



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 18, 2010
Subject: JFO #2464, #2468, #2469

The following items were approved for acceptance at the November 15, 2010 Joint Fiscal Committee meeting:

JFO #2464 — \$365,000 grant from the U.S. Department of Justice to the Department of Corrections (DOC). These funds will allow DOC to develop and operate Circles of Support and Accountability (COSAs) for 24 high risk offenders reentering the community during the grant period.
[JFO received 10/07/10]

JFO #2468 — \$1,000,000 grant from the U.S. Department of Health and Human Services to the Department of Vermont Health Access. This grant will be used to help determine if a health insurance exchange should be established in Vermont, and to support the planning activities for the development of an exchange. One (1) limited service position is associated with this request.
[JFO received 10/28/10]

JFO #2469 — \$50,000 grant from the State Justice Institute to the Judiciary. This grant will support the strategic planning process focused on the legislatively-approved judicial restructuring and unification project.
[JFO received 11/5/10]

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: Andrew Pallito, Commissioner
Susan Besio, Commissioner
Robert Greemore, Court Administrator

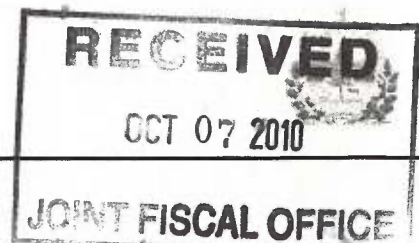
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376
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STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This Grant will allow DOC to work with municipal Community Justice Centers to develop and operate Circles of Support and Accountability (COSAs) for 24 high risk offenders reentering the community during the grant period. If, as expected, this demonstration project is successful it will provide the framework to replicate these COSA programs across the state.			
Date:		9/28/2010			
Department:		Department of Corrections			
Legal Title of Grant:		BJA FY10 Second Chance Act Prisoner Reentry Initiative: State Demonstration			
Federal Catalog #:		16.812 (Grand Award # 2010-CZ-BX-0028)			
Grant/Donor Name and Address:		Department of Justice Programs, Bureau of Justice Assistance, Office of the Attorney General, Washington, D.C. 20531			
Grant Period:		From:		To:	
		10/1/2010		9/30/2011	
Grant/Donation		\$365,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$348,750	\$16,250	\$	\$365,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				9/28/10	(Initial)
Secretary of Administration				JP/9/30/10	(Initial)
Sent To Joint Fiscal Office				10/5/10	Date



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

BASIC GRANT INFORMATION				
1. Agency:		Agency of Human Services		
2. Department:		Department of Corrections		
3. Program:		Offender Re-Entry Program		
4. Legal Title of Grant:		BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration		
5. Federal Catalog #:		16.812 (Grant Award # 2010-CZ-BX-0028)		
6. Grant/Donor Name and Address:				
Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Office of the Attorney General, Washington, D.C. 20531				
7. Grant Period:		From:	10/1/2010	To: 9/30/2011
8. Purpose of Grant:				
Provide response to increasing number of people who are released from prison into communities and the subsequent challenges communities face as offenders attempt to reintegrate into society.				
9. Impact on existing program if grant is not Accepted:				
None				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2011	FY 2012	FY	
Personal Services	\$283,878	\$81,122	\$	
Operating Expenses	\$48,750	\$16,250	\$	
Grants	\$300,000	\$	\$	
Total	\$632,628	\$97,372	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$283,878	\$81,122	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$348,750	\$16,250	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$632,628	\$97,372	\$	
Appropriation No:	3480004000	Amount:	\$365,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

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

		Total	\$365,000
PERSONAL SERVICE INFORMATION			
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy. Appointing Authority Name: Andrew Pallito Agreed by: <u>AP</u> (initial)			
12. Limited Service Position Information:	# Positions	Title	
Total Positions			
12a. Equipment and space for these positions:		<input type="checkbox"/> Is presently available.	<input type="checkbox"/> Can be obtained with available funds.
13. AUTHORIZATION AGENCY/DEPARTMENT			
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u>Andrew Pallito</u>		Date: <u>9/13/10</u>
	Title: Department of Corrections Commissioner		
	Signature: <u>Patrick Flood</u>		Date: <u>9/16/10</u>
	Title: Agency of Human Services Secretary		
14. SECRETARY OF ADMINISTRATION			
<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u>Ta Hill</u>		Date: <u>9/3/10</u>
15. ACTION BY GOVERNOR			
<input checked="" type="checkbox"/> Accepted	(Governor's signature) <u>[Signature]</u>		Date: <u>10/4/10</u>
<input type="checkbox"/> Rejected			Date:
16. DOCUMENTATION REQUIRED			
Required GRANT Documentation			
<input type="checkbox"/> Request Memo	<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement
<input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Form AA-1PN attached (if applicable)			
End Form AA-1			

REC'D SEP 21 2010

Z.S.
9/13/10



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 7, 2010

Ms. Marcey Hodgdon
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

Dear Ms. Hodgdon:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration in the amount of \$365,000 for Vermont Department of Corrections.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Ania Dobrzanska, Program Manager at (202) 353-2155; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Laurie Robinson".

Laurie Robinson
Assistant Attorney General

Enclosures

**Budget and Budget Narrative
VT Department of Corrections
Coming Home Full Circle: Restorative Reentry in Vermont**

Budget Detail

A. Personnel

Name/Position	Computation	Cost
<i>Non-Federal In-Kind Match</i>		
Derek Miodownik/Restorative Systems Administrator	.5 FTE	\$26,936
Hans Johnson/Community & Restorative Justice Regional Director	.5 FTE	\$40,706
David Peebles/Community & Restorative Justice Executive	.25 FTE	\$22,142
Patricia Grant/Corrections Accountant-	.1 FTE	\$3,596
Municipal Justice Center Employees	.5 FTE	\$176,808

SUB-TOTAL \$270,188

B. Fringe Benefits

Name/Position	Computation	Cost
<i>Non-Federal In-Kind Match</i>		
Derek Miodownik/Restorative Systems Administrator	.5 FTE	\$15,963
Hans Johnson/Community & Restorative Justice Regional Director	.5 FTE	\$15,619
David Peebles/Community & Restorative Justice Executive	.25 FTE	\$3,318
Patricia Grant/Corrections Accountant	.1 FTE	\$2,553
Municipal Justice Center Employees	.5 FTE	\$57,359

SUB-TOTAL \$94,812

C. Travel

Purpose	Location	Item	Computation	Cost
<i>Federal Request</i>				
Grant Coordination	Statewide	Mileage reimbursement	6,000 miles @ State rate of .50 per mile	\$3,000
Grant Conference	Washington	Air	3 staff x 2 RT Tickets	\$1,800

	DC	Transportation	each @ \$300 per ticket	
Grant Conference	Washington DC	Ground Transportation	16 taxis @ \$20 per ride	\$400
Grant Conference	Washington DC	Meals	18 meals @ State rate of \$32 per day plus gratuities	\$600
Grant Conference	Washington DC	Lodging	4 nights x 2 rooms @ \$150 per room	\$1,200
Grant Conference	Washington DC	Misc. (Hotel Wi-Fi, Phone)		\$200
Reentry Task Force	Central Vermont	Mileage for members	4 mtgs. x 24 members x 100 RT miles per mtg. @ State rate of .50 per mile	\$4,800

SUB-TOTAL \$12,000

D. Equipment

Item	Computation	Cost
None		\$0

SUB-TOTAL \$0

E. Supplies

Item	Computation	Cost
<i>Federal Request</i>		
Personal Computer	1 @ \$1,500	\$1,500
Misc. Supplies		\$2,500

SUB-TOTAL \$4,000

F. Construction

Purpose	Description of Work	Cost
None		\$0

SUB-TOTAL \$0

G. Consultants/Contracts

Item	Cost
<i>Federal Request</i>	
Sub-grants to Municipalities for COSA programs	\$300,000
Evaluation Design and Implementation	\$24,000

SUB-TOTAL \$324,000

H. Other Costs

Description	Computation	Cost
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Automated Reporting Development		\$24,000
Reentry Task Force Room Rental for Meetings	4 mtgs. x \$150 per mtg.	\$600
Reentry Task Force Refreshments for Meetings	4 mtgs. x \$100 per mtg.	\$400

SUB-TOTAL \$25,000

I. Indirect Costs

Description	Computation	Cost
None		\$0

SUB-TOTAL \$0

BUDGET SUMMARY

<u>Budget Category</u>	<u>Federal Request</u>	<u>Non-Federal In-Kind Match</u>	<u>Total Amount</u>
A. Personnel	\$0	\$270,188	\$270,188
B. Fringe Benefits	\$0	\$94,812	\$94,812
C. Travel	\$12,000	\$0	\$12,000
D. Equipment	\$0	\$0	\$0
E. Supplies	\$4,000	\$0	\$4,000
F. Construction	\$0	\$0	\$0
G. Consultants/ Contracts	\$324,000	\$0	\$324,000
H. Other	\$25,000	\$0	\$25,000
I. Indirect Costs	\$0	\$0	\$0
Total Direct Costs	\$365,000	\$365,000	\$730,000
			Total Project Costs: \$730,000

TOTAL PROJECT COSTS: \$730,000.00

Federal Request: \$365,000.00

Non-Federal In-Kind Match: \$365,000.00

Non-Federal Cash Match: \$0

Budget Narrative

Non-Federal Cash Match- Total: \$0

VT DOC has experienced unprecedented budgetary reductions during the last two fiscal years and while we have the human resources to successfully implement and sustain this project, we are not in a financial position to provide a cash match. As such, we are requesting that the cash match requirement be waived and have provided a letter from our Commissioner documenting our fiscal hardship. The letter is attached as a separate document entitled, "Fiscal Hardship Letter."

Non-Federal In-Kind Match- Total: \$365,000

Section A. Personnel and B. Fringe Benefits- (\$365,000): VT DOC will provide \$365,000 of in-kind match from the time devoted to grant activities by involved DOC staff as well as municipal Community Justice Center employees at 8 sites who will be staffing the local COSA programs. Position descriptions for involved DOC and CJC personnel are included in Attachment 3 and detail how these roles directly support the proposed project. As our approach is highly collaborative, we are able to ensure that the total value of salary and benefits for the personnel time exclusively dedicated to the project will meet or exceed 50% of the total project costs.

Federal Request- Total: \$365,000

Section C. Travel- (\$12,000): The Grant Coordinator will be directly involved in all local program operations and be travelling to each CJC on a quarterly basis with additional technical assistance visits expected. Travel for statewide Grant Coordination, BJA Grant

Conferences in Washington DC, and mileage reimbursement for Reentry Task Force members to attend quarterly meetings will cost \$12,000.

Section E. Supplies- (\$4,000): Supplies will cost \$4,000, as we anticipate that the purchase of a laptop for the Grant Coordinator to facilitate documentation during site visits statewide. Additional supply needs include those associated with preparing hard-copy reports for quarterly Reentry Task force meetings and internal DOC presentations on grant activities.

Section G. Contracts/Consultants- (\$324,000): VT DOC will use the majority of our grant funds to partner with municipal Community Justice Centers (CJCs) statewide for the coordination and delivery of Circles of Support and Accountability (COSAs) to serve a total of 24 reentering high risk offenders.

VT DOC will allocate \$300,000 of our federal request to municipal Community Justice Centers (CJCs) for developing individualized Circles of Support Accountability for offenders in the target population. We expect to make eight (8) operationally specific awards of varying amounts to CJCs based on the number of high risk offenders projected to reenter during the grant period. An example of such an award is attached as a separate document entitled, "Sample CJC Sub-Grant."

In addition to tracking and reporting on the required performance metrics, VT DOC will also allocate \$24,000 to hire an independent evaluator to design and implement a study to correlate the quality of the stakeholder relationships connected to a COSA and the offender's reentry success.

Section H. Other- (\$25,000): VT DOC will work on developing an automated reporting system for use by CJs and community partners to facilitate consistent, timely and broadly replicable data gathering and analysis capacity. We will allocate \$24,000 to the design and development of this valuable utility. Depending on the outcome of the design process, this expense may ultimately be incurred through an inter-agency agreement with a State IT systems developer or through the acquisition of a customizable pre-existing product. Given these potentialities, and a cost center representing less than 10% of the overall budget, we have itemized it in this budget category.

Lastly, the Reentry Task force will be convened by the Grant Coordinator on a quarterly basis at a total cost of \$1,000 to cover costs associated with room rental and refreshments.

VT DOC is confident that we have constructed a responsible, viable and efficient budget which will allow us to demonstrate the success of our strategy while providing a sustainable, evidence-based process for high risk offenders returning to our communities.

Program Narrative
VT Department of Corrections
Coming Home Full Circle: Restorative Reentry in Vermont

1. Statement of the Problem

1.1 Description of the Problem: In Vermont, recidivism is driving our prison population to unsustainable levels. Recidivism is compounded by the tendency of government and the community to treat re-entering offenders as a threat. This has led to two critical system flaws: fragmented reentry services and inadequate support and accountability structures. These combine to deny offenders appropriate reintegration options and diminish their ability to develop the pro-social relationships and skills integral to community life. After nearly doubling in size over the past decade, the VT prison population will increase three times as fast as the general resident population over the next decade, at a cost of at least \$82 million, according to an independent study released by the Council of State Government's Justice Center. This rate exceeds the increase projected in the prison populations of five other states in the Northeast.

The Justice Center's analysis of the Vermont prison population revealed that, like all states with growing prison populations, as the state incarcerates more people, more are inevitably released. Between 2001 and 2006, the number of people released from Vermont prisons increased 23 percent. Recidivism rates in Vermont are particularly high and are a significant reason why the prison population is projected to continue growing.

1.2.1 Jurisdiction to be Served: As the state Corrections department, our project will serve Vermont cities that host municipal Community Justice Centers (CJCs) where high risk offenders are scheduled to reintegrate during the grant period.

1.2.2 Target Population: The target population for this grant proposal is felons assessed as being at high risk for reoffending who have served more than one year and will be reentering into a city

or town served by a Community Justice Center. We propose to serve twenty-four (24) inmates who meet these criteria during the grant period.

1.2.3 Number of Offenders Returning to the Community: Vermont's prison and jail populations are housed in an integrated system. The table below shows that 500 inmates released for the first time last year had served more than 1 year (some with shorter periods include violators of release conditions). This is the cohort from which the target population for this proposal will be drawn.

Sentenced Releases – FY2009

Stay Length	# Releases	% Releases	# Persons	% Persons
1-90 Days	3159	74%	2234	67%
91-365 Days	692	16%	663	20%
1-2 years	249	6%	248	7%
2-3 years	81	2%	81	2%
3-4 years	41	1%	41	1%
4-5 years	18	0%	18	1%
>5 years	31	1%	31	1%
Sum	4271		3316	

The table below shows reconviction rates among Vermont felony-level inmates released between 1993 and 2006, and followed for 3 years in Court disposition records. The total recidivism rate for adult felons who serve more than 1 year is 52%. In a 13-year study, the peak rate (for the 1996 and 1997 release cohorts) was 60%.

Reoffense Type	Previous Most Serious Crime						
	Fel-Serious	Fel-Person	Fel-Property	Fel-Drug	Fel-MV	Fel-Other	Any Felony
# Fel. reoffense	658	241	1510	64	355	95	2923
# Misd. reoffense	1273	516	2585	219	600	244	5437
# None in 3 yr	2240	861	2424	427	1567	293	7812
Total	4171	1618	6519	710	2522	632	16172
% Fel. reoffense	16%	15%	23%	9%	14%	15%	18%
% Misd reoffense	30%	32%	40%	31%	24%	39%	34%
% None in 3 yrs	54%	53%	37%	60%	62%	46%	48%

1.2.4 Number and Type of Offenders in Facilities: The table below represents the risk banding for all adult inmates in Vermont on June 30, 2009, from the Level of Services Inventory-Revised (LSI-R) and demonstrates that VT inmates are, for the most part, high risk violent felons.

Risk versus Severity: Sentenced Inmates on June 30, 2009

Offense Severity	LSI- Band Score						Total
	0-13	14-23	24-33	34-40	41+	NS	
Highest	61	207	376	158	43	15	860
High	14	71	189	102	24	10	410
Moderate-violent	3	18	61	32	11	4	129
Moderate-nonviolent	14	93	156	51	11	14	339
Low-Moderate	2	17	27	17	2	9	74
Low	2	5	6	3		7	23
Unknown		2	3			1	6
Total	96	413	818	363	91	60	1841

Between June 2008 and June 2009, the number of sex offenders in prison rose by 13%.

94% of the incarcerated population is male. Overcrowding has led to outsourcing incarceration for an additional 673 inmates at a supplemental cost of \$24,000 per bed year for each inmate.

1.3 Basic Components of Reentry Process

1.3.1 Assessment: Vermont DOC has LSI-R assessments on 97% of the incarcerated population.

Additionally, Vermont's sex offender assessment and treatment programs use validated instruments to offer empirical evidence in dealing with a highly difficult population. The Offender Responsibility Plan (ORP) is an explicit social contract through which an offender co-creates the guidelines by which he will be judged, and then demonstrates responsibility through his or her actions. It marks an improved and collaborative approach reflective of our organizational principles and knowledge of evidence-based practices which stem directly from validated risk assessment instruments including the Level of Service Inventory (LSI), RASOR, VASOR and Static-99, as well as the Vermont Treatment Program for Sexual Aggressors

(VTPSA) Treatment Progress Scale attached as a separate document entitled, “Treatment Progress Scale.”

1.3.2/1.3.3 Case Management (transition plans, pre- and post-release programs and services):

The ORP is the Case Management System for coordinating, delivering, and tracking the range of treatment and work readiness development services specific to the offender’s strengths and needs. It constructs a customized map of stakeholder relationships and services. The document evolves over time to reflect the offender’s progress, including pre-release services such as vocational assessment, housing readiness, benefits eligibility, transition planning and post-release supervision and services as well as transitional and permanent housing, behavioral assessments and therapy, substance abuse treatment, employment, and parenting and other family obligations.

The ORP is a *restorative process* that encourages the returning offender to accept responsibility for the harm his or her crime caused. It is a fluid case plan developed collaboratively by DOC facility and field casework staff with the offender and all appropriate parties. The ORP case plan is attached as a separate document entitled, “ORP Case Plan.”

1.3.4 Data Collection: Vermont Department of Corrections has already created an Offender Responsibility Plan Progress Report which will be specifically enhanced to gather the requisite individual data and aggregated performance metrics. Administered quarterly to all offenders served through this grant, the report will gauge the offender’s compliance with the specific criminogenic need areas and corresponding activities specified in the transition section of the ORP case plan. A sample ORP individual progress report is attached as a document entitled, “ORP Progress Report.”

2. Project/Program Design and Implementation

VT DOC will award sub-grants to municipal Community Justice Centers (CJCs) for the development and operation of Circles of Support and Accountability (COSAs) for a total of 24 high risk offenders reentering during the grant period to be conducted in close collaboration with VT DOC supervision and case management. This design allows us to maximize the synergy between our ORP case management process and the existing statewide capacity through municipal partnerships for citizen involvement in an evidence-based approach to reentry.

2.1 Mandatory Requirements

2.1.1 Reentry Strategic Plan: Vermont Department of Corrections has developed a comprehensive reentry strategic plan that describes our long-term strategy, including measurable annual and 5-year performance outcomes relating to our long-term goals of increasing public safety and reducing recidivism. The reentry strategic plan is attached as a separate document entitled, "Reentry Strategic Plan."

2.1.2 Implementation Schedule: The reentry strategic plan incorporates a detailed implementation schedule for this program beginning with pre-grant activities and including activities to be conducted both during and beyond the grant period. This implementation schedule is attached as a separate document entitled, "Project Timeline."

2.1.3 Reentry Task Force: VT DOC has established a valuable Reentry Task Force. This statewide representative group consists of CJC Directors, Agency of Human Services Field Directors, a substance abuse and mental health counselor, an employment specialist, a housing specialist, a landlord, a faith community leader, a retired Police Chief, a furloughed offender and involved Corrections personnel. An inter-disciplinary practitioner group comprised of leaders

from all relevant stakeholder disciplines, this task force is integral to Vermont's reentry practices and coordinated civic and service engagement model.

The Reentry Task Force will be convened by the Grant Manager on a quarterly basis to review all COSA program operations and individual participant progress reports, coordinate resources and funding streams, promote collaboration, collect and analyze data on the initiative, and gather data and best practices from stakeholder agencies and organizations. The Reentry Task Force will also update our analysis of statutory, regulatory, rules-based, and practice-based hurdles to reintegration of individuals into the community. A complete list of Task Force members is attached as a separate document entitled, "Reentry Task Force."

2.1.4 Stakeholder Coordination and Collaboration: A Community Justice Center (CJC) is a local government program where citizens work on preventing crime, resolving conflict, and rendering justice on the issues that matter to them. The CJC serves as a community hub of restorative activity and relational influence. This collaborative enterprise forms partnerships with government agencies and nonprofit service providers including law enforcement, victim advocacy groups, the faith community, substance abuse treatment providers, health and mental health agencies, housing authorities, child welfare services, educational institutions, vocational rehabilitation and employment services to achieve its goals.

Vermont will locate COSA programs at municipal CJC's in St. Albans, Burlington, Barre, Montpelier, Springfield, Brattleboro, St. Johnsbury and Newport- communities where local capacity as well as available services and infrastructure necessary for successful reentry can be effectively harnessed to provide adequate resources for coordination and direct service delivery. Each CJC COSA program will have protocols established with the regional Correctional Facility

regarding the case referral process, and with the local Probation & Parole office for on-going case communication including participant demographic and progress data.

2.1.4a Certification of Collaboration: VT DOC certifies the active involvement of local government and all aforementioned agencies and organizations. Indeed, it is the foundation upon which our approach is built. These systemic partnerships provide a comprehensive framework for reentry policy, practice and resource development.

2.1.5 Inter-Agency Collaboration: On a State government level, we have formed critical new partnerships with offender-serving agencies including the Department of Labor's Vocational Rehabilitation Division, the Social Security Administration, the Veteran's Association, the Office of Child Support and the Agency Of Human Services' Housing and Economic Benefits Divisions. Through MOUs with these agencies, we have enlisted their on-going support in proactive reentry planning, resulting in valuable utilities such as reentry employment specialists, housing search and retention specialists, electronic benefit cards and personal identification provision prior to release.

Through these initiatives, we have fundamentally changed the reentry service delivery system in Vermont. With overarching guidance and support from the Reentry Task Force, the combination of localized reentry services as supported by statewide agency collaborations ensures a comprehensive, effective approach to reducing recidivism and enhancing public safety.

The ORP case management structure is in place, as is state law and policy to support Restorative Reentry. We have incorporated the leveraging of stakeholder relationships on both an interagency and interpersonal level into our case planning and reentry practices.

2.1.6 Role of Corrections: In Vermont, the Department of Corrections is located within the Agency of Human Services. In the past three years, Vermont has restructured the Agency of

Human Services as a community-based service delivery system, focused on providing services to Vermonters in need, regardless of funding source restrictions. VT Corrections is an integrated system of facilities, probation, and parole. This greatly facilitates the implementation of systemic changes and best practices.

2.1.6a Housing Support: Vermont has begun building a network of transitional housing options across the state with State General Funds. In the next few years our plan is to double the capacity for transitional and supportive housing.

2.1.6b Restorative Justice: What differentiates Vermont's response to recidivism from traditional approaches is the philosophical foundation of restorative justice principles. By providing returning offenders with high measures of support and accountability, fostering meaningful, participatory community connections, and leveraging the informal social influence exercised by families and neighbors, we effectively complement our evidence based assessment and risk-based management practices.

2.1.6c Letters of Support: VT DOC has the requisite support from the executives responsible for correctional facilities and for field services (probation and parole). Letters of support from these Directors are attached as separate documents entitled, "Facility Executive Letter of Support" and "Field Services Executive Letter of Support."

2.1.7 Commissioner Support: VT DOC has the full support of our Commissioner. His letter of support is attached as a separate document entitled, "Commissioner Letter of Support."

2.1.8. Evidence-Based Methodology and Outcomes: Results from the COSA Pilot Project in South-Central Ontario show that the offenders who participated in COSA had significantly lower rates of any type of reoffending than did the offenders who did not participate in COSA.

2.1.8a Reparative Data: A recent NIJ study of our Reparative Probation program has demonstrated that restorative approaches for offenders achieve significantly positive reductions in recidivism (over 23%). The same principles underlie our reentry practices.

2.1.8b CJC COSA Design: DOC facility or field staff will refer the offender to a Community Justice Center for COSA consideration 6 – 8 weeks prior to an offender’s anticipated release.

When a case is referred, Community Justice Center staff will meet with prospective candidates to explain the program’s supports and expectations, confirm interest in participation and secure a signed release of information.

If the case is accepted, Center staff will review assessments including the LSI, Static-99 and Treatment Progress Scale to better understand the behavioral arc of the individual’s specific criminogenic need areas during incarceration and the implications for COSA composition. Assessments will identify housing and employment options, counseling requirements (including sex offender treatment, substance abuse and mental health needs), family resources, and other pertinent information. CJC staff will also meet with DOC staff to identify supervision requirements and concerns, victim’s needs, community issues and other considerations.

At the same time, CJC staff will begin recruiting the participant’s (aka core member) COSA. The COSA will include at least three volunteers who commit to work with the core member for at least one year. Once established, the COSA will receive foundational training in Motivational Interviewing, Stages of Change, Sex Offender management and typologies, understanding risk assessments, and targeted training that reflects the specific needs and strengths of the core member. The COSA will meet with the core member within one week of his or her release and, if possible, will first meet at the correctional facility prior to reentering the community.

The basic COSA operating structure will be comprised of weekly meetings with the core member and periodic larger group Case Conference to ensure the core member's compliance with the ORP and other expectations, to deal with changing conditions and new opportunities, and to keep stakeholders adequately informed, thus able to provide responsive, instead of reactive services. The Case Conference brings together all of the stakeholders involved in the offender's reentry including the probation officer, victim advocate, treatment providers, family members, employment specialists, landlord, COSA volunteers and Justice Center staff.

Through this process, pro-social relationships are developed which increase offender investment in the community and improve the public perception of those reentering, addressing the root causes of recidivism and fragmented services.

2.1.8c Outcome Measures: Through the previously referenced ORP Progress Report, VT DOC will track all offenders participating in COSAs and compare the recidivism rate for this cohort to the 52% norm for this population.

2.1.9 Broad Replicability: If demonstrated to be effective, VT DOC is well positioned to broadly replicate COSA programs. Vermont has Community Justice Centers located statewide, comprising a geographically comprehensive service infrastructure. At the core of this approach is the citizen volunteer base, which is both economically and operationally sustainable.

Vermont's Reparative Probation program offers clear evidence of our ability to broadly replicate and sustain a successful strategy. A winner of the 1998 Innovations in Government Award, the Reparative Probation program had 650 volunteers serving on 70 Reparative Boards and handled 1200 cases in FY09. By demonstrating effectiveness with a smaller but challenging portion of our Target Population, the CJs could broaden their service areas using savings accrued from diminished out-of-state inmate costs and reallocated to our community justice network.

2.1.10 Reentry Barrier Analysis: The Vermont Legislature has recently conducted a detailed analysis of the statutory, regulatory and practice-based hurdles to reintegration of offenders into the community. The ORP case management process has been developed in direct response to this analysis. Through its diversified composition and local involvement, the Reentry Task Force will update the legislative analysis to reflect new learning and best-practices.

2.2 Approved Uses of Award Funds: VT DOC will carry out all proposed grant activities in connection with Approved Use # 3- Provide Sustained Case Planning/Management in the Community. As described, the DOC Offender Responsibility Planning process begins at the outset of incarceration and dovetails with the CJC COSA process, which is initiated prior to release and continues for at least one year with an emphasis on coordination and proactive support and problem-solving especially during the critical first few months of reintegration.

2.3 Priority Considerations: As evidenced by our target population and program design, we will provide reentry services through this grant consistent with priority numbers 3, 7 and 10. Specifically, we will serve 24 high risk sex and violent offenders by using validated assessment tools including the LSI, RASOR, VASOR and Static-99. Through the synergy between our Offender Responsibility Plan and COSAs, we will also demonstrate integrated assessment and case management in partnership with a community-based restorative reentry process.

3. Capabilities/Competencies

3.1 Grant Coordination: All grant-related activities will be coordinated and overseen by the DOC Restorative Systems Administrator (RSA). The RSA is responsible for the direct application of restorative justice principals and practices across all VT Corrections services, with an operational emphasis on reentry. Organizationally, the RSA reports directly to the Executive for Community and Restorative Justice, an integral member of the Executive Management Team

of VT DOC. The RSA coordinated VT DOC's successful SVORI from grant from 2004 -2006 and already works closely with all aforementioned parties to this proposal. Furthermore, VT DOC already has a pre-existing grantor/grantee relationship to CJs, as their base operating funds are provided by grants from VT DOC and, as such, are regularly reviewed for compliance and performance outcomes. He will exercise direct operational and fiduciary supervision of all CJC COSA programs stemming from this proposal. The RSA will convene the Reentry Task Force on a quarterly basis and develop all related assignments in connection with their stated purpose and goals. While the CJs already enjoy strong working relationships with local DOC facilities and field offices, the Grant Coordinator will also act as an operational liaison between parties to ensure clear on-going communication and expectations specific to cases served through the grant. A sample COSA sub-grant agreement is attached as a separate document entitled, "Sample CJC Sub-Grant."

3.2 Reentry Task Force Capability: The Reentry Task Force is effective because it convenes locally engaged leaders across the state who the key components of reintegration. Beginning with our FY2002 SVORI grant, Vermont has built the necessary relationships, community capacity and specific structure for stakeholders to participate in reentry with the direct assistance of the individuals and agencies on our Task Force. As a result, eight (8) Community Justice Centers in major population centers have already developed COSAs. While several programs continue to offer limited services, Second Chance Act resources are critical to completing our program development, evaluation and sustainability. A program manual from one such CJC in Newport, VT, is attached as a separated document entitled, "CJC COSA Manual." This restorative approach has been at the core of our success. And these are the very same people on our Reentry Task Force.

5. Impact/Outcomes, Evaluation, Sustainment and Performance Measures

5.1 Performance Metrics: The attached “ORP Progress Report” will adhere to the requisite individual data and aggregated performance metrics specified in the grant solicitation for each offender served through this project. Administered quarterly by the DOC supervising officer, the report will gauge the offender’s compliance with the specific criminogenic need areas and corresponding activities specified in the transition section of the ORP case plan. Additionally, and as specified in the attached “Sample DOC/CJC Sub-Grant”, each CJC will collect all necessary demographic information on each COSA participant.

5.2 Goals & Objectives for Program Development: Vermont has developed an effective community-based infrastructure for reentry support and accountability services through Community Justice Centers in collaboration with VT DOC supervision across the state. By providing COSAs for 24 high-risk offenders who will be returning to VT communities during the course of the grant period, Vermont will be able to improve public safety while allowing us to definitively evaluate the effectiveness of enhancing formal Corrections supervision with the citizen-based source of informal social control and civic connection offered through COSAs. Moreover, the data will also be used to identify opportunities for continuous improvement of our reentry practices through identification of service gaps and barriers to successful reintegration.

5.3 Performance Measurement and Impact: All data from both DOC casework staff and CJC program staff about offenders served through this project will be reported to the Grant Coordinator on a quarterly basis. The Grant Coordinator will track each individual offender’s progress while identifying any emerging themes and prepare quarterly reports for review and analysis by the Reentry Task Force.

5.4 Evaluation and Collaborative Partnerships: In addition to data collection on all required performance measures, VT DOC also plans to contract with an independent evaluator to design and conduct a study examining the correlation between the self-reported quality of the relationships both within and connected to the COSAs, and offender reentry success indicated by compliance with the ORP case plan.

The collaborative relationship VT DOC has built with municipal partners and system-wide stakeholders has enabled us to develop our restorative approach to reentry and ensures the long-term support and resources for program success and continuation. This is evident in our ORP case planning process, as well as in our community justice infrastructure.

5.5 Sustainability: By demonstrating effectiveness with a smaller but challenging portion of our Target Population, the CJs could broaden their service areas using savings accrued from diminished out-of-state inmate costs and reallocated to our community justice network. Specifically, we anticipate that a COSA for a reentering offender will cost approximately half the amount of an out-of-state bed for one year. According to our projections, each successful COSA participant will represent a savings to VT DOC of \$12,000. If 18 of the 24 (75%) COSA participants stay out of prison we will half our current recidivism rate for this population and, in doing so, save \$216,000, which could cover the reduced annual costs associated with on-going program maintenance statewide

5.6 Methodology for Tracking: The Grant Coordinator, in collaboration with the supervising field officers, will utilize the ORP Case Progress Report on each offender served through this project for 3 years after release. This will allow us to gain a clear longitudinal picture of the effectiveness associated with our strategy and it's implications for reentry practices in Vermont.

6. Collaboration

6.1 Integration: The proposed community-based COSA approach clearly enhances the existing ORP transition plan which VT DOC has been comprehensively implemented in each of our facilities and field offices statewide.

6.2.1 Prior Collaboration: We have incorporated the leveraging of stakeholder relationships on both an interagency and interpersonal level into our case planning and reentry practices. The design and capacity to realize this collaborative strategy are firmly in place. The ORP case management structure is effect, as is the law and policy to support Restorative Reentry. Vermont is poised to fully deliver COSAs for high risk offenders, and in doing so, define best practice both in our local and national professional community.

6.2.2 Applying Prior Experience: The support and informal authority derived from relationships increases offender investment and opportunity. We have seen this with our prior COSA experience and empirically demonstrated it though Reparative Probation. Increased citizen participation will diminish public resistance and marginalization of returning offenders, dramatically improving their potential for success and achieving a significant reduction in recidivism.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: October 14, 2010
Subject: Grant Request

Enclosed please find three (3) requests that the Joint Fiscal Office has received from the administration.

JFO #2464 — \$365,000 grant from the U.S. Department of Justice to the Department of Corrections (DOC). These funds will allow DOC to develop and operate Circles of Support and Accountability (COSAs) for 24 high risk offenders reentering the community during the grant period.
[JFO received 10/07/10]

JFO #2465 — \$48,020 grant from the Commonwealth Fund to the Legislature – Health Care Reform Commission (HCRC). These funds will support health care design study by providing funding for the modeling of 1) the baseline scenario showing the impact of federal health care reform and 2) a macroeconomic impact of each design option on Vermont's economy. **Expedited review of this item has been request by HCRC. Joint Fiscal Committee members will be contacted by October 22 with a request to waive the statutory review period and accept this item.**
[JFO received 10/12/10]

JFO #2466 — \$25,000 grant from the U.S. Department of Agriculture to the Agency of Agriculture, Food and Markets. These funds will be used to develop a training program that can be used by owners and employees of slaughterhouses for purposes of helping to ensure that plant practices remain consistent with the Humane Methods of Slaughter Act and with state regulations.
[JFO received 10/14/10]

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 October 29 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Andrew Pallito, Commissioner
James Hester, Director
Roger Allbee, Secretary



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Alice Emmons
From: Nathan Lavery, Fiscal Analyst
Date: October 15, 2010
Subject: JFO #2464

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

cc: Rep. Michael Obuchowski

**Budget and Budget Narrative
VT Department of Corrections
Coming Home Full Circle: Restorative Reentry in Vermont**

Budget Detail

A. Personnel

Name/Position	Computation	Cost
<u>Non-Federal In-Kind Match</u>		
Derek Miodownik/Restorative Systems Administrator	.5 FTE	\$26,936
Hans Johnson/Community & Restorative Justice Regional Director	.5 FTE	\$40,706
David Peebles/Community & Restorative Justice Executive	.25 FTE	\$22,142
Patricia Grant/Corrections Accountant-	.1 FTE	\$3,596
Municipal Justice Center Employees	.5 FTE	\$176,808

SUB-TOTAL \$270,188

B. Fringe Benefits

Name/Position	Computation	Cost
<u>Non-Federal In-Kind Match</u>		
Derek Miodownik/Restorative Systems Administrator	.5 FTE	\$15,963
Hans Johnson/Community & Restorative Justice Regional Director	.5 FTE	\$15,619
David Peebles/Community & Restorative Justice Executive	.25 FTE	\$3,318
Patricia Grant/Corrections Accountant	.1 FTE	\$2,553
Municipal Justice Center Employees	.5 FTE	\$57,359

SUB-TOTAL \$94,812

C. Travel

Purpose	Location	Item	Computation	Cost
<u>Federal Request</u>				
Grant Coordination	Statewide	Mileage reimbursement	6,000 miles @ State rate of .50 per mile	\$3,000
Grant Conference	Washington	Air	3 staff x 2 RT Tickets	\$1,800

	DC	Transportation	each @ \$300 per ticket	
Grant Conference	Washington DC	Ground Transportation	16 taxis @ \$20 per ride	\$400
Grant Conference	Washington DC	Meals	18 meals @ State rate of \$32 per day plus gratuities	\$600
Grant Conference	Washington DC	Lodging	4 nights x 2 rooms @ \$150 per room	\$1,200
Grant Conference	Washington DC	Misc. (Hotel Wi-Fi, Phone)		\$200
Reentry Task Force	Central Vermont	Mileage for members	4 mtgs. x 24 members x 100 RT miles per mtg. @ State rate of .50 per mile	\$4,800

SUB-TOTAL \$12,000

D. Equipment

Item	Computation	Cost
None		\$0

SUB-TOTAL \$0

E. Supplies

Item	Computation	Cost
<u>Federal Request</u>		
Personal Computer	1 @ \$1,500	\$1,500
Misc. Supplies		\$2,500

SUB-TOTAL \$4,000

F. Construction

Purpose	Description of Work	Cost
None		\$0

SUB-TOTAL \$0

G. Consultants/Contracts

Item	Cost
<u>Federal Request</u>	
Sub-grants to Municipalities for COSA programs	\$300,000
Evaluation Design and Implementation	\$24,000

SUB-TOTAL \$324,000

H. Other Costs

Description	Computation	Cost
-------------	-------------	------

Automated Reporting Development		\$24,000
Reentry Task Force Room Rental for Meetings	4 mtgs. x \$150 per mtg.	\$600
Reentry Task Force Refreshments for Meetings	4 mtgs. x \$100 per mtg.	\$400

SUB-TOTAL \$25,000

I. Indirect Costs

Description	Computation	Cost
None		\$0

SUB-TOTAL \$0

BUDGET SUMMARY

<u>Budget Category</u>	<u>Federal Request</u>	<u>Non-Federal In-Kind Match</u>	<u>Total Amount</u>
A. Personnel	\$0	\$270,188	\$270,188
B. Fringe Benefits	\$0	\$94,812	\$94,812
C. Travel	\$12,000	\$0	\$12,000
D. Equipment	\$0	\$0	\$0
E. Supplies	\$4,000	\$0	\$4,000
F. Construction	\$0	\$0	\$0
G. Consultants/ Contracts	\$324,000	\$0	\$324,000
H. Other	\$25,000	\$0	\$25,000
I. Indirect Costs	\$0	\$0	\$0
Total Direct Costs	\$365,000	\$365,000	\$730,000
			Total Project Costs: \$730,000

TOTAL PROJECT COSTS: \$730,000.00

Federal Request: \$365,000.00

Non-Federal In-Kind Match: \$365,000.00

Non-Federal Cash Match: \$0

Budget Narrative

Non-Federal Cash Match- Total: \$0

VT DOC has experienced unprecedented budgetary reductions during the last two fiscal years and while we have the human resources to successfully implement and sustain this project, we are not in a financial position to provide a cash match. As such, we are requesting that the cash match requirement be waived and have provided a letter from our Commissioner documenting our fiscal hardship. The letter is attached as a separate document entitled, "Fiscal Hardship Letter."

Non-Federal In-Kind Match- Total: \$365,000

Section A. Personnel and B. Fringe Benefits- (\$365,000): VT DOC will provide \$365,000 of in-kind match from the time devoted to grant activities by involved DOC staff as well as municipal Community Justice Center employees at 8 sites who will staffing the local COSA programs. Position descriptions for involved DOC and CJC personnel are included in Attachment 3 and detail how these roles directly support the proposed project. As our approach is highly collaborative, we are able to ensure that the total value of salary and benefits for the personnel time exclusively dedicated to the project will meet or exceed 50% of the total project costs.

Federal Request- Total: \$365,000

Section C. Travel- (\$12,000): The Grant Coordinator will be directly involved in all local program operations and be travelling to each CJC on a quarterly basis with additional technical assistance visits expected. Travel for statewide Grant Coordination, BJA Grant

Conferences in Washington DC, and mileage reimbursement for Reentry Task Force members to attend quarterly meetings will cost \$12,000.

Section E. Supplies- (\$4,000): Supplies will cost \$4,000, as we anticipate that the purchase of a laptop for the Grant Coordinator to facilitate documentation during site visits statewide. Additional supply needs include those associated with preparing hard-copy reports for quarterly Reentry Task force meetings and internal DOC presentations on grant activities.

Section G. Contracts/Consultants- (\$324,000): VT DOC will use the majority of our grant funds to partner with municipal Community Justice Centers (CJCs) statewide for the coordination and delivery of Circles of Support and Accountability (COSAs) to serve a total of 24 reentering high risk offenders.

VT DOC will allocate \$300,000 of our federal request to municipal Community Justice Centers (CJCs) for developing individualized Circles of Support Accountability for offenders in the target population. We expect to make eight (8) operationally specific awards of varying amounts to CJCs based on the number of high risk offenders projected to reenter during the grant period. An example of such an award is attached as a separate document entitled, "Sample CJC Sub-Grant."

In addition to tracking and reporting on the required performance metrics, VT DOC will also allocate \$24,000 to hire an independent evaluator to design and implement a study to correlate the quality of the stakeholder relationships connected to a COSA and the offender's reentry success.

Section H. Other- (\$25,000): VT DOC will work on developing an automated reporting system for use by CJs and community partners to facilitate consistent, timely and broadly replicable data gathering and analysis capacity. We will allocate \$24,000 to the design and development of this valuable utility. Depending on the outcome of the design process, this expense may ultimately be incurred through an inter-agency agreement with a State IT systems developer or through the acquisition of a customizable pre-existing product. Given these potentialities, and a cost center representing less than 10% of the overall budget, we have itemized it in this budget category.

Lastly, the Reentry Task force will be convened by the Grant Coordinator on a quarterly basis at a total cost of \$1,000 to cover costs associated with room rental and refreshments.

VT DOC is confident that we have constructed a responsible, viable and efficient budget which will allow us to demonstrate the success of our strategy while providing a sustainable, evidence-based process for high risk offenders returning to our communities.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER
2010-CZ-BX-0028

PAGE 1 OF 1

This project is supported under FY10 (BJA - Offender Reentry Demonstration Programs) 42 USC 3797w

1. STAFF CONTACT (Name & telephone number)

Ania Dobrzanska
(202) 353-2155

2. PROJECT DIRECTOR (Name, address & telephone number)

Derek Miodownik
Restorative Systems Administrator
103 South Main Street
Waterbury, VT 05671-0000
(802) 241-4416

3a. TITLE OF THE PROGRAM

BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

Coming Home Full Circle: Restorative Reentry in Vermont

5. NAME & ADDRESS OF GRANTEE

Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2010 TO: 09/30/2011

8. BUDGET PERIOD

FROM: 10/01/2010 TO: 09/30/2011

9. AMOUNT OF AWARD

\$ 365,000

10. DATE OF AWARD

09/07/2010

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the increasing number of people who are released from prison and jail into communities and the subsequent challenges communities face as offenders attempt to reintegrate into society. The Second Chance Act Prisoner Reentry Initiative provides funding to state and local governments and federally recognized Indian tribes for demonstration projects to promote the safe and successful reintegration into the community of individuals who have been incarcerated. Funded demonstration projects will use validated and dynamic assessment tools to determine the risks and needs of offenders. Projects will provide offenders in prisons or jails with all necessary services to facilitate reentry into the community. In addition, the projects will develop procedures to ensure that dangerous felons are not released from prison prematurely and provide services that address treatment needs and protect communities against dangerous offenders. Allowable uses of funds to enhance a successful transition include: pre-release assessment and case planning, mentoring, housing, education, substance abuse treatment, mental health treatment, services to enhance family reunification, job training and readiness, and post-release case management and supervision.



BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration 2010-H2124-VT-RE



Application

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Project Information

Overview

Applicant Information

Project Information

Budget and Program Attachments

Assurances and Certifications

Review SF 424

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Help/Frequently Asked Questions

GMS Home

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*Descriptive Title of Applicant's Project	
Coming Home- Full Circle: Restorative Reentry in Vermont	
*Areas Affected by Project	
State of Vermont	
Proposed Project	
*Start Date	October 01 2010
*End Date	September 30 2011
*Congressional Districts of	
Project	Congressional District 00, VT Congressional District At-Large, VT
*Estimated Funding	
Federal	\$ 365000 .00
Applicant	\$ 130833 .00
State	\$ 0 .00
Local	\$ 234167 .00
Other	\$ 0 .00
Program Income	\$ 0 .00
TOTAL	\$ 730000 .00

Save and Continue



BJA FY 10 Second Chance Act Prisoner Reentry Initiative:
State Demonstration 2010-H2124-VT-RE



Application

Correspondence

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Application Handbook

Budget and Program Attachments

Overview

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

Applicant Information

Project Information

Budget and Program Attachments

Assurances and Certifications

Review SF 424

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Program Abstract.doc	Delete
Fiscal Hardship Letter.pdf	Delete
Program Narrative- Attachment 1.doc	Delete
Budget Detail and Budget Narrative- Attachment 2.doc	Delete
Project Timeline- Attachment 3.1.doc	Delete
Position Description- Restorative Systems Administrator- Attachment 3.2.doc	Delete
Position Description- Community & Restorative Regional Director- Attachment 3.3.doc	Delete
Position Description- Community & Restorative Justice Executive- Attachment 3.4.doc	Delete
Position Description- CJC Director- Attachment 3.5.doc	Delete
Position Description- CJC Volunteer Coordinator- Attachment 3.6.doc	Delete
Reentry Strategic Plan- Attachment 3.7.doc	Delete
Facility Executive Letter of Support- Attachment 3.8.pdf	Delete
Field Services Executive Letter of Support- Attachment 3.9.pdf	Delete
Commissioner Letter of Support- Attachment 3.10.pdf	Delete
Treatment Progress Scale.doc	Delete
ORP Case Plan.doc	Delete
ORP Progress Report.doc	Delete
Reentry Task Force.pdf	Delete
Sample CJC Sub-Grant.doc	Delete
CJC COSA Manual.doc	Delete
Click on the Attach Button to upload an attachment	Attach

[Continue](#)

Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.



BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration 2010-H2124-VT-RE



Application

Correspondence

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Application Handbook

Assurances and Certifications

Overview

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

Applicant Information

Project Information

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

Budget and Program Attachments

Assurances and Certifications

1. Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.

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Submit Application

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

Help/Frequently Asked Questions

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*Prefix:	Ms.
Prefix (Other):	
*First Name:	Marcey
Middle Initial:	
*Last Name:	Hodgdon
Suffix	Suffix:
Suffix (Other):	
*Title:	Business Administrator
*Address Line 1:	103 South Main Street
Address Line 2:	
*City:	Waterbury
County:	Washington
*State:	Vermont
*Zip Code:	05671 - 0000

*Phone:	802 - 241 - 2297	Ext :
Fax:	-	-
*E-mail:	marcey.hodgdon@ahs.	
<input checked="" type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.		

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BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration 2010-H2124-VT-RE



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Application Handbook

Overview

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Budget and Program Attachments

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Help/Frequently Asked Questions

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APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name Vermont Department of Corrections	Organizational Unit Department of Corrections	
Address 103 South Main Street Waterbury, Vermont 05671-0000	Name and telephone number of the person to be contacted on matters involving this application Miodownik, Derek (802) 241-4416	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 03-6000264	7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.812 CFDA TITLE: 16.812 - Second Chance Act	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Coming Home Full Circle: Restorative Reentry in Vermont	
12. AREAS AFFECTED BY PROJECT State of Vermont		
13. PROPOSED PROJECT Start Date: October 01, 2010 End Date: September 30, 2011	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project VTAL	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$365,000	Program is not covered by E.O. 12372
Applicant	\$130,833	
State	\$0	

Local	\$234,167	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? N
Other	\$0	
Program Income	\$0	
TOTAL	\$730,000	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Continue



BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration 2010-H2124-VT-RE



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Submit Application

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Your application for the BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

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You will be contacted by the Program Office when your application is processed or any other action is required by you.



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All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the Refre

Applications

Year
All **Solicitation**
All

Victim Compensation Certification

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application clic Opportunities.

Awards

Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's contact and vend as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. To begin consolidating accounts click on User Accounts.

Funding Opportunities

Grant Adjustments

BJA FY 10 Second Chance Act Prisoner Reentry Initiative: State Demonstration

Year	Application No.	Status	Correspondence
2010	2010-H2124-VT-RE	• Application submitted and last updated on 04-Mar-2010	No Messages Compose message

Grant Monitoring

BJA FY 10 Statewide Automated Victim Information and Notification (SAVIN): Enhancement

Year	Application No.	Status	Correspondence
2010	2010-H1402-VT-VN	• Application submitted and last updated on 02/09/2010	No Messages Compose message

Financial Status Reports

Closeouts

Reports

BJA FY 09 Enhancing Institutional and Community Corrections Grant Program: Improving Acces to Healthcare for Correctional Clients

Year	Application No.	Status	Correspondence
2009	2009-H0985-VT-D2	• Application not yet submitted, last saved on 06/16/2009 • Application Deadline expired on 06/22/2009	No Messages Compose message

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Help/Frequently Asked Questions

BJA FY 09 Recovery Act Edward Byrne Memorial Competitive Grant Program: Comprehensive Data Driven Approaches to Preventing and Reducing Violent Crime

Year	Application No.	Status	Correspondence
2009	2009-G4273-VT-SC R	• Application submitted and last updated on 07/30/2009	No Messages Compose message

BJA FY 09 Recovery Act Rural Law Enforcement Assistance: Combating Rural Crime

Year	Application No.	Status	Correspondence
2009	2009-G0415-VT-SD R	• Application submitted and last updated on 07/14/2009	No Messages Compose message

BJA FY 2009 Recovery Act Assistance to Rural Law Enforcement to Combat Crime and Drugs: Enhancing Rural Corrections, Detention & Jail Operations

Year	Application No.	Status	Correspondence
2009	2009-G0377-VT-SD R	• Application submitted and last updated on 07/14/2009	No Messages Compose message

BJA FY 2009 Recovery Act Assistance to Rural Law Enforcement to Combat Crime and Drugs: Facilitating Rural Justice Information Sharing

Year	Application No.	Status	Correspondence
2009	2009-G1802-VT-SD R	• Application submitted and last updated on 07/14/2009	No Messages Compose message

BJA FY 2009 Second Chance Act Prisoner Reentry Initiative

Year	Application No.	Status	Correspondence
2009	2009-G0655-VT-RE	• Application submitted and last updated on 07/24/2009	No Messages Compose message

State Criminal Alien Assistance Program

Year	Application No.	Status	Correspondence
2009	2009-F7512-VT-AP	• Application submitted and last updated on 05/11/2009	No Messages Compose message

BJA FY 07 Byrne Discretionary: Enhancing Local Corrections

Year	Application No.	Status	Correspondence
2007	2007-F4993-VT-DD	• Application submitted and last updated on 10/19/2007	No Messages Compose message

NIJ FY 07 ORE Sex Offenders

Year	Application No.	Status	Correspondence
2007	2008-90053-VT-W9	• Application submitted and last updated on 07/01/2008	No Messages Compose message

R Recovery Act

OMB Form 1123-0243, exp. 07/31/2007

Program Abstract

Applicant: Vermont Department of Corrections (VT DOC)

Project Title: Coming Home Full Circle: Restorative Reentry in Vermont

Total Project Costs: \$730,000.00 Amount Requested: \$365,000.00

Award Category 1: Unit or components of state government agencies serving adult offenders

Goals: 1) 50% reduction in recidivism for offenders served through this project relative to the norm for the Target Population; 2) Sustainable, evidence-based model for broader replication.

Strategies: Returning high risk offenders in critical need of community-based accountability and support beyond standard Corrections supervision are connected, prior to release, with Circles of Support and Accountability (COSAs) in close coordination with VT DOC case management.

Key/Major Deliverables: 1) COSAs for 24 high risk offenders; 2) Independent evaluation.

Coordination Plans: VT DOC identifies offenders assessed through validated instruments as being high risk, and who will be returning to a municipality with a Community Justice Center (CJC). CJC staff recruit and train at least three community volunteers to work with each offender in a COSA for at least one year. CJC staff also convenes a Case Conference every six weeks, bringing together an expanded set of professional and personal stakeholders in the offender's reentry process to share new information, address violations, discuss concerns, identify next steps, and celebrate successes. Through this process, pro-social relationships are developed which increase offender investment in the community and improve the public perception of those reentering, addressing the root causes of recidivism and fragmented services. This design allows us to maximize the synergy between our Offender Responsibility Plan case management process and the existing statewide capacity through municipal partnerships for citizen involvement in an evidence-based approach to reentry.



State of Vermont
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www.doc.state.vt.us

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Agency of Human Services

March 3, 2010

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

To whom it may concern:

As Commissioner of the Vermont Department of Corrections, I respectfully request that the Attorney General waive the cash match requirement for our FY2010 Second Chance Act Adult Reentry Demonstration Project due to fiscal hardship.

Vermont, like other States, has been struggling with record revenue reductions over the last couple of years. It is projected Vermont will have a \$150 million dollar revenue shortfall in State Fiscal Year 2012, with 2013 being even larger.

Since State Fiscal Year 2008, the Department of Corrections has reduced its employment by 128 full time employees, which includes closing one correctional facility and re-tasking two other facilities. The department has been recently, one week ago, been instructed by our legislature to develop a plan to reduce our General Fund need by \$10 million.

Vermont Department of Corrections, along with our statewide reentry partners, has the human resources, experience and collective commitment to ensure the success and sustainability of this project. I am confident we will demonstrate a strategy that makes our communities safer while reducing the unaffordable costs associated with recidivism.

Sincerely,

Andrew Pallito

Commissioner

Vermont Department of Corrections



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Agency of Human Services

Vermont Reentry Task Force

Lori Baker- *Director, Barre Community Justice Center*
Julie Brisson- *St. Johnsbury CJC Volunteer and Formerly Incarcerated Community Member*
Yvonne Byrd- *Director, Montpelier Community Justice Center*
Paul Denton- *Executive Director, Northeast Kingdom Community Action (NEKCA)*
Georgia Cumming- *Director, VT Treatment Program for Sexual Aggressors (VTPSA)*
Wendi Lashua Germain- *Director, Springfield Community Justice Center*
Richard Giddings- *Field Director, VT Agency of Human Services (AHS)*
Deb Hamel- *Director, Essex Community Justice Center*
Larry Hames- *Director, Brattleboro Community Justice Center*
Amy Holloway- *Victim Services Director, VT DOC*
Doug Hoyt- *Former Police Chief (Retired), City of Montpelier*
Paul Irons- *Landlord & Barre Community Justice Center COSA Volunteer*
Hans Johnson- *Community Corrections Regional Director, VT DOC*
Greg MacDonald- *Field Director, VT Agency of Human Services (AHS)*
Christine McCarthy- *Executive Director, VT Assoc. of Business, Industry and Rehabilitation*
Derek Miodownik- *Restorative Systems Administrator/Grant Coordinator, VT DOC*
Betty Nunnikoven- *Volunteer, The Church at Prison*
John Nunnikoven- *Volunteer, The Church at Prison*
David Peebles- *Community and Restorative Justice Executive, VT DOC*
Jesse Tatum- *Director, Newport Community Justice Center*
Karen Vastine- *Coordinator, Burlington Community Justice Center*
Marc Wennberg- *Director, St. Albans Community Justice Center*
Bob Wolford- *Coordinator of Offender Services, Howard Center for Mental Health Services*
Dinah Yessne- *Director, St. Johnsbury Community Justice Center*



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Agency of Human Services

March 1, 2010

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

To whom it may concern:

I am writing to express my enthusiastic endorsement of the Vermont Department of Corrections Second Chance Act Reentry Demonstration Project proposal. As the Department's Executive for Correctional Facilities, I am proud to support this cost-effective evidence-based approach to address the many challenges associated with high-risk offender reentry.

In Vermont, all adult offender custody and supervision responsibilities are organized within one department, the Department of Corrections, so our proposal already begins from a platform of experience and strength. Our system of offender responsibility planning and case co-management requires both facility staff and field office staff to collaborate with offenders and other significant stakeholders to develop a suitable transition plan that addresses offender needs while advancing community safety. As one would surmise, I accordingly work closely on matters related to offender reentry with my field services counterpart. And, we are fortunate to already have strong municipal partnerships in place.

Second Chance Act funds will enable us to provide enhanced support and accountability services to high risk reentering offenders. This demonstration project will advance best practice, reduce crime and recidivism, and build a community capacity that ultimately reduces corrections costs and improves public safety.

Sincerely,

Robert Kupec

Facility Executive

Vermont Department of Corrections



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Agency of Human Services

March 1, 2010

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

To whom it may concern:

As the Field Services Executive, I am pleased to support the Vermont Department of Corrections Second Chance Act Reentry Demonstration Project proposal. The proposal fits nicely with our ongoing efforts to address the myriad of issues and challenges associated with releasing high risk offenders to the community by developing community partnerships and capacities. In seeking to expand the use of Circles of Support and Accountability with high risk offenders, we will be using a cost-effective proven methodology that will provide better reentry support to offenders, engage citizens in the reentry process and reduce recidivism.

Both facility and field correctional services are part of the Vermont Department of Corrections. Because we are one department, we share a common vision, purpose and strategic plan. Our system requires close collaboration in dealing with offender case planning and reentry on all levels so I am pleased to acknowledge that we are well positioned to enhance our collaboration by working more closely with community partners. The benefit of this initiative transcends the target population who will be initially served. As we build community reentry capacity, we will be investing in Vermont's communities in a restorative manner that enhances public safety, improves quality of life and provides reentering offenders with the supportive services needed to succeed.

I am proud that our proposal reflects best practice and features a design that is realistically sustainable. It's a win-win-win proposal. Vermont communities, Corrections and offenders are all well served. Our planned approach to offender reentry strengthens the social capital necessary to create a better future.

Sincerely,



Keith Tallon

Field Services Executive
Vermont Department of Corrections



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Agency of Human Services

March 1, 2010

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

To whom it may concern:

As Commissioner of the Vermont Department of Corrections, I am proud to support our proposal for the Second Chance Act Reentry Demonstration Project. By resourcing community justice centers to provide Circles of Support and Accountability for high-risk offenders, we can take a cost-effective and evidence-based approach to addressing the challenges of offender reentry. Through our Offender Responsibility Plan and municipal partnerships, the Vermont Department of Corrections will reduce recidivism for our target population by provide both sustained and enhanced case management in the community.

I certify that our organization has consulted with other local parties. The agency agrees to provide individual criminal history information for all participants to evaluators, unless prohibited by law. These data will be provided in response to periodic requests from the grantees and evaluator throughout the period of performance on this project to capture both criminal history prior to the program enrollment and subsequent recidivism.

As is clear from our case plan and strong community partnerships, we have already taken significant strides toward a new standard in reentry practices. Second Chance Act funds will enable us to realize this potential and ensure successful outcomes through significant reduction in recidivism. By providing VT Corrections with these resources, the U. S. Department of Justice will be making a prudent investment in the future of Vermont communities not only for this grant period, but for years and generations to come.

Sincerely,

Andrew Pallito
Commissioner
Vermont Department of Corrections



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 4

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Corrections 103 South Main Street Waterbury, VT 05671-1001		4. AWARD NUMBER: 2010-CZ-BX-0028	
		5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2011 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2011	
1A. GRANTEE IRS/VENDOR NO. 036000276		6. AWARD DATE 09/07/2010	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Coming Home Full Circle: Restorative Reentry in Vermont		10. AMOUNT OF THIS AWARD \$ 365,000	
		11. TOTAL AWARD \$ 365,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY10 (BJA - Offender Reentry Demonstration Programs) 42 USC 3797w			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Marcey Hodgdon Business Administrator	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/8/10
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B CZ 80 00 00 365000		21. JCZUGT3104	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 4

PROJECT NUMBER 2010-CZ-BX-0028

AWARD DATE 09/07/2010

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

AWARD CONTINUATION
SHEET
Grant

PAGE 3 OF 4

PROJECT NUMBER 2010-CZ-BX-0028

AWARD DATE 09/07/2010

SPECIAL CONDITIONS

9. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
11. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.
12. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
13. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
14. Grantee agrees that assistance funds awarded under this grant will not be used to support any inherently religious activities, such as worship, religious instruction, or proselytization. If the grantee refers participants to, or provides, a non-Federally funded program or service that incorporates such religious activities, (1) any such activities must be voluntary for program participants, and (2) program participants may not be excluded from participation in a program or otherwise penalized or disadvantaged for any failure to accept a referral or services. If participation in a non-Federally funded program or service that incorporates inherently religious activities is deemed a critical treatment or support service for program participants, the grantee agrees to identify and refer participants who object to the inherently religious activities of such program or service to, or provide, a comparable secular alternative program or service.
15. Recipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. Recipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.
16. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.
17. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 4

PROJECT NUMBER 2010-CZ-BX-0028

AWARD DATE 09/07/2010

SPECIAL CONDITIONS

18. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

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