




STATE OF VERMONT  
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst   
Date: June 05, 2019  
Subject: Grant Request – JFO #2963-2965

Enclosed please find three (3) items, which the Joint Fiscal Office has received from the executive branch. **The Dept. of State's Attorneys and Sheriffs has requested expedited review of JFO #2965.** Members will be contacted by June 14, 2019 for a decision on JFO #2965 unless the member has responded prior to that date.

**JFO #2963** – One (1) limited-service position within the Vermont Military Department. The position would be titled Financial Specialist I and would assist the Department in the contracting area to address increasing workloads. The position would be part-time (0.6 FTE) and would be 100% federally funded through the master cooperative agreement between the State and the federal government.

*[JFO received 5/23/19]*

**JFO #2964** – One (1) limited-service position within the Vermont Military Department. The position would be titled Military Emergency Management Program Coordinator and run the installation emergency management (IEM) program. The goals of this program are to:

- 1) prepare Army installations for multi-agency, multi-jurisdictional emergencies,
- 2) provide comprehensive protection for all personnel against all natural, technological, man-made and terrorism hazards,
- 3) sustain critical operations during an emergency, and
- 4) maintain and/or restore essential operations and services post-incident.

Active duty posts and bases typically have an IEM program, and the Department has previously sought funding for a position to staff the program in Vermont and has now received approval for funding through the master cooperative agreement between the State and federal government. The position would be 100% federally funded.

*[JFO received 5/23/19]*

**JFO #2965** – One (1) limited-service position within the VT Dept. of State's Attorneys and Sheriffs. **The Department has requested expedited review for this position in order to have the position filled by July 1, 2019.** The position would be titled Deputy State's Attorney – Domestic Violence/Sexual Assault Prosecutor and would be assigned to Caledonia County. The position will be funded for four years primarily through a sub-grant of federal funds from the VT Center for Crime Victim Services (CCVS). The funded is approximately 80% federal (through

the sub-grant) and 20% State – General Fund, which would be paid by CCVS from its general fund budget.

*[JFO received 6/03/19]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Except for the expedited review request, unless we hear from you to the contrary by June 21, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.



JFO 2965

Vermont Department of State's Attorneys and Sheriffs  
110 State Street, Montpelier, VT 05633 (802-828-2891)  
John F. Campbell, Esq., Executive Director

RECEIVED  
JUN 03 2019  
JOINT FISCAL OFFICE

Memorandum

To: Joint Fiscal Committee  
From: John Campbell, Executive Director  
Date: May 21, 2019

Re: Request for Expedited Review of Limited Service Position Request

Starting July 1, 2019, the Department of State's Attorneys and Sheriffs – Caledonia State's Attorney's Office, will sub-receive federal USDOJ grant money from the Center for Crime Victim Services, Waterbury. The grant will fund a Domestic Violence / Sexual Assault Prosecutor position. The Department is asking for a 4-year Limited Service position, consistent with the term of the grant. The funding (80%-20%) for this position comes from the US Dept of Justice grant - through Vermont Center for Crime Victim Services. The 20% match of State money is that which is awarded to C CVS by the General Fund, which is applied here to the match. If the Department does not receive the authorization for the position, we will not be able to accept the grant money.

The Department is requesting an Expedited Review of this Limited Service – Grant Funded Position Request. We are eligible to receive the money and start the position in Caledonia on July 1<sup>st</sup>. State's Attorney Lisa Warren would like to start interviewing and make a job offer as soon as possible so that the candidate is ready to start by July 1. In this way, we are taking full advantage of the FY20 grant money. If we do not expend the FY20 grant money in its entirety, it does not "roll over" to the next year's FY money; it reverts back to C CVS.

Caledonia State's Attorney Lisa Warren competed for and was successful in securing the 4-year grant money (FY20 through FY23). This position will assist the Caledonia SA Office, and all the residents of the county, in the prevention and prosecution of domestic violence and sexual assault cases. More than one-half of Vermont homicides are related to domestic violence, and the drug epidemic has led to increased sexual assault and human trafficking. DV/SA cases require specialized knowledge and approach in prosecution, due in large measure to the trauma, victimization and long-term impact to the individual(s) and community. The Department, the SIU's and other law enforcement groups, Victim Services organizations, and other partners rely very heavily on the expertise of specialized DV/SA prosecutors.

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By \_\_\_\_\_

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**STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Vermont Dept. of State's Attorneys and Sheriffs Date: 05/17/2019

Name and Phone (of the person completing this request): Annie Noonan 802-828-5394 or 802-793-5212 (c)

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

1. Vermont Center for Crime Victim Services, Waterbury, Vermont; (Carol Brochu, C CVS Financial Mgr.)  
 USDOJ - FFY2019 Vermont STOP and Formula Grant Program; CFDA# 16.588 Violence Against Women Formula Grant; (final grant documents available September). See Award Letter from C CVS.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Deputy State's Attorney-Domestic Violence/Sexual Assault Prosecutor	1 position, for the Caledonia State's Attorney's Office, Dept. of SAS;	The grant is a 4-year grant, July 1, 2019 through June 30, 2022.	We are being awarded \$97,492,74 each year for this DV/SA Prosecutor.

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This grant money will allow Caledonia SAO to hire a DV/Sexual Assault Prosecutor. These cases require specialized knowledge of trauma and victimization. SAS, police, victim services all rely heavily on the DV/SA prosecutor's expertise & work. If we do not receive the position, we will not be able to accept the grant money.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

John F Campbell 5/17/19  
 Signature of Agency or Department Head Date

Approved/Denied by Department of Human Resources Date

Edmund Chiu 29 May 19  
 Approved/Denied by Finance and Management Date

Doug Fido 5/29/19  
 Approved/Denied by Secretary of Administration Date

Comments:







**Vermont Center for Crime Victim Services**  
 58 South Main Street, Suite 1  
 Waterbury, VT 05676-1599  
 www.ccvv.vermont.gov

[phone] 802-241-1250  
 [phone] 800-750-1213  
 [fax] 802-241-1253

Lisa Warren  
 Caledonia County State's Attorney's Office

October 11, 2018

Dear Caledonia County State's Attorney's Office:

The Vermont Center for Crime Victim Services is pleased to inform you that your applications for the FFY 2019 STOP competitive application process have been selected for funding. Please refer to the table below for the award amounts annually in state fiscal years SFY 2020, 2021, 2022, and 2023.

STOP SFY 20 Grant-07/01/2019-06/30/2023-Pending Federal Funding			MATCH
Prosecution	VT Dept. of State's Atty (Caledonia)	\$ 75,248.00	\$32,494.00
Prosecution	General Funds	\$ 22,334.00	
<b>TOTAL Granted Per Year</b>		<b>\$ 97,582.00</b>	

Given the restrictions in the federal formula for STOP, and limited funding we were unable to fund the requested law enforcement position. We adjusted the prosecution budget by backing out match items that were duplicated in the total requested.

We are delighted that we will be able to work with you in the coming years!

Sincerely,

Chris Fenno, Executive Director  
 Vermont Center for Crime Victim Services



**Budget for DSA -Domestic  
Violence/Sexual Assault  
Prosecutor, federal  
USDOJ / CCVS grant -- 4  
year award**

Salary	Retirement	Health	FICA	Life	LTD	EAP	Total Annual Costs
\$57,990.00	\$11,742.00	\$22,936.00	\$4,436.00	\$245.00	\$135.00	\$30.00	\$97,514.00





**Deputy State's Attorney-Domestic Violence and Sexual Assault Prosecutor**

**Summary of Duties:** The DSA-DV/Sexual Assault Prosecutor, working under the USDOL/CCVS grant, is responsible for the prosecution, prevention and reduction of domestic violence and sexual assault crimes, and to increase offender accountability and victim safety in the assigned county. A Deputy State's Attorney exercises all the powers and duties of the state's attorney's office in prosecuting criminal offenses within the county. The DSA-DV Prosecutor must work with community stakeholders to ensure best practices in alternative approaches to criminal behavior, including collaboration with other SA Offices, SIU, federal and state agencies and departments, law enforcement agencies, victim services, and other interested stakeholders. Must participate in trainings and outreach as may be specified by the grant and/or the Department.

The DV Prosecutor will be expected to demonstrate ability to successfully perform in court and jury trials; demonstrate proficiency in both verbal presentation and written work product; be capable of successfully organizing and managing a high caseload in a fast-paced work environment; and have a sincere interest in the work, mission and goals. May assist in the furtherance of public policy efforts on these issues in the justice system and impact on the work of the Department. This is a grant-funded position, supervised by the State's Attorney.

**Knowledge, Skills and Abilities**

Working knowledge of Vermont and federal laws, particularly those relating to the work performed by the State's Attorney's Office. Ability to research and accurately interpret and apply state and federal statutes, rules and regulations. Ability to handle a high volume of litigation, both at the trial and appellate level. Ability to work independently, exercise initiative, and maintain strict confidentiality. Ability to consistently ensure accuracy in work product and ensure attention to details. Ability to consistently meet deadlines. Ability to collect data and write reports to the department and grant agency. Ability to maintain self-composure under stressful situations; Excellent skills in writing and oral communications. Ability to accurately use Microsoft Office programs and the SAS case management system(s). Ability to respectfully interact with all co-workers and supervisors, the public and partner organizations. Ability to establish and maintain effective working relationships within the Department and with our partner agencies and organizations. Must have excellent interpersonal skills, and demonstrate empathy, emotional intelligence and maturity, particularly in dealing with victims of crime and other vulnerable populations.

**Environmental Factors:** Pressure from deadlines, workload, partners and constituents can be expected. Work outside of the normal schedule can be expected. Private means of transportation must be available. Computer work for research, data entry/case management and correspondence expected. Some lifting is expected (case file boxes).

**Education and License:** J.D. degree and Admission to the Vermont bar required.