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
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; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by April 20 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
STATE OF VERMONT

FINANCE & MANAGEMENT GRANT REVIEW FORM

<table>
<thead>
<tr>
<th>Grant Summary:</th>
<th>This grant supports continuing education of court managers and supervisors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>3/19/2009</td>
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<tr>
<td>Department:</td>
<td>Judiciary</td>
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<tr>
<td>Legal Title of Grant:</td>
<td>NACM Core Competencies for Managers &amp; Supervisors of the Vermont Judiciary</td>
</tr>
<tr>
<td>Federal Catalog #:</td>
<td>NA</td>
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<tr>
<td>Grant/Donor Name and Address:</td>
<td>State Justice Institute, 1650 King Street, Ste 600, Alexandria, VA 22314</td>
</tr>
<tr>
<td>Grant Period:</td>
<td>From: 2/1/2009 To: 2/1/2010</td>
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<tr>
<td>Grant/Donation</td>
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<td>Grant Amount:</td>
<td>SFY 1 $20,000 SFY 2 $ SFY 3 $ Total $20,000 Comments</td>
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<td># Positions Explanation/Comments 0</td>
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<tr>
<td>Additional Comments:</td>
<td>Judiciary is providing a cash and in-kind match of $10,000 to do this education program.</td>
</tr>
</tbody>
</table>

Department of Finance & Management

Secretary of Administration

Sent To Joint Fiscal Office

(Initial) 3/30/09 Date

RECEIVED

APR 30 2009
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  

BASIC GRANT INFORMATION

1. Agency: Judiciary
2. Department: Vermont Supreme 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 Address:
   State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314


8. Purpose of Grant:
   To support the education of court managers and supervisors.

9. Impact on existing program if grant is not Accepted:
   Our ability to provide educational opportunities to court managers and supervisors and provide them with the
   skills needed to transition to a new case management system will be severely compromised.

10. BUDGET INFORMATION

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<tr>
<th>Expenditures:</th>
<th>SFY 1 FY 2009</th>
<th>SFY 2 FY 2010</th>
<th>SFY 3 FY</th>
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<td>$</td>
<td>Cash &amp; In-Kind</td>
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<tr>
<td>Operating Expenses</td>
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<td>$0</td>
<td>$</td>
<td>SJI</td>
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<tr>
<td>Grants</td>
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<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
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<td>$0</td>
<td>$</td>
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</tbody>
</table>

| Revenues:              |               |               |          |          |
| State Funds:           | $             | $             | $        |          |
| Cash                   | $2000         | $0            | $        |          |
| In-Kind                | $8000         | $0            | $        |          |
| Federal Funds:         | $             | $             | $        |          |
| (Direct Costs)         | $             | $             | $        |          |
| (Statewide Indirect)   | $             | $             | $        |          |
| (Departmental Indirect)| $             | $             | $        |          |
| Other Funds:           | $             | $             | $        |          |
| Grant (source SJI)     | $20000        | $0            | $        |          |
| Total                  | $30,000       | $0            | $        |          |

| Appropriation No:      | Amount:       |
| 2120030312             | $20,000       |
11. Will monies from this grant be used to fund one or more Personal Service Contracts?  

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<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>✔</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
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Total Positions

12a. Equipment and space for these positions:  

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<tr>
<th>Is presently available.</th>
<th>Can be obtained with available funds.</th>
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<tr>
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</tbody>
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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:  
Title: Acting Court Administrator  
Date: 3/12/09

14. ACTION BY GOVERNOR

Check One Box:

- [ ] Accepted  
  (Governor’s signature)  
  Date: 3/25/09
- [ ] Rejected

15. SECRETARY OF ADMINISTRATION

Check One Box:

- [ ] Request to JFO  
  (Secretary’s signature or designee)  
  Date: 3/24/09
- [ ] Information to JFO

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

- [ ] Request Memo
- [ ] Dept. project approval (if applicable)
- [ ] Notice of Award
- [ ] Grant Agreement
- [ ] Grant Budget
- [ ] Notice of Donation (if any)
- [ ] Grant (Project) Timeline (if applicable)
- [ ] Request for Extension (if applicable)
<table>
<thead>
<tr>
<th><strong>STATE JUSTICE INSTITUTE</strong></th>
<th><strong>AWARD</strong></th>
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<tbody>
<tr>
<td><strong>Grant</strong> □</td>
<td>□ Contract □</td>
</tr>
<tr>
<td>1. Grantee Name and Address</td>
<td>3. Award Number</td>
</tr>
<tr>
<td>Supreme Court of Vermont</td>
<td>4. Award Period</td>
</tr>
<tr>
<td>Office of the Court Administrator</td>
<td>5. Award Date</td>
</tr>
<tr>
<td>109 State Street</td>
<td>6. Award Amount</td>
</tr>
<tr>
<td>Montpelier, VT 05609</td>
<td></td>
</tr>
<tr>
<td>1a. Employer Identification No.</td>
<td>7. Type of Award</td>
</tr>
<tr>
<td>2. Entity to Receive Funds</td>
<td>□ Project Grant</td>
</tr>
<tr>
<td></td>
<td>□ Technical Assistance (TA) Grant</td>
</tr>
<tr>
<td></td>
<td>□ Curriculum Adaptation &amp; Training (CAT)</td>
</tr>
<tr>
<td></td>
<td>□ Scholarship</td>
</tr>
<tr>
<td></td>
<td>□ Partner Grant</td>
</tr>
<tr>
<td>8. Project Title</td>
<td></td>
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<tr>
<td>NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary</td>
<td></td>
</tr>
<tr>
<td>9. Special Conditions (Check if applicable)</td>
<td></td>
</tr>
<tr>
<td>□ The above project is approved subject to such conditions or limitations as set forth on the attached ____ page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>STATE JUSTICE INSTITUTE APPROVAL</strong></td>
<td><strong>GRANTEE ACCEPTANCE</strong></td>
</tr>
<tr>
<td>Name (typed): Robert A. Miller</td>
<td>Name (typed): Robert Greemore</td>
</tr>
<tr>
<td>Title: Chairman, Board of Directors</td>
<td>Title: Acting Court Administrator</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date: March 13, 2009</td>
<td>Date: March 13, 2009</td>
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</tbody>
</table>
## STATE JUSTICE INSTITUTE
### APPLICATION

### 1. APPLICANT
- **Applicant Name:** Vermont Supreme Court
- **Office of the Court Administrator**
- **Organization Unit:** Court Improvement and Innovation
- **Street/P.O. Box:** 109 State Street
- **City:** Montpelier
- **State:** Vermont
- **Zip Code:** 05609-0701
- **Phone Number:** 802-828-3278
- **Fax Number:** 802-828-3457
- **Web Site Address:** www.vermontjudiciary.org
- **Name & Phone Number of Contact Person:**
  - Linda Richard 802-828-4767
- **Title:** Deputy Director
- **E-Mail Address:** linda.richard@state.vt.us

### 2. TYPE OF APPLICANT
- Check appropriate box:
  - [ ] State Court
  - [X] National organization operating in conjunction with State court
  - [ ] National State court support organization
  - [ ] College or university
  - [ ] Other non-profit organization or agency
  - [ ] Individual
  - [ ] Corporation or partnership
  - [ ] Other unit of government
  - [ ] Other (Specify)

### 3. PROPOSED START DATE: February 1, 2009

### 4. PROJECT DURATION (months): 12 months

### 5. APPLICANT FINANCIAL CONTACT: Same as Applicant
- **Organization Name**
- **Street/P.O. Box**
- **City**
- **State:**
- **Zip Code**
- **Phone Number**
- **Fax Number**
- **Web Site Address**
- **Name & Phone Number of Contact Person**
- **Title**
- **E-Mail Address**

### 6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

<table>
<thead>
<tr>
<th>Source</th>
<th>Date Submitted</th>
<th>Amount Requested</th>
<th>Disposition (If any) or Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$20,000</td>
<td></td>
</tr>
</tbody>
</table>

### 7. AMOUNT REQUESTED FROM SJI: $20,000
- **AMOUNT OF MATCH**
  - Cash match: $2,000
  - Non-cash Match: $8,000
  - TOTAL MATCH: $10,000
- **OTHER CASH:**
- **TOTAL PROJECT COST:** $30,000

### 8. TITLE OF PROPOSED PROJECT: An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary

### 9. CONGRESSIONAL DISTRICT OF:
- **Vermont**
- **Name or Representative:** Peter Welch
  - **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 behalf of the applicant.

**Deputy Director, CII**

**October 29, 2008**

**Signature of Responsible Official**

(For applications from State and local courts, Form B - Certificate of State Approval, must be attached)

Form A 08/07
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 An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary

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.

Lee L. Suskin
Name

Court Administrator
Title

Signature October 29, 2008

Form B 04/08
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.

<table>
<thead>
<tr>
<th>SJI FUNDS</th>
<th>Court Manager College</th>
<th>Intro to NACM Core Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare for faculty</td>
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<tr>
<td>Faculty (consultant) fees</td>
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<td>Hotel (room and breakfast package)</td>
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<td>Lunch</td>
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<tr>
<td>Supplies</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 20,000</strong></td>
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</tbody>
</table>

* 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

enclosures

/Lmrr
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

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<tr>
<th>ITEM</th>
<th>SJI FUNDS</th>
<th>STATE FUNDS</th>
<th>FEDERAL FUNDS</th>
<th>APPLICANT FUNDS</th>
<th>OTHER FUNDS</th>
<th>IN-KIND FUNDS</th>
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<td>Other (Tuition/Registration)</td>
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Remarks:
March 13, 2009

Toni Hartrich, Budget & Management Analyst  
Department of Finance & Management  
109 State St. 5th 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]

Linda Ryea Richard  
Deputy Director, Court Improvement and Innovation  
Office of the State Court Administrator

Attachments  
/Imrr
STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This grant supports continuing education of court managers and supervisors.

Date: 3/19/2009

Department: Judiciary

Legal Title of Grant: 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

<table>
<thead>
<tr>
<th>SFY 1</th>
<th>SFY 2</th>
<th>SFY 3</th>
<th>Total</th>
<th>Comments</th>
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<tbody>
<tr>
<td>$20,000</td>
<td>$</td>
<td>$</td>
<td>$20,000</td>
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Position Information: # Positions Explanation/Comments

0

Additional Comments: Judiciary is providing a cash and in-kind match of $10,000 to do this education program.

Department of Finance & Management

Secretary of Administration

Sent To Joint Fiscal Office

(Initial) 3/30/09

Send To Joint Fiscal Office

Date
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 INFORMATION

1. **Agency:** Judiciary  
2. **Department:** Vermont Supreme 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 Address:** 
   State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314  
7. **Grant Period:** From: 2/1/2009 To: 2/1/2010

### 8. Purpose of Grant:
To support the education of court managers and supervisors.

### 9. Impact on existing program if grant is not Accepted:
Our ability to provide educational opportunities to court managers and supervisors and provide them with the skills needed to transition to a new case management system will be severely compromised.

### 10. BUDGET INFORMATION

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<th>SFY 2 FY 2010</th>
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<td>PERSONAL SERVICE INFORMATION</td>
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<td>11. Will monies from this grant be used to fund one or more Personal Service Contracts?</td>
<td>☑ Yes ☐ No</td>
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<td>If &quot;Yes&quot;, appointing authority must initial here to indicate intent to follow current competitive bidding</td>
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<td>Appointing Authority Name:</td>
<td>Agreed by: __________ (initial)</td>
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<th># Positions</th>
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Total Positions

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

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<tr>
<th>13. AUTHORIZATION AGENCY/DEPARTMENT</th>
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<tbody>
<tr>
<td>I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:</td>
</tr>
<tr>
<td>Signature: Robert Freeman</td>
</tr>
<tr>
<td>Title: Acting Court Administrator</td>
</tr>
</tbody>
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<table>
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<th>14. ACTION BY GOVERNOR</th>
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<tr>
<td>Check One Box:</td>
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<tr>
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</tr>
<tr>
<td>☐ Rejected</td>
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</tbody>
</table>

<table>
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<td>☑ Request to JFO</td>
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<tr>
<td>☐ Information to JFO</td>
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<table>
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<tr>
<td>Required GRANT Documentation</td>
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<tr>
<td>☑ Request Memo</td>
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<tr>
<td>☑ Dept. project approval (if applicable)</td>
</tr>
<tr>
<td>☑ Notice of Award</td>
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<tr>
<td>☑ Grant Agreement</td>
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<tr>
<td>☑ Grant Budget</td>
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End Form AA-1
**STATE JUSTICE INSTITUTE**

**AWARD**

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<tr>
<th>Grant</th>
<th>Contract</th>
<th>Cooperative Agreement</th>
<th>Page 1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Grantee Name and Address**
   Supreme Court of Vermont  
   Office of the Court Administrator  
   109 State Street  
   Montpelier, VT 05609

3. **Award Number** SJI-09-E-006

4. **Award Period** 2/01/09 – 2/01/10

5. **Award Date** 3/13/09

1a. **Employer Identification No.**

6. **Award Amount** $20,000

2. **Entity to Receive Funds**

7. **Type of Award**
   - ☑ Curriculum Adaptation & Training (CAT) Grant

2a. **Employer Identification No.**

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 conditions or limitations as set forth on the attached [ ] page(s).

<table>
<thead>
<tr>
<th>STATE JUSTICE INSTITUTE APPROVAL</th>
<th>GRANTEE ACCEPTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. <strong>Approving SJI Official</strong></td>
<td>11. <strong>Authorized Official of Grantee</strong></td>
</tr>
<tr>
<td>Name (typed): Robert A. Miller</td>
<td>Name (typed): Robert Greemore</td>
</tr>
<tr>
<td>Title: Chairman, Board of Directors</td>
<td>Title: Acting Court Administrator</td>
</tr>
<tr>
<td>Signature: [Signature]</td>
<td>Signature: [Signature]</td>
</tr>
<tr>
<td>Date: March 13, 2009</td>
<td>Date: March 13, 2009</td>
</tr>
</tbody>
</table>
# 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](http://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)
  - [ ] State Court
  - [ ] National organization operating in conjunction with State court
  - [ ] National State court support organization
  - [ ] College or university
  - [ ] Other non-profit organization or agency
  - [ ] Individual
  - [ ] Corporation or partnership
  - [ ] Other unit of government
  - [ ] Other

### 3. PROPOSED START DATE
- February 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**

### 7. a. AMOUNT REQUESTED FROM SJI
- $20,000

### 7. b. AMOUNT OF MATCH
- **Cash match** $2,000
- **Non-cash Match** $8,000

### 7. c. TOTAL MATCH
- $10,000

### 7. d. OTHER CASH
- $0

### 7. e. TOTAL PROJECT COST
- $30,000

### 8. TITLE OF PROPOSED PROJECT
- An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary

### 9. CONGRESSIONAL DISTRICT OF:
- **Name of Representative:** Vermont
- **District Number:** Peter Welch
- **Project location (if different from applicant location):** Name
- **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**

**Title**

**Date**

(For applications from State and local courts, Form B - Certificate of State Approval, must be attached)
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 __ An Introduction to NACM Core
Competencies for Managers and Supervisors of the Vermont Judiciary __

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.

__________________________ Lee L. Suskin
Signature Date

__________________________ October 29, 2008
Name

__________________________ Court Administrator
Title

Form B 04/08
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.

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<thead>
<tr>
<th>SJI FUNDS</th>
<th>Court Manager College</th>
<th>Intro to NACM Core Competencies</th>
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</thead>
<tbody>
<tr>
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* 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,

[Signature]
Linda Ryea Richard
Deputy Director, Court Improvement and Innovation

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

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<th>FEDERAL FUNDS</th>
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</table>

**Remarks:**
March 13, 2009

Toni Hartrich, Budget & Management Analyst
Department of Finance & Management
109 State St. 5th 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

Attachments
/Imrr
**STATE OF VERMONT**

**FINANCE & MANAGEMENT GRANT REVIEW FORM**

| Grant Summary: | This grant supports continuing education of court managers and supervisors. |
| Date: | 3/19/2009 |
| Department: | Judiciary |
| Legal Title of Grant: | 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 |
| Grant/Donation: | $20,000 |
| SFY 1 | SFY 2 | SFY 3 | Total |
| Grant Amount: | $20,000 | $ | $ | $20,000 |
| Position Information: | # Positions | Explanation/Comments |
| | 0 | |
| Additional Comments: | Judiciary is providing a cash and in-kind match of $10,000 to do this education program. |

Department of Finance & Management

Secretary of Administration

Sent To Joint Fiscal Office

Date: 3/30/09

INITIALS

INITIALS

Date

RECEIVED

JOINT FISCAL OFFICE
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).

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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 INFORMATION**

1. Agency: Judiciary  
2. Department: Vermont Supreme 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 Address: 
   State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314


8. Purpose of Grant:  
To support the education of court managers and supervisors.

9. Impact on existing program if grant is not Accepted:  
Our ability to provide educational opportunities to court managers and supervisors and provide them with the skills needed to transition to a new case management system will be severely compromised.

10. BUDGET INFORMATION

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>SFY 1 FY 2009</th>
<th>SFY 2 FY 2010</th>
<th>SFY 3 FY</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$10,000</td>
<td>$0</td>
<td>$0</td>
<td>Cash &amp; In-Kind</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$20,000</td>
<td>$0</td>
<td>$0</td>
<td>SJI</td>
</tr>
<tr>
<td>Grants</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$30,000</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
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</table>

| Revenues: | |
| State Funds: | $  | $  | $  |
| Cash | $2,000  | $0  | $0  |
| In-Kind | $8,000  | $0  | $0  |
| Federal Funds: | $  | $  | $  |
| (Direct Costs) | $  | $  | $  |
| (Statewide Indirect) | $  | $  | $  |
| (Departmental Indirect) | $  | $  | $  |
| Other Funds: | $  | $  | $  |
| Grant (source SJI) | $20,000  | $0  | $0  |
| Total | $30,000  | $0  | $0  |

| Appropriation No: | Amount: |
| 2120030312 | $20,000 |

Department of Finance & Management  
Version 1.1_9/15/08  
Page 1 of 2
### 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

<table>
<thead>
<tr>
<th>Appointing Authority Name:</th>
<th>Agreed by:</th>
<th>(initial)</th>
</tr>
</thead>
</table>

12. Limited Service Position Information:

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
</tr>
</thead>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Positions

12a. Equipment and space for these positions:

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

### AUTHORIZATION AGENCY/DEPARTMENT

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

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3/12/09</td>
</tr>
</tbody>
</table>

13. Title: Acting Court Administrator

### ACTION BY GOVERNOR

Check One Box:

☐ Accepted (Governor's signature) 3/25/09

☐ Rejected

### SECRETARY OF ADMINISTRATION

Check One Box:

☐ Request to JFO (Secretary's signature or designee) 3/24/09

☐ Information to JFO

### DOCUMENTATION REQUIRED

Required GRANT Documentation

- [☑] Request Memo
- [☑] Dept. project approval (if applicable)
- [☑] Notice of Award
- [☐] Grant Agreement
- [☐] Grant Budget
- [☐] Request for Extension (if applicable)

End Form AA-1
# STATE JUSTICE INSTITUTE

## AWARD

<table>
<thead>
<tr>
<th>Grant</th>
<th>Contract</th>
<th>Cooperative Agreement</th>
</tr>
</thead>
</table>

1. **Grantee Name and Address**<br>Supreme Court of Vermont<br>Office of the Court Administrator<br>109 State Street<br>Montpelier, VT 05609

2. **Entity to Receive Funds**

3. **Award Number** SJI-09-E-006

4. **Award Period** 2/01/09 – 2/01/10

5. **Award Date** 3/13/09

6. **Award Amount** $20,000

7. **Type of Award**
- [X] Curriculum Adaptation & Training (CAT) Grant
- [ ] Technical Assistance (TA) Grant
- [ ] Project Grant
- [ ] Scholarships
- [ ] 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 conditions or limitations as set forth on the attached page(s).

### STATE JUSTICE INSTITUTE APPROVAL

<table>
<thead>
<tr>
<th>10. Approving SJI Official</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name (typed):</strong> Robert A. Miller</td>
</tr>
<tr>
<td><strong>Title:</strong> Chairman, Board of Directors</td>
</tr>
<tr>
<td><strong>Signature:</strong> [Signature]</td>
</tr>
<tr>
<td><strong>Date:</strong> March 13, 2009</td>
</tr>
</tbody>
</table>

### GRANTEE ACCEPTANCE

<table>
<thead>
<tr>
<th>11. Authorized Official of Grantee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name (typed):</strong> Robert Greenmore</td>
</tr>
<tr>
<td><strong>Title:</strong> Acting Court Administrator</td>
</tr>
<tr>
<td><strong>Signature:</strong> [Signature]</td>
</tr>
<tr>
<td><strong>Date:</strong> March 13, 2009</td>
</tr>
</tbody>
</table>
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)
   ☑ State Court
   ☑ National organization operating in conjunction with State court
   ☑ National State court support organization
   ☑ College or university
   ☑ Other non-profit organization or agency
   ☑ Individual
   ☑ Corporation or partnership
   ☑ Other unit of government
   ☑ Other
      (Specify)________________________

3. PROPOSED START DATE: February 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

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

8. TITLE OF PROPOSED PROJECT: An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary

9. CONGRESSIONAL DISTRICT OF: Vermont
   Name of Representative; District Number
   Peter Welch
   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
   Deputy Director, CII
   October 29, 2008

(For applications from State and local courts, Form B - Certificate of State Approval, must be attached)

Form A 08/07
STATE JUSTICE INSTITUTE

Certificate of State Approval

The Vermont Supreme Court has reviewed the application entitled "An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary" prepared by VT Supreme Court, Office of the Court Administrator.

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

Lee L. Suskin
Name

October 29, 2008
Date

Court Administrator
Title
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.

<table>
<thead>
<tr>
<th>SJI FUNDS</th>
<th>Court Manager College</th>
<th>Intro to NACM Core Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare for faculty</td>
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<tr>
<td>Faculty (consultant) fees</td>
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<td>Lunch</td>
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<tr>
<td>Supplies</td>
<td>$ 500</td>
<td></td>
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<tr>
<td>Total *</td>
<td>$ 20,000</td>
<td></td>
</tr>
</tbody>
</table>

* Total for college excludes reimbursable 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

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

<table>
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<tr>
<th>ITEM</th>
<th>SJI FUNDS</th>
<th>STATE FUNDS</th>
<th>FEDERAL FUNDS</th>
<th>APPLICANT FUNDS</th>
<th>OTHER FUNDS</th>
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<td>Other (Tuition/Registration)</td>
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<td>$ -</td>
<td>$ 8,000.00</td>
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<tr>
<td>Subtotal, Indirect Costs</td>
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<td>$ 30,000.00</td>
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</table>

Remarks:
March 13, 2009

Toni Hartrich, Budget & Management Analyst
Department of Finance & Management
109 State St. 5th 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

Attachments
/Imrr
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
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
STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This grant supports continuing education of court managers and supervisors.

Date: 3/19/2009

Department: Judiciary

Legal Title of Grant: 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

<table>
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<th>SFY 3</th>
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<th>Comments</th>
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</thead>
<tbody>
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<td>$</td>
<td>$20,000</td>
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</tbody>
</table>

Position Information:

<table>
<thead>
<tr>
<th># Positions</th>
<th>Explanation/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: Judiciary is providing a cash and in-kind match of $10,000 to do this education program.

Department of Finance & Management

Secretary of Administration

Sent To Joint Fiscal Office 3/10/09 Date

INITIALS
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
### Basic Grant Information

1. **Agency:** Judiciary  
2. **Department:** Vermont Supreme 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 Address:**  
   State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314

7. **Grant Period:**  
   From: 2/1/2009  
   To: 2/1/2010

8. **Purpose of Grant:**  
   To support the education of court managers and supervisors.

9. **Impact on existing program if grant is not Accepted:**  
   Our ability to provide educational opportunities to court managers and supervisors and provide them with the skills needed to transition to a new case management system will be severely compromised.

### Budget Information

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>SFY 1 FY 2009</th>
<th>SFY 2 FY 2010</th>
<th>SFY 3 FY</th>
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<tr>
<td>Grants</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$30,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Revenues</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Funds:</td>
<td>$</td>
<td>$</td>
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<tr>
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<tr>
<td><strong>Federal Funds:</strong></td>
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<td>$</td>
<td></td>
</tr>
<tr>
<td>(Direct Costs)</td>
<td>$</td>
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<td>$</td>
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<tr>
<td><strong>Other Funds:</strong></td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>Grant (source SJI)</td>
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<td>$0</td>
<td>$</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$30,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$</strong></td>
<td></td>
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Appropriation No:  
2120030312  
Amount: $20,000
### 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:**

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
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</table>

**Total Positions**

12a. **Equipment and space for these positions:**

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

### AUTHORIZATION AGENCY/DEPARTMENT

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

- **Signature:**
- **Title:** Acting Court Administrator
- **Date:** 3/12/09

### ACTION BY GOVERNOR

- **Check One Box:**
  - □ Accepted
  - □ Rejected

- **(Governor’s signature)**
- **(Governor’s date): 3/25/09**

### SECRETARY OF ADMINISTRATION

- **Check One Box:**
  - □ Request to JFO
  - □ Information to JFO

- **(Secretary’s signature or designee)**
- **Date:** 3/24/09

### DOCUMENTATION REQUIRED

- **Required GRANT Documentation**
  - □ Request Memo
  - □ Dept. project approval (if applicable)
  - □ Notice of Award
  - □ Grant Agreement
  - □ Grant Budget
  - □ Notice of Donation (if any)
  - □ Grant (Project) Timeline (if applicable)
  - □ Request for Extension (if applicable)

*End Form AA-1*
## STATE JUSTICE INSTITUTE

### AWARD

<table>
<thead>
<tr>
<th>Grant</th>
<th>Contract</th>
<th>Cooperative Agreement</th>
<th>Page 1 of 1</th>
</tr>
</thead>
</table>

1. **Grantee Name and Address**  
   Supreme Court of Vermont  
   Office of the Court Administrator  
   109 State Street  
   Montpelier, VT 05609

3. **Award Number**  
   SJI-09-E-006

4. **Award Period**  
   2/01/09 – 2/01/10

5. **Award Date**  
   3/13/09

6. **Award Amount**  
   $20,000

7. **Type of Award**  
   - [ ] Project Grant  
   - [ ] Technical Assistance (TA) Grant  
   - [X] Curriculum Adaptation & Training (CAT) Grant  
   - [ ] Scholarship  
   - [ ] Partner Grant

2a. **Employer Identification No.**

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 conditions or limitations as set forth on the attached ___ page(s).

### STATE JUSTICE INSTITUTE APPROVAL

10. **Approving SJI Official**  
    Name (typed): Robert A. Miller  
    Title: Chairman, Board of Directors  
    Signature: [Signature]  
    Date: March 13, 2009

### GRANTEE ACCEPTANCE

11. **Authorized Official of Grantee**  
    Name (typed): Robert Greemore  
    Title: Acting Court Administrator  
    Signature: [Signature]  
    Date: March 13, 2009
I. 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: lindasichard@state.vt.us

2. TYPE OF APPLICANT (Check appropriate box)
   - [X] State Court
   - [ ] National organization operating in conjunction with State court
   - [ ] National State court support organization
   - [ ] College or university
   - [ ] Other non-profit organization or agency
   - [ ] Individual
   - [ ] Corporation or partnership
   - [ ] Other unit of government
   - [ ] Other

3. PROPOSED START DATE: February 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

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 $ 0
   e. TOTAL PROJECT COST $ 30,000

8. TITLE OF PROPOSED PROJECT: An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary

9. CONGRESSIONAL DISTRICT OF: Vermont
   Name of Representative: Peter Welch
   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.

   Deputy Director, CII
   October 29, 2008
   SIGNATURE OF RESPONSIBLE OFFICIAL
   (For applications from State and local courts, Form B - Certificate of State Approval, must be attached)
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 An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary

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.

Lee L. Suskin
Signature
October 29, 2008
Date

Lee L. Suskin
Name

Court Administrator
Title

Form B 04/08
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.

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

* 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

enclosures
/Imrr
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

<table>
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<tr>
<th>ITEM</th>
<th>SJI FUNDS</th>
<th>STATE FUNDS</th>
<th>FEDERAL FUNDS</th>
<th>APPLICANT FUNDS</th>
<th>OTHER FUNDS</th>
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<td>$ 8,000.00</td>
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<td>Fringe Benefits</td>
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<td>Other (Tuition/Registration)</td>
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Remarks:
March 13, 2009

Toni Hartrich, Budget & Management Analyst
Department of Finance & Management
109 State St. 5th 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