innovation	☐ National State court support	☐ Corporation or partnership
c. Street/P.O. Box: 109 State Street	organization	☐ Other unit of government
d. City: Montpelier	□ College or university	□ Other
e. State: Vermont f. Zip Code: 05609-0701	- Conege of aniversity	
		(Specify)
g. Phone Number : 802-828-3278		
h. Fax Number: 802-828-3457		
i. Web Site Address: www.vermontjudiciary.org	3. PROPOSED START DATE : Fe	hruary 1 2009
j. Name & Phone Number of Contact Person	S.T.KOT COLD START DATE:	55. daily 1, 2009
Linda Richard 802-828-4767		
	·	
k. Title: Deputy Director	A DDO IECT DUDATION (months)	12 m outh.
I. E-Mail Address: linda.richard@state.vt.us	4. PROJECT DURATION (months)	: 12 months
<del></del>		
	6. IF THIS APPLICATION HAS B	EEN CHEMITTED TO OTHER
	FUNDING SOURCES, PLEASE PI	ROVIDE THE FOLLOWING
T I DDI IO AND DINI NOVA CONDUCTOR OF A P	INFORMATION:	
5. APPLICANT FINANCIAL CONTACT: Same as Applicant	Source	· · ·
a. Organization Name		
b. Street/P.O. Box	Date Submitted	
c City	Amount Requested	
c: City  d. State  e. Zip Code  f. Phono Number	Disposition (if any) or Current Status	
u. State e. Zip Code		
1. Phone Number		
g. Fax Number		
h. Web Site Address		
h. Web Site Address i. Name & Phone Number of Contact Person	7. a. AMOUNT REQUESTED FRO	OM SJI \$ 20,000
1. Ivalite & Filotte Number of Contact Ferson	b. AMOUNT OF MATCH	•
j. Title	Curls	
k. E-Mail Address	Cash match \$ 2,000	•
,	Non-cash Match \$ 8.000	
	c. TOTAL MATCH	\$ 10,000
	d. OTHER CASH	\$
	e. TOTAL PROJECT COST	\$ 30,000
	<i>'</i>	
8. TITLE OF PROPOSED PROJECT: An Introduction to NACM Core	Competencies for Managers and Sup	pervisors of the VT Judiciary
· · · · · · · · · · · · · · · · · · ·	·	· · · · · · · · · · · · · · · · · · ·
9. CONGRESSIONAL DISTRICT OF: Vermont	Peter Welch	
Name of Representative; District Number		ocation): Name of Representative; District Number
Table of Representative, ordinative minutes		
10. CERTIFICATION		
On behalf of the applicant, I hereby certify that to the best of my knowled		
the attached assurances (Form D) and understand that if this application	is approved for funding, the award v	vill be subject to those assurances. I
certify that the applicant will comply with the assurances if the application		
representations on the behalf of the applicant.		
representations on the behalf of the applicant.		
11011110100 Ni7 Ward		
	Director, CII Oc	tober 29, 2008
SIGNATURE OF RESPONSIBLE OFFICIAL TITLE	]	DATE
(For applications from State and local courts, Form B - Certificate of State Approval, n	nust be attached)	
,		

### Certificate of State Approval

The	Vermont Supreme Court
	Name of State Supreme Court or Designated Agency or Council
,	1. 1. A. T. A. T. A. T. A. NIACNA Comp.
	d the application entitled An Introduction to NACM Core
<u>Competenci</u>	es for Managers and Supervisors of the Vermont Judiciary
prepared by	VT Supreme Court, Office of the Court Administrator
	Name of Applicant
approves its	s 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
	il i i i to a second to ble for all funds
	as the entity to receive, administer, and be accountable for all funds
	awarded by the Institute pursuant to the application.
·	
	his heads
	October 29, 2008
	Signature Date
	Lee L. Suskin
	Name
	Count Administrator
•	Court Administrator
	Title

. Hon. Marilyn S. Skoglund
Associate Justice
Hon. Amy M. Davenport
Administrative Judge for Trial Courts
LEE Suskin, Esq.
Court Administrator

PATRICIA GABEL, Esq.
Director of Court Innovation and Improvement

LINDA RYEA RICHARD Deputy Director

ELIZABETH FINN Education Assistant



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

(802) 828-5946 patricia.gabel@state.vt.us

(802)828-4767 linda.richard@state.vt.us

(802) 828-4766 elizabeth.finn@state.vt.us

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

October 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 education of court managers and supervisors.

#### Why is this grant needed?

Due to a serious shortfall in expected State revenue, the Vermont Secretary of Administration and the Vermont Legislature began imposition of an immediate rescission of the FY '09 state appropriations. That rescission equates to a reduction of general funds for the Vermont Judiciary in the amount of \$24 million. It is anticipated that Vermont State Government will experience another \$25 million in cuts in November.

In response to the initial budget cut, the Supreme Court has adopted a plan to close most courts to public operation one-half day per week, or more if necessary to meet the budget targets. The plan also eliminates funding for the Vermont Sentencing Commission and cuts the budgets for jurors, mediation, postage, assistant judges, supplies, telephone, printing and duplication, the attorneys for kids program, forensic evaluations, and the use of retired judicial officers. If additional

cuts are forthcoming, the Judiciary will likely experience a reduction in work force.

When the education planning committee developed its goals and objectives for the upcoming year, two priorities were identified. The first was to provide education and training to our front line staff. The second was to develop a closer relationship with NACM and to introduce the NACM core competencies to our managers and supervisory staff. We have thus far been successful in making training opportunities available to front line staff, however, as further budget rescissions occur, it is unlikely that our budget will support educational opportunities for managers and supervisory staff.

In addition, the Vermont Judiciary has issued an RFP for a new case management system. Three vendors have submitted proposals and product demos have taken place. A decision as to the vendor will be made by the end of the calendar year and a three month trial period will take place. A final contract will be awarded in June. The implementation of this new case management system has far-reaching implications for our managers and supervisors. The issues relating to this change will be relevant to all of the core competencies identified by NACM. For instance, there will be significant Human Resource Management issues associated with the transition to a new system. There will be Education and Training issues. There will be a need for Information Technology Management, Leadership, and Visioning and Strategic Planning. This makes our decision to partner with NACM and bring the core competencies to Vermont all the more essential.

### What is the purpose of the grant?

The Vermont Judiciary has approximately 40 trial court managers and another 10-15 supervisors from our central administrative office. If awarded a CAT grant, we would utilize our annual court manager college as the venue for presenting an initial 1.5 hour overview of the core competencies generally, followed by an in-depth presentation on one of the 10 core areas identified by NACM. We would like to introduce *Purposes and Responsibilities of Courts* as the first curricula as this core competency is the "hub" which gives meaning to and grounds the other nine competencies. This primary program would be supplemented with additional workshops focusing on HR Legal Issues and Change Management. HR Legal Issues will have growing importance to our managers as we face the possibility of a reduced workforce. The Change Management workshop will assist managers and supervisors in preparing themselves, their staff, their judges, and users of the court for our new case management system. This year's college is scheduled for the week of April 27- May 1, 2009:

#### 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 achieve two goals- continue our annual college for managers and supervisors and begin the partnership with NACM which we have identified as a priority for our organization.

The \$20,000 in SJI grant funds would be used to support the college. The \$2000 cash match would be used to support the additional cost overruns for the college not covered by SJI funds.

To meet the \$8,000 in-kind contribution, we will document the time non-judicial employees spend attending and/or traveling to the conference, as well as the time that administrative staff spend making registration, hotel and travel arrangements, and preparing grant reports.

SJI FUNDS	Court Manager College	Intro to NACM Core
		Competencies
Airfare for faculty	\$ 500	
Faculty (consultant) fees	\$ 2,000	\$1000 per day x 2 days
Hotel (room and breakfast	\$15,000	\$90 per night x 34 people x 4
package)		nights + 6 people x 5 nights
Lunch	\$ 2,000	\$10 per day x 50 people x 4
		days
Supplies	\$ 500	
Total *	\$ 20,000	

<sup>\*</sup> Total for college excludes reimburseable expenses. As its CASH MATCH, the VT Judiciary would pick up these costs (parking, mileage, "on your own" meals, etc).

#### **Project Management**

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with CII Director Patricia Gabel, Trial Court Operations Director Renny Perry, Human Resources Manager Christine Boraker, and the Employee Education Subcommittee. Elizabeth Finn and/or Arlene Hanson will provide staff support and assist with registration, lodging 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

a Ryka Richard

enclosures /Imrr

### **PROJECT BUDGET**

(TABULAR FORMAT)

Applicant:

Vermont Supreme Court

**Project Title:** 

An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary

For Project Activity from/to:

2-15-09-2-15-10

**Total Amount Requested for Project from SJI:** 

\$20,000

ITEM	SJI FUND	s	STATE FUNDS	FEDERAL FUND	S APPLICA		OTHER FUNDS	IN-KI	ND FUNDS		TOTAL
Direct Costs											
Personnel								\$	8,000.00	\$	8,000.00
Fringe Benefits								<u> </u>		\$	. •
Consultant / Contractual			\$2,000.00							\$	2,000.00
Travel (Airfare/Hotel/Meals)	\$ 19,50	0.00								\$	19,500.00
Equipment										\$	-
Supplies	\$ 50	00.00								\$	500.00
Telephone										\$	•
Postage										\$	•
Printing / Photocopying										\$	-
Audit										\$	-
Other (Tuition/Registration)										\$	-
Subtotal, Direct Costs	\$ 20,00	0.00	\$2,000.00	s -	\$	-	\$ -	s	8,000.00	\$	30,000.00
Subtotal, Indirect Costs										S	-
Grand Total	s <b>20,00</b>	0.00	\$ 2,000.00	\$ -	\$	-	\$ -	\$	ප <b>,000</b> .00	\$	<b>30,000.</b> 00

Remarks:

# SUPREME COURT OF VERMONT OFFICE OF THE COURT ADMINISTRATOR COURT IMPROVEMENT AND INNOVATION DIVISION

Mailing Address:

109 State Street

Montpelier, VT 05609-0701



**Telephone**: (802)828-3278

FAX:

(802)828-3457

TDD

(802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst Department of Finance & Management 109 State St. 5<sup>th</sup> Floor Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

Linda Ryea Richard

Deputy Director, Court Improvement and Innovation

Office of the State Court Administrator

Ruca Richard

Attachments /lmrr

**RECO** MAR 1 3 2009



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

	FIN	ANCE					/ERMON Γ GRANT	REVIEW FOR		
				. Y						
Grant Summary:			This §	gran	t suppor	ts c	continuing ec	ducation of court	managers and supervisors.	
			3/19/2	2000	<u> </u>		<del></del>			
Date:	<del></del>	<del></del> .	3/19/2	2005	<del></del>					
Department:			Judic	iary						
Legal Title of Grant:			NACM Core Competencies for Managers & Supervisors of the Vermont Judiciary							
Federal Catalog #	4:		NA					· · · · · · · · · · · · · · · · · · ·		
Grant/Donor Nan	ne and Add	ress:	State	Just	ice Instit	tute	e, 1650 King	Street, Ste 600, A	Alexandria, VA 22314	
Grant Period:	From:		2/1/20	009	To:		2/1/2010	0		
Grant/Donation			\$20,0	በበ						
Grant/Donation	SFY	1	<del></del>		SFY 3	Total	Comments			
Grant Amount:	\$20,0	00	\$				\$	\$20,000		
		# D '4	•	1 101	1 4		//			
   Position Informat	ion:	# Posit		EX	kpianati	on/	Comments .			
Additional Comments: Judic educa				education	on p	program.	a cash and in-kind	match of \$10,000 to do this		
			<u> </u>			71				
Department of Finance & Management					<b></b>			A sirila		
Secretary of Administration							RPM 3/24169	(Initial)		
Sent To Joint Fisca	l Office							RPM 3/24/69	Date	



#### Hartrich, Toni

From:

Richard, Linda

Sent:

Thursday, March 19, 2009 10:54 AM

To:

Hartrich, Toni

Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

#### Toni:

To clarify our request for grant acceptance, this conference will include a contract for faculty, however, we will not be using grant funds or the cash match for grant funds for that purpose. We will be using the grant funds to support the logistical costs of the conference (hotel, meals, mileage, etc).

We will meet the required in-kind match through the time the court managers spend in training and the time administrative staff spend in planning, preparing and supporting the event. If you have other questions, please do not hesitate to contact me.

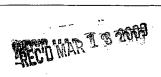
#### Linda

Linda Ryea Richard
Deputy Director
Office of the Court Administrator
Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us

### STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE

(Form AA-1)

1. Agency:		Judiciary					
2. Department:		Vermont Su	Vermont Supreme Court				
·							
3. Program:	Judicial Bra	Judicial Branch Education					
4. Legal Title of Grant	:	NACM Cor	e Competencies for	Manage	rs & Supervisor	s of the VT Judiciary	
5. Federal Catalog #:		None					
						· · · · · · · · · · · · · · · · · · ·	
6. Grant/Donor Name State Justice Ins		Iress: 550 King Street, Suit	te 600 Alexandria V	IA 223	14		
7. Grant Period:	From:		To:	2/1/2			
7. Grant I criou.	TTOIII.	2/1/2009	10.	2/1/2	010		
		of court managers					
9. Impact on existing p							
						provide them with the	
skills needed to	transitio	n to a new case man	agement system wil	be seve	erely compromis	sed.	
10. BUDGET INFORM	MATION	<b>V</b> 10 1 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2				Zentanie za trans	
		SFY 1	SFY 2	T	SFY 3	Comments	
Expenditures:		FY 2009	FY 2010		FY	Comments	
Personal Services		\$10000		\$0	\$	Cash & In-Kind	
Operating Expenses		\$20000		80	<u> </u>	SJI	
Grants		\$2000	\$	DU	\$ \$	331	
Grants	Total			80	\$. \$.		
Davonnaga	Total	\$30,000	',	DU	<b>.</b>		
Revenues: State Funds:		\$·	<u>Ф</u>				
		\$2000	\$	<u> </u>	\$		
Cash		<del></del>		0	- \$		
In-Kind		\$8000		\$0	\$		
T. 1 I. T			Φ.		Φ		
Federal Funds:		\$	\$	\$			
(Direct Costs)		\$	\$	<del>-  </del> .	\$		
(Statewide Indirect)		\$	\$		\$		
(Departmental Indire	ect)	\$	\$		\$ .		
O/L E 1		Φ.	Φ.		ф.		
Other Funds:		\$	\$	20	<u> </u>	<u> </u>	
Grant (source SJI)	- I	\$20000		08			
	Total	\$30,000	-	60	\$		
	1		T :			· · · · · · · · · · · · · · · · · · ·	
Appropriation No:	21200	20010	Amount:		\$		
	21200	30312			\$20,000		
· · · · · · · · · · · · · · · · · · ·	ļ				\$	· · · · · · · · · · · · · · · · · · ·	
					\$		
	<del> </del>				\$		
·····	-	·			\$		
					\$		
		•		Tot	al \$20,000		



**BASIC GRANT INFORMATION** 

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

PERSONAL SERVICE INF	PERSONAL SERVICE INFORMATION					
		e or more Personal Service Contracts? 🔲 Y				
If "Yes", appointing authority	must initial here to indi	icate intent to follow current competitive biddin	g			
Appointing Authority Name:	Agreed by:	(initial)	·			
12. Limited Service Position						
Information:	# Positions	Title				
	-					
	-					
Total Pos						
12a. Equipment and space for positions:	or these	presently available.   Can be obtained with	available funds.			
13. AUTHORIZATION AG	ENCY/DEPARTMEN	$^{\prime\prime}\!$				
I certify that no funds have been	n Signature:	When I I reemin 1	Date: 3112/09			
expended or committed in anticipation of Joint Fiscal	Title:	a unique	1311901			
Committee Approval of this gra		ing Court Administrate	or-			
14. ACTION BY GOVERNO						
Check One Box:	$\sim \tau$	> 1	1///			
Accepted	( Munt		3/25/09			
Rejected	(Governor's signature) Date:					
15. SECRETARY OF ADM	INISTRATION					
Check One Box: Request to JFO	Timde	af Mal	3/24/09			
Information to JFO (Secretary's signature or designee) Date:						
16. DOCUMENTATION REQUIRED						
Required GRANT Documentation						
Request Memo	1!1.1 -2	Request Memo				
Dept. project approval (if a Notice of Award	Dept. project approval (if applicable Notice of Donation (if any)	)				
Grant Agreement		Grant (Project) Timeline (if applicate	ole)			
☐ Request for Extension (if applicable)						
End Form AA-1						

### **AWARD**

Grant Contract Cooper	rative Agreement Page 1 of 1					
Grantee Name and Address     Supreme Court of Vermont	3. Award Number SJI-09-E-006					
Office of the Court Administrator 109 State Street	4. Award Period 2/01/09 - 2/01/10					
Montpelier, VT 05609	5. Award Date 3/13/09					
1a. Employer Identification No.	6. Award Amount \$20,000					
2. Entity to Receive Funds	7. Type of Award  Project Grant  Technical Assistance (TA) Grant  Curriculum Adaptation & Training (CAT)  Grant  Scholarship					
2a. Employer Identification No.	Partner Grant					
8. Project Title NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary						
9. Special Conditions (Check if applicable)						
The above project is approved subject to such attached page(s).	conditions or limitations as set forth on the					
STATE JUSTICE INSTITUTE APPROVAL	GRANTEE ACCEPTANCE					
10. Approving SJI Official	11. Authorized Official of Grantee					
Name (typed): Robert A. Miller	Name (typed): Robert Greemore					
Title: Charmin, Board of Directors	Title:					
Signature:	Signature: Wellet Hueun					
Date: March 13, 2009	Date:					

# STATE JUSTICE INSTITUTE APPLICATION

	2. TYPE OF APPLICANT (Check ap	
1. APPLICANT	☑ State Court	☐ Other non-profit organization or
a. Applicant Name: Vermont Supreme Court	☐ National organization operating in	agency
Office of the Court Administrator	conjunction with State court	□ Indi∨idual
b. Organization Unit: Court Improvement and Innovation	☐ National State court support	☐ Corporation or partnership
c. Street/P.O. Box: 109 State Street	organization	☐ Other unit of government
d. City: Montpelier	☐ College or university	□ Other
e. State: Vermont f. Zip Code: 05609-0701		(Specify)
g. Phone Number : 802-828-3278		
h. Fax Number : 802-828-3457		
i. Web Site Address: www.vermontjudiciary.org	3. PROPOSED START DATE: Fe	bruary 1, 2009
j. Name & Phone Number of Contact Person		
Linda Richard 802-828-4767		
k. Title: Deputy Director	4. PROJECT DURATION (months)	: 12 months
I. E-Mail Address: linda.richard@state.vt.us		
	6. IF THIS APPLICATION HAS B	
•	FUNDING SOURCES, PLEASE PR	ROVIDE THE FOLLOWING
5. APPLICANT FINANCIAL CONTACT: Same as Applicant	INFORMATION: Source	
a. Organization Name	Date Submitted	
b. Street/P.O. Box	Date SubmittedAmount Requested	
c. City d. State e. Zip Code f. Phone Number g. Fax Number	Amount Requested  Disposition (if any) or Current Status	
d. State e. Zip Code	2 topodimen (ix any) or consens a summing	
f. Phone Number		
g. Fax Number		
n. web site Address	7. a. AMOUNT REQUESTED FRO	M SJI \$ 20,000
i. Name & Phone Number of Contact Person	b. AMOUNT OF MATCH	
j. Title		
j. Title k. E-Mail Address	Cash match \$ 2,000	
K. L-Wall Addiess	Non-cash Match \$ 8.000	
	c. TOTAL MATCH	\$ 10,000
	d. OTHER CASH	\$
	e. TOTAL PROJECT COST	\$ 30,000
8. TITLE OF PROPOSED PROJECT: An Introduction to NACM Core	Competencies for Managers and Sur	pervisors of the VT Judiciary
9. CONGRESSIONAL DISTRICT OF: Vermont	Peter Welch	
Name of Representative; District Number		ocation): Name of Representative; District Number
10. CERTIFICATION		
On behalf of the applicant, I hereby certify that to the best of my knowled		
the attached assurances (Form D) and understand that if this application		
certify that the applicant will comply with the assurances if the application	on is approved, and that I am lawfully	authorized to make these
representations on the behalf of the applicant.		
INNIN VINCONICACIÓN	Director, CII Oct	tober 29, 2008
SIGNATURE OF RESPONSIBLE OFFICIAL TITLE		DATE
(For applications from State and local courts, Form B - Certificate of State Approval, m		· · · · · · · · · · · · · · · · · · ·
		· · · · · · · · · · · · · · · · · · ·

### Certificate of State Approval

The	Vermont Supreme Court	
	Name of State Supreme Court or Designa	ted Agency or Council
	red the application entitled <u>An Introducies for Managers and Supervisors of th</u>	
prepared b	y VT Supreme Court, Office of the	he Court Administrator
	Name of Applicant	
approves it	ts submission to the State Justice Instit	cute, and
***		
[ ✓ ]	agrees to receive and administer and awarded by the Institute pursuant to	
	designates	
	Name of Trial or Appel	late Court or Agency
	as the entity to receive, administer, a awarded by the Institute pursuant to	
	Lee R Sus li	October 29, 2008
	Signature	Date
	Lee L. Suskin Name	
	Court Administrator Title	

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

PATRICIA GABEL, Esq.
Director of Court Innovation and Improvement

LINDA RYEA RICHARD Deputy Director

ELIZABETH FINN Education Assistant



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

(802) 828-5946 patricia.gabel@state.vt.us

(802)828-4767 linda.richard@state.vt.us

(802) 828-4766 elizabeth.finn@state.vt.us

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

October 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 education of court managers and supervisors.

#### Why is this grant needed?

Due to a serious shortfall in expected State revenue, the Vermont Secretary of Administration and the Vermont Legislature began imposition of an immediate rescission of the FY '09 state appropriations. That rescission equates to a reduction of general funds for the Vermont Judiciary in the amount of \$24 million. It is anticipated that Vermont State Government will experience another \$25 million in cuts in November.

In response to the initial budget cut, the Supreme Court has adopted a plan to close most courts to public operation one-half day per week, or more if necessary to meet the budget targets. The plan also eliminates funding for the Vermont Sentencing Commission and cuts the budgets for jurors, mediation, postage, assistant judges, supplies, telephone, printing and duplication, the attorneys for kids program, forensic evaluations, and the use of retired judicial officers. If additional

cuts are forthcoming, the Judiciary will likely experience a reduction in work force.

When the education planning committee developed its goals and objectives for the upcoming year, two priorities were identified. The first was to provide education and training to our front line staff. The second was to develop a closer relationship with NACM and to introduce the NACM core competencies to our managers and supervisory staff. We have thus far been successful in making training opportunities available to front line staff, however, as further budget rescissions occur, it is unlikely that our budget will support educational opportunities for managers and supervisory staff.

In addition, the Vermont Judiciary has issued an RFP for a new case management system. Three vendors have submitted proposals and product demos have taken place. A decision as to the vendor will be made by the end of the calendar year and a three month trial period will take place. A final contract will be awarded in June. The implementation of this new case management system has far-reaching implications for our managers and supervisors. The issues relating to this change will be relevant to all of the core competencies identified by NACM. For instance, there will be significant Human Resource Management issues associated with the transition to a new system. There will be Education and Training issues. There will be a need for Information Technology Management, Leadership, and Visioning and Strategic Planning. This makes our decision to partner with NACM and bring the core competencies to Vermont all the more essential.

### What is the purpose of the grant?

The Vermont Judiciary has approximately 40 trial court managers and another 10-15 supervisors from our central administrative office. If awarded a CAT grant, we would utilize our annual court manager college as the venue for presenting an initial 1.5 hour overview of the core competencies generally, followed by an in-depth presentation on one of the 10 core areas identified by NACM. We would like to introduce *Purposes and Responsibilities of Courts* as the first curricula as this core competency is the "hub" which gives meaning to and grounds the other nine competencies. This primary program would be supplemented with additional workshops focusing on HR Legal Issues and Change Management. HR Legal Issues will have growing importance to our managers as we face the possibility of a reduced workforce. The Change Management workshop will assist managers and supervisors in preparing themselves, their staff, their judges, and users of the court for our new case management system. This year's college is scheduled for the week of April 27- May 1, 2009:

### 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 achieve two goals- continue our annual college for managers and supervisors and begin the partnership with NACM which we have identified as a priority for our organization.

The \$20,000 in SJI grant funds would be used to support the college. The \$2000 cash match would be used to support the additional cost overruns for the college not covered by SJI funds.

To meet the \$8,000 in-kind contribution, we will document the time non-judicial employees spend attending and/or traveling to the conference, as well as the time that administrative staff spend making registration, hotel and travel arrangements, and preparing grant reports.

SJI FUNDS	Court Manager College	Intro to NACM Core
	<u> </u>	Competencies
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Hotel (room and breakfast	\$15,000	\$90 per night x 34 people x 4
package)		nights + 6 people x 5 nights
Lunch	\$ 2,000	\$10 per day x 50 people x 4
		days
Supplies	\$ 500	
Total *	\$ 20,000	

<sup>\*</sup> Total for college excludes reimburseable expenses. As its CASH MATCH, the VT Judiciary would pick up these costs (parking, mileage, "on your own" meals, etc).

### **Project Management**

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with CII Director Patricia Gabel, Trial Court Operations Director Renny Perry, Human Resources Manager Christine Boraker, and the Employee Education Subcommittee. Elizabeth Finn and/or Arlene Hanson will provide staff support and assist with registration, lodging 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

inda Ryka Richa va

enclosures /lmrr

## STATE JUSTICE INSTITUTE

## **PROJECT BUDGET**

(TABULAR FORMAT)

Applicant:

Vermont Supreme Court

**Project Title:** 

An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary

For Project Activity from/to:

2-15-09-2-15-10

**Total Amount Requested for Project from SJI:** 

\$20,000

ITEM	SJ	II FUNDS	STA	TE FUNDS	FEDERAL FU	INDS	APPLICANT FUNDS	OTHER FUNDS	IN-KI	ND FUNDS	TOTAL
Direct Costs											
Personnel									\$	8,000.00	\$ 8,000.00
Fringe Benefits											\$ , <b>-</b>
Consultant / Contractual			\$2	2,000.00							\$ 2,000.00
Travel (Airfare/Hotel/Meals)	\$	19,500.00									\$ 19,500.00
Equipment											\$ -
Supplies	\$	500.00									\$ 500.00
Telephone					:						\$ -
Postage											\$
Printing / Photocopying											\$
Audit											\$ -
Other (Tuition/Registration)											\$ -
Subtotal, Direct Costs	\$	20,000.00	\$	2,000.00	S	_	\$ -	\$ -	S	8,000.00	\$ 30,000.00
Subtotal, Indirect Costs											\$ -
Grand Total	\$	20,000.00	\$	2,000.00	\$	-	\$ -	\$ -	\$	8,000.00	\$ 30,000.00

Remarks:

# SUPREME COURT OF VERMONT OFFICE OF THE COURT ADMINISTRATOR COURT IMPROVEMENT AND INNOVATION DIVISION

Mailing Address:

109 State Street

Montpelier, VT 05609-0701



Telephone: (802)828-3278

FAX:

(802)828-3457

TDD

(802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst Department of Finance & Management 109 State St. 5<sup>th</sup> Floor Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

Linda Ryea Richard

Deputy Director, Court Improvement and Innovation

Office of the State Court Administrator

Ruca Richard

Attachments /Imrr

**REC'D** MAR 1 3 2009



### STATE OF VERMONT JOINT FISCAL OFFICE

### MEMORANDUM

To:

Representative Lippert

From:

Nathan Lavery, Fiscal Analyst

Date:

April 6, 2009

Subject:

JFO #2374

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

cc: Rep. Michael Obuchowski Stephen Klein PHONE: (802) 828-2295 FAX: (802) 828-2483



### STATE OF VERMONT JOINT FISCAL OFFICE

### **MEMORANDUM**

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From:

Nathan Lavery, Fiscal Analyst

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cc: Rep. Michael Obuchowski Stephen Klein PHONE: (802) 828-2295

FAX: (802) 828-2483



JFO 2374

**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

	FIN	IANCE					ERMON GRANT	T REVIEW FOR	RM		
Grant Summary:			This g	grant	t support	s coi	ntinuing ed	ducation of court	managers and supervisors.		
Date:				3/19/2009							
Department:	Judiciary										
Legal Title of Gra		NACM Core Competencies for Managers & Supervisors of the Vermont Judiciary									
Federal Catalog #	NA										
Grant/Donor Name and Address:			State Justice Institute, 1650 King Street, Ste 600, Alexandria, VA 22314								
Grant Period: From:			2/1/2009		To:		2/1/2010				
Grant/Donation			\$20,000								
	SFY	7 1		SFY 2 SFY 3 Total				Total	Comments		
Grant Amount:	\$20,0	000	\$				\$	\$20,000			
		<b>д</b> р	4.	107	1	10	1				
Position Informat	ion:	# Posi	()								
Additional Comm				Judiciary is providing a cash and in-kind match of \$10,000 to do this education program.							
Department of Fina	ance & Ma	nageme	ent					A sirila			
Secretary of Administration								RPM 3/24/69	(Initial)		
Sent To Joint Fisca	l Office							RPM 3/24/69	Date		



### Hartrich, Toni

From: Richard, Linda

Sent: Thursday, March 19, 2009 10:54 AM

To: Hartrich, Toni

Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

#### Toni:

To clarify our request for grant acceptance, this conference will include a contract for faculty, however, we will not be using grant funds or the cash match for grant funds for that purpose. We will be using the grant funds to support the logistical costs of the conference (hotel, meals, mileage, etc).

We will meet the required in-kind match through the time the court managers spend in training and the time administrative staff spend in planning, preparing and supporting the event. If you have other questions, please do not hesitate to contact me.

### Linda

Linda Ryea Richard
Deputy Director
Office of the Court Administrator
Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us

## STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE

(Form AA-1)

BASIC GRANT INFOR	MATIO	N				
1. Agency:		Judiciary				
2. Department:		Vermont Sup	oreme Court	_		
3. Program:		Judicial Bran	nch Education			
4. Legal Title of Grant:		NACM Core	Competencies for N	Janagers /	& Supervisor	rs of the VT Judiciary
5. Federal Catalog #:		None	Competencies for it	ranagers (	e Supervisor	S of the v I sudiciary
3. Pederal Catalog #.	-	Trone	-			
6. Grant/Donor Name an	d Addr	ess:				
	ute, 165		e 600, Alexandria, V			
7. Grant Period: 1	From:	2/1/2009	To:	2/1/2010	)	
0 D						
8. Purpose of Grant:	antion o	f count management	nd amamilaana			
9. Impact on existing pro		of court managers a				
				e and eun	ervicore and	provide them with the
			gement system will			
10. BUDGET INFORMA		to a new case mana	gement system will	oc severe	y compromi	seu.
10. DCDGET INTORMA	ITIOI	SFY 1	SFY 2		SFY 3	Comments
Expenditures:		FY 2009	FY 2010	T	Y	Comments
Personal Services		\$10000	\$ 2010		\$	Cash & In-Kind
Operating Expenses		\$20000	\$		\$	SJI
Grants		\$	\$		\$	551
	otal	\$30,000	\$	0	\$	
Revenues:						
State Funds:		\$.	\$		\$	
Cash		\$2000	\$	0	\$	
In-Kind		\$8000	\$	0	\$	
Federal Funds:		Φ.				
(Direct Costs)		\$	\$		\$	
(Statewide Indirect)		\$ \$	\$		\$	
(Departmental Indirect	\ \ <u>\</u>	\$	\$ \$		\$ \$	
(Departmental Indirect	<i>)</i>	Φ	<b>D</b>		Ф	
Other Funds:		\$	\$		\$	
Grant (source SJI)		\$20000	\$	0	\$	
To	otal	\$30,000	\$		\$	
Appropriation No:			Amount:		\$	
	2120030	312			\$20,000	
					\$	
					\$	
					\$	
			-		\$	
					\$	
				Total	\$20,000	



## 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 i	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						
	115							
Total Positions								
12a. Equipment and space for thes positions:	e 🗌 Is p	resently available.	available funds.					
13. AUTHORIZATION AGENCY	/DEPARTMEN	T)						
I certify that no funds have been	Signature:	M. I. Tromas	Date: 3/12/09					
expended or committed in anticipation of Joint Fiscal	out of wind of	1311909						
Committee Approval of this grant:	Title:	ing Court Administrato	~					
14. ACTION BY GOVERNOR								
Check One Box:	M T	. 1	1/					
Accepted	/ Xmust	2	3/25/09					
Rejected (Gove	nor's signature)	0	Date: /					
15. SECRETARY OF ADMINIST	RATION							
Check One Box: Request to JFO	Ronda	of Mal 3	24/09					
Information to JFO (Secre	Information to JFO (Secretary's signature or designee) Date:							
16. DOCUMENTATION REQUIRED								
	Required G	RANT Documentation						
Request Memo	1.	Request Memo						
<ul><li>☑ Dept. project approval (if applical</li><li>☑ Notice of Award</li></ul>	ole)	Dept. project approval (if applicable)  Notice of Donation (if any)						
Grant Agreement		Grant (Project) Timeline (if applicable	e)					
Grant Budget								
	Enc	d Form AA-1						

## STATE JUSTICE INSTITUTE

## **AWARD**

☐ Grant ☐ Contract ☐ Coope	erative Agreement Page 1 of 1
Grantee Name and Address     Supreme Court of Vermont	3. Award Number SJI-09-E-006
Office of the Court Administrator 109 State Street	4. Award Period 2/01/09 – 2/01/10
Montpelier, VT 05609	5. Award Date 3/13/09
1a. Employer Identification No.	6. Award Amount \$20,000
2. Entity to Receive Funds	7. Type of Award  Project Grant  Technical Assistance (TA) Grant  Curriculum Adaptation & Training (CAT)  Grant  Scholarship
2a. Employer Identification No.	Partner Grant
8. Project Title NACM Core Competencies for Managers and Super	visors of the Vermont Judiciary
9. Special Conditions (Check if applicable)	
The above project is approved subject to sucl attached page(s).	n conditions or limitations as set forth on the
STATE JUSTICE INSTITUTE APPROVAL	GRANTEE ACCEPTANCE
10. Approving SJI Official	11. Authorized Official of Grantee
Name (typed): Robert A. Miller	Name (typed):Robert Greemore
Title: Charmin, Board of Directors	Title:Cting Court Administrator
Signature:	Signature: Signature:
Date:March 13, 2009	Date:March 13, 2009

# STATE JUSTICE INSTITUTE APPLICATION

	2. TYPE OF APPLICANT (Check appropriate box)						
1. APPLICANT	☑ State Court	☐ Other non-profit organization or					
a. Applicant Name: Vermont Supreme Court	□ National organization operating in	agency					
Office of the Court Administrator	conjunction with State court	□ Indi∨idual					
b. Organization Unit: Court Improvement and Innovation	□ National State court support	☐ Corporation or partnership					
c. Street/P.O. Box: 109 State Street	organization	□ Other unit of government					
d. City: Montpelier	□ College or university	🗆 Other					
e. State: Vermont f. Zip Code: 05609-0701	L coneg. or anneany	(Specify)					
g. Phone Number : 802-828-3278		(Opecity)					
h. Fax Number : 802-828-3457		1					
i. Web Site Address: www.vermontjudiciary.org	3. PROPOSED START DATE: Fe	bruary 1 2009					
j. Name & Phone Number of Contact Person	5.1 KOI OGED STAKE DATE.	ordary 1, 2007					
Linda Richard 802-828-4767		A STATE OF THE STA					
k. Title: Deputy Director							
I. E-Mail Address: linda.richard@state.vt.us	4. PROJECT DURATION (months)	: 12 months					
i. L-ivian Address. Inida.Heriard@state.vt.ds							
	6. IF THIS APPLICATION HAS B	EEN SUBMITTED TO OTHER					
	FUNDING SOURCES, PLEASE PR						
	INFORMATION:						
5. APPLICANT FINANCIAL CONTACT: Same as Applicant							
a. Organization Name	Date Submitted						
b. Street/P.O. Box							
c. City	Disposition (if any) or Current Status						
c. City d. State e. Zip Code							
f. Phone Number							
g. Fax Number		,					
h. Web Site Address	7. a. AMOUNT REQUESTED FRO	M SJI \$ 20,000					
i. Name & Phone Number of Contact Person	b. AMOUNT OF MATCH	771 501					
j. Title k. E-Mail Address	Cash match \$ 2,000						
k. E-Mail Address	Non-cash Match \$ 8.000						
	c. TOTAL MATCH	\$ 10,000					
	d. OTHER CASH	\$					
	e. TOTAL PROJECT COST	\$ 30,000					
8. TITLE OF PROPOSED PROJECT: An Introduction to NACM Cor	e Competencies for Managers and Sup	pervisors of the VT Judiciary					
9. CONGRESSIONAL DISTRICT OF: Vermont Name of Representative: District Number	Peter Welch	ocation): Name of Representative; District Number					
10. CERTIFICATION On behalf of the applicant, I hereby certify that to the best of my knowle							
the attached assurances (Form D) and understand that if this application certify that the applicant will comply with the assurances if the application representations on the behalf of the applicant.	n is approved for funding, the award w	ill be subject to those assurances. I					
Lada Rolla Dirlain							
	, =,	ober 29, 2008					
SIGNATURE OF RESPONSIBLE OFFICIAL TITLE		PATE					
(For applications from State and local courts, Form B - Certificate of State Approval,	nust be attached)						
,							

### STATE JUSTICE INSTITUTE

## Certificate of State Approval

The	Vermont Supreme Court	
	Name of State Supreme Court or Designated Agency or Council	
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<u>Competenc</u>	ies for Managers and Supervisors of the Vermont Judiciary	
nranarad hi	V VT Supreme Court, Office of the Court Administrator	
propared b	Name of Applicant	
approves it	s 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.	
	Dee Rus Li October 29, 2008	
	Signature Date	
	Lee L. Suskin Name	
	<u>Court Administrator</u> Title	

HON. MARILYN S. SKOGLUND
ASSOCIATE JUSTICE
HON. AMY M. DAVENPORT
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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

inda Ryka Richa va

enclosures /Imrr

# STATE JUSTICE INSTITUTE PROJECT BUDGET

(TABULAR FORMAT)

Applicant:

Vermont Supreme Court

**Project Title:** 

An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary

For Project Activity from/to:

2-15-09-2-15-10

**Total Amount Requested for Project from SJI:** 

\$20,000

ITÉM	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		<u> </u>					\$	
Consultant / Contractual		\$2,000.00					\$	2,000.00
Travel (Airfare/Hotel/Meals)	\$ 19,500.00						\$	19,500.00
Equipment							\$	
Supplies	\$ 500.00	<u></u>					\$_	500.00
Telephone							\$	-
Postage							\$	-
Printing / Photocopying							\$	
Audit							\$	-
Other (Tuition/Registration)							\$	<u> </u>
Subtotal, Direct Costs	\$ 20,000.00	\$ 2,000.0	00 \$ -	\$ -	\$ -	\$ 8,000.	00 \$	30,000.00
Subtotal, Indirect Costs							\$	-
Grand Total	\$ 20,000.00	\$ 2,000.	00 \$ -	<b>∞\$</b> -	. \$ -	\$ 8,000.	00 \$	30,000:00

Remarks:

# SUPREME COURT OF VERMONT OFFICE OF THE COURT ADMINISTRATOR COURT IMPROVEMENT AND INNOVATION DIVISION

### Mailing Address:

109 State Street

Montpelier, VT 05609-0701



Telephone: (802)828-3278

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TDD

(802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst Department of Finance & Management 109 State St. 5<sup>th</sup> Floor Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

Linda Ryea Richard

Deputy Director, Court Improvement and Innovation

Office of the State Court Administrator

nda Ruca Richard

Attachments /lmrr

**RECD** MAR 1 3 2009