

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

FIS 15 194

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JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

August 26, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal & Child Health Section Injury Prevention Program, in the amount of \$242,367, for the purposes of establishing a program that will support activities to collect and analyze data relevant to violent deaths occurring in the State, as part of the national Violent Death Reporting System (NVDRS) initiative, for the period effective upon the Fiscal Committee and Governor and Council approvals through December 31, 2015. 100% Transfers from other agency.

Funds are to be budgeted in 02-20-20-201510-59390000, Department of Justice, Grants Administration, titled "National Violent Death Reporting System Project" as follows:

Class/Expense	Class Title	Current SFY16 Budget	Increase Amount	Revised SFY16 Budget
020-500800	Current Expense	\$0	\$15,000	\$15,000
022-500800	Rents	\$0	\$25,000	\$25,000
027-502799	Transfers to DoIT	\$0	\$18,000	\$18,000
030-500301	Equipment New Replacement	\$0	\$10,000	\$10,000
037-500173	PC Desktop Hardware-New	\$0	\$3,000	\$3,000
038-500175	Desktop Software New	\$0	\$1,500	\$1,500
039-500188	Telecommunications	\$0	\$2,000	\$2,000
040-500800	Indirect Costs	\$0	\$21,820	\$21,820

042-500620	Additional Fringe Benefits	\$0	\$4,840	\$4,840
046-500466	Consultants	\$0	\$30,000	\$30,000
059-500123	Temp-Full Time	\$0	\$56,809	\$56,809
060-500612	Benefits	\$0	\$40,898	\$40,898
070-500704	In State Travel	\$0	\$8,500	\$8,500
080-500710	Out of State Travel	\$0	\$5,000	\$5,000
Total		\$0	\$242,367	\$242,367

Source of Funds

001-400146	Transfer from other agency			\$242,367
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2. Pursuant to RSA 124:15, and contingent upon the approval of paragraph one, authorize the Department of Justice to establish one (1) full-time temporary Planning Analyst/Data Systems position, LG 24, within budget class 059 (Full-Time Temporary) effective upon the Fiscal Committee and Governor and Council approval through December 31, 2015. 100% Transfer from other agency.

3. Pursuant to RSA 124:15, and contingent upon the approval of paragraph one, authorize the Department of Justice to provide for a consultant to upgrade computer software/hardware in order to interface with the Centers for Disease Control and Prevention (CDC) program and for a consultant for adaptation of space needed to accommodate the project effective upon the Fiscal Committee and Governor and Council approval through December 31, 2015. 100% Transfer from other agency.

EXPLANATION

The Department of Justice requests authorization to accept and expend the grant under the project title National Violent Death Reporting System, from the NH Department of Health and Human Services, Division of Public Health Services, Maternal and Child Health Section Injury Prevention Program. This grant award will support activities related to the collection, analysis and interpretation of data in violent death situations, including suicide. The activities will inform allied professionals in prevention efforts including legislation, training, education and public awareness with the goal of reducing the number of occurrences of violent death in New Hampshire.

This funding was awarded to the NH Department of Health and Human Services by the US Department of Health and Human Services, Centers for Disease Control and Prevention. It is being subgranted to the Department of Justice, Office of Chief Medical Examiner as that is the only entity with the statutory authority to easily access the data required for the National Violent Death Reporting System. Therefore, it is the appropriate entity to provide the services required. A new full-time temporary position will be necessary in order to carry out the duties required under the grant program.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized" or both:

1. Is the action required of this request a result of the Continuing Resolution for FY 2016?
No, the Department of Justice would have gone before the Fiscal Committee to accept and expend as the funds were not budgeted in the proposed FY 2016-2017 Operating Budget.
2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?
N/A.
3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question).
This program item #FIS 15-021 was approved at the April 3, 2015 Fiscal Committee meeting through June 30, 2015. This program item #78 was approved at the April 22, 2015 Governor and Executive Council Meeting through June 30, 2015. Due to uncertainties regarding the FY 2016-2017 biennium budget, there were not any significant actions taken (hiring, purchases of equipment, etc).
4. Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?
No.
5. Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?
No, the opportunity to accept and expend this grant came after the Agency budget request had been submitted so it is not included in the FY 2016-2017 Operating Budget proposal.
6. Does this program include, either positions or consultants, and if so, are the positions filled, vacant, or have offers pending?
The program does request positions and consultants but the positions are not filled and there are not any offers pending.
7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?
The grant funding will be lost and New Hampshire will not have the opportunity to engage or have access to the National Violent Death Reporting System or methodologies and networking to prevent violent deaths in the State.

The funds budgeted to support the activities as follows:

Class 020 – Current Expense - to cover startup and continued office supplies, postage, and printing costs.
Class 022 – Rent for space to conduct the project.
Class 027 – Transfers to DoIT - to cover DoIT startup and support of IT functions over and above consultant costs.
Class 030 – Equipment - to cover an office station desk, work center, chair and other equipment for the NVDRS Analyst.
Class 037 – PC Desktop Hardware New-to cover a pc workstation, monitor, laptop and other accompanying pc hardware for the NVDRS Analyst.
Class 038 – Desktop Software New-to pay for necessary software for pc workstation and laptop.
Class 039 – Telecommunications – to cover telephone service charges and cell phone.
Class 040 – Indirect Cost-currently 9% rounded.
Class 042 – Post Retirement additional benefit.
Class 046 – Consultant to upgrade computer software/hardware, including initial costs and maintenance, to interface with the CDC program and for adaptation of space needed to accommodate the project.
Class 059 — Full Time/Temp - covers salary expenses for a Planning Analyst/Data Collection position to collect and analyze data relevant to violent deaths including suicides, and to inform partners of prevention efforts towards improving effectiveness of those efforts.
Class 060 – Benefit expenses to cover benefits for the Planning Analyst/Data Collection position.
Class 070 – In-State Travel expenses to cover in-state mileage for the Planning Analyst/Data Collection and/or members of the Chief Medical Examiner's Office for grant related in-state meetings, trainings, site visits, technical assistance, etc.
Class 080 – Out-of-State Travel expenses to cover travel costs related to meetings subgrantees are required to attend.

The following information is provided in accordance with the Comptroller's instructional Memorandum dated September 21, 1981.

1. **List of personnel involved:** One temporary, full-time classified position (Class 059) to serve as a Planning Analyst/Data Collection Specialist, LG 24.
2. **Nature, Need and Duration:** This full time position will be in effect for the period effective upon Fiscal Committee and Governor and Council approval through December 31, 2015.
3. **Relationship to existing agency programs:** This funding is to be utilized specifically to establish a Planning Analyst/Data Collection position in the Department of Justice, Office of the Chief Medical Examiner. This position will improve the ability of allied professionals to focus prevention efforts on more effective measures, through analysis and interpretation of data related to violent deaths including suicides.
4. **Has a similar program been requested of the legislature and denied?** No similar program has been requested and denied.

5. **Why wasn't funding included in the agency's budget request?** This project was not included in the Department's budget request because the funds were not available at the time the budget was submitted.


6. **Can portions of the funds be utilized for other purposes?** No portion of these grant funds can be used for any other purpose.

7. **Estimate the funds required to continue this position(s):** It is estimated that it will cost \$97,707 for salary and benefits for the full time temporary position for one year.

In the event that these funds are no longer available, General Funds will not be requested to support this program.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully submitted,



for Joseph A. Foster
Attorney General

JAF/jeb
Enclosures

#1247198



LINDA M. HODGDON
Commissioner
(603) 271-3201

State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

February 13, 2015

Anne M. Edwards
Associate Attorney General
Chief of Staff
Department of Justice
33 Capitol St.
Concord, NH 03301-6397

Regarding: Request to establish a full-time temporary Planning Analyst/Data Systems,
labor grade 24

Dear Ms. Edwards:

Effective December 30, 2014, the Division of Personnel approved of your December 12 request to establish a full-time temporary Planning Analyst/Data Systems, labor grade 24 to be assigned to the Office of the Chief Medical Examiner, and have assigned the position number of 9T2789 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

January 26, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal & Child Health Section Injury Prevention Program, in the amount of \$120,367, for the purposes of establishing a program that will support activities to collect and analyze data relevant to violent deaths occurring in the State, as part of the national Violent Death Reporting System (NVDRS) initiative, for the period effective upon the Fiscal Committee and Governor and Council approvals through June 30, 2015. 100% Transfer from other agency.

Funds are to be budgeted in 02-20-20-201510-59390000, Department of Justice, Grants Administration, titled "National Violent Death Reporting System Project" as follows:

<u>Class/Object</u>	<u>Class Title</u>	<u>SFY 15</u>
020-500800	Current Expense	2,971
022-500800	Rent to owners - non-state	6,633
030-500301	Equipment	5,500
039-500188	Telecommunications	1,092
042-500620	Additional Fringe	3,366
046-500466	IT services, space adaptation	26,569

059-500117	Personnel	39,602
060-500612	Benefits	28,514
070-500704	In State Travel	1,120
080-500710	Out of State Travel	<u>5,000</u>
Total		120,367

Source of Funds

001-400146	Transfer from other agency	120,367
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2. Pursuant to RSA 124:15, and contingent upon the approval of paragraph one, authorize the Department of Justice to establish one (1) full-time temporary Planning Analyst/Data Systems position, LG 24, within budget class 059 (Full-Time Temporary) effective upon the Fiscal Committee and Governor and Council approval through June 30, 2015. 100% Transfer from other agency.

Funding is available in Department of Justice, Grants Administration, National Death Reporting System Project, account number 02-20-20-201510-59390000-500117. 100% from other agency.

EXPLANATION

The Department of Justice requests authorization to accept and expend the grant awarded under the project title National Violent Death Reporting System, from the NH Department of Health and Human Services, Division of Public Health Services, Maternal and Child Health Section Injury Prevention Program, approved by the Governor and Executive Council on January 28, 2015. This grant award will support activities related to the collection, analysis and interpretation of data in violent death situations, including suicide. The activities will inform allied professionals in prevention efforts including legislation, training and education, and public awareness, with the goal of reducing the number of occurrences of violent death in New Hampshire.

The Department of Justice, Office of the Chief Medical Examiner, is the only agency with the statutory authority to easily access the data required for the National Violent Death Reporting System. Therefore, it is the appropriate entity to provide the services required. A new full-time temporary position will be required in order to carry out the duties required under the federal grant program. This funding was awarded to the NH Department of Health and Human Services by the US Department of Health and Human Services, Centers for Disease Control and Prevention.

The funds budgeted to support the activities as follows:

Class 020 – Current Expense - to cover office supplies, postage, printing costs and training materials.

Class 022 – Rent for space to conduct the project.

Class 030 – Equipment - to cover an office station desk, laptop computer, docking station and standing screen for the NVDRS analyst.

Class 039 – Telecommunications – to cover telephone service charges and cell phone.

Class 042 – Post Retirement additional benefit.

Class 046 – Consultant for Department of Information Technology: Upgrade computer software/hardware, incorporate CDC program (initial costs and maintenance), and for adaptation of space needed to accommodate the project.

Class 059- Personnel – Full Time/ Temp - covers salary expenses for a Planning Analyst/Data Collection position to collect and analyze data relevant to violent deaths including suicides, and to inform partners of prevention efforts towards improving effectiveness of those efforts.

Class 060 – Benefit expenses to cover benefits for the Planning Analyst/Data Collection position.

Class 070- In State Travel expenses to cover in-state mileage for the Planning Analyst/Data Collection and/or members of the Chief Medical Examiner's Office for grant related in-state meetings, trainings, site visits, technical assistance, etc.

Class 080 - Out of State Travel expenses to cover travel costs related to required grantee meeting in Atlanta, GA.

Class 040 (Indirect Costs) and Class 041 (Indirect Costs) are budgeted with the DHHS acceptance of the federal grant.

The following information is provided in accordance with the Comptroller's instructional Memorandum dated September 21, 1981.

1. **List of personnel involved:** One temporary, full-time classified position (Class 059) to serve as a Planning Analyst/Data Collection Specialist, LG 24.
2. **Nature, Need and Duration:** This full time position will be in effect for the period effective upon Fiscal Committee and Governor and Council approval through June 30, 2015.
3. **Relationship to existing agency programs:** This funding is to be utilized specifically to establish a Planning Analyst/Data Collection position in the Department of Justice, Office of the Chief Medical Examiner. This position will improve the ability of allied professionals to focus prevention efforts on more effective measures, through analysis and interpretation of data related to violent deaths including suicides.
4. **Has a similar program been requested of the legislature and denied?** No similar program has been requested and denied.
5. **Why wasn't funding included in the agency's budget request?** This project was not included in the Department's budget request because the funds were not available at the time the budget was submitted.
6. **Can portions of the funds be utilized for other purposes?** No portion of these grant funds can be used for any other purpose.

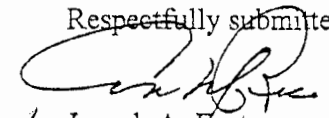
7. Estimate the funds required to continue this position(s): It is estimated that it will cost \$95,573 for salary and benefits for the full time temporary position for one year.

In the event that these funds are no longer available, General Funds will not be requested to support this program.

Your consideration of this request would be most appreciated.

Please let me know if you have any questions. Thank you.

Respectfully submitted,



for Joseph A. Foster
Attorney General

JAF/jeb
Enclosures

#1153223



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4517 1-800-852-3345 Ext.4517
Fax: 603-271-4519 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

December 10, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court, and

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1.) Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population and Community Health Services, Maternal & Child Health Section, Injury Prevention Program to accept and expend federal funds in the amount of \$124,608 from the Centers for Disease Control and Prevention to fund the New Hampshire implementation of the National Violent Death Reporting System, effective upon Fiscal Committee and Governor and Council approval, for the period retroactive to September 1, 2014 through June 30, 2015, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2015 will be included in the future operating budgets for SFY 2016, SFY 2017, SFY 2018, SFY 2019 and SFY 2020.

05-95-90-902010-1869 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY HEALTH SERVICES, NATIONAL VIOLENT DEATH REPORTING SYSTEM

SFY 2015

Table with 5 columns: Class/Object, Class Title, Current Modified Budget, Increase (Decrease) Amount, Revised Modified Amount. Rows include Federal Funds, Total Revenue, Current Expense, Equipment, Audit Fund Set Aside, Transfers to Other State Agcy, In State Travel, Out of State Travel, and Total Expenses.

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court, and
 Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 December 10, 2014
 Page 2

2.) Subject to approval of Item #1 above, authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a Memorandum of Agreement (MOA) with the Department of Justice (vendor # 177877-B001), 33 Capitol St., Concord, NH 03301, for the purpose of collecting, linking and analyzing data from various sources regarding violent deaths including homicides, suicides, and firearm deaths of all intents. The Division requests that this MOA be **retroactive** to September 1, 2014 through August 31, 2019, with a total price limitation of \$630,855 for the 5 year project period, effective upon Governor and Council approval.

Funds are available in the following account for SFY 2015, and are anticipated to be available in SFY 2016, SFY 2017, SFY 2018, SFY 2019 and SFY 2020, upon the availability and continued appropriation of funds in the future operating budget.

05-95-90-902010-1869 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY HEALTH
 SERVICES, NATIONAL VIOLENT DEATH REPORTING SYSTEM

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
SFY 2015	049/500294	Transfers to Other State Agencies	90001869	120,367
SFY 2016	049/500294	Transfers to Other State Agencies	90001869	122,030
SFY 2017	049/500294	Transfers to Other State Agencies	90001869	122,671
SFY 2018	049/500294	Transfers to Other State Agencies	90001869	122,671
SFY 2019	049/500294	Transfers to Other State Agencies	90001869	122,671
SFY 2020	049/500294	Transfers to Other State Agencies	90001869	20,445
			Total	\$630,855

EXPLANATION

These Requested Actions are identified as **retroactive** because the Notice of Award was not received until after the beginning date of the project period, not allowing time for these Requested Actions to be submitted prospectively; and so that the activities and deliverables in the Memorandum of Agreement, which include data collection for the National Violent Death Reporting System, and information related to all violent deaths may be collected for the entire project period, which began September 1, 2014.

The Department of Health and Human Services has received funding from the Centers for Disease Control (CDC) to establish the National Violent Death Reporting System (NVDRS) in New Hampshire. This award was given with the understanding that the Injury Prevention Program will work in conjunction with its partner, the New Hampshire Office of Medical Examiner, in the Department of Justice. The goals of the Injury Prevention Program under this award are to:

- collect and link data on violent deaths from various sources,

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court, and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
December 10, 2014
Page 2

- analyze this data,
- share aggregated data with the Centers for Disease Control for national level reporting, and
- use this data to inform state-wide stakeholders to help them develop activities around the prevention of suicide, homicide, and firearm-related deaths.

In recent years, 2009-2013, there were on average 223 violent deaths per year in New Hampshire. The vast majority of these are suicides. Participation in the National Violent Death Reporting System with its expanded data set would allow the Injury Prevention Program, the Office of the Medical Examiner and their colleagues to further target prevention efforts. The rich data available through the National Violent Death Reporting System may also uncover previously unknown trends that could identify high risk groups to address in order to reduce both the risk and incidence of these violent deaths.

The funds are to be budgeted as follows:

- Funds in class 020 (Current Expense) are needed for the cost of general operating expenses.
- Funds in class 030 (Equipment) are needed to purchase a laptop, docking station and standing screen for the Principal Investigator.
- Funds in class 049 (Transfers to Other State Agency) will be available to the Department of Justice, Office of the Medical Examiner for NVDRS activities, which may include support of the Analyst's salary, office set-up, office supplies, in-state travel for grant-related meetings, and out-of-state travel for a CDC training conference in Atlanta, GA for the NVDRS Analyst.
- Funds in class 070 (In State Travel) are needed for in-state travel by Principal Investigator.
- Funds in class 080 (Out of State Travel) are needed to pay for out-of-state travel by the Principal Investigator to attend an all grantee meeting in Atlanta, GA.

Audit costs are included per state requirements.

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information: These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

The geographic area to be served is the state of New Hampshire.

Source of funds: These funds are 100% Federal Funds from the Centers for Disease Control and Prevention to fund the New Hampshire implementation of the National Violent Death Reporting System. Attached is the Notice of Grant Award and award history. Notice of these funds was received on September 2, 2014. They were not added to the operating budget because these are new funds recently granted to the State and were not anticipated at the time the budget was developed.

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court, and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
December 10, 2014
Page 2

In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

José Thier Montero, MD, MHCDS
Director

Approved by:
Nicholas A. Toumpas
Commissioner

JTM/JAS/cl

Faretra, Rosemary

From: Murphy, Pamela
Sent: Monday, January 26, 2015 11:07 AM
To: Faretra, Rosemary
Subject: FW: lawtaprd Position Request has been Approved

-----Original Message-----

From: Faretra, Rosemary
Sent: Wednesday, January 07, 2015 1:33 PM
To: Murphy, Pamela
Subject: FW: lawtaprd Position Request has been Approved

For your files. Thanks

-----Original Message-----

From: hadmin@das.nh.gov [<mailto:hadmin@das.nh.gov>]
Sent: Wednesday, December 10, 2014 9:59 AM
To: Faretra, Rosemary; Nieder, Gloria; Barker, Melanie
Subject: lawtaprd Position Request has been Approved

Your request to "Request a New Position" has been approved for:
Reason Code: EST-PT-TMP
Short Description: TMPPT4990
Description Title: Program Specialist IV

Effective Date: 12/01/2014
Work Unit Reference: lawtaprd 257346

Please see comments for any additional information. *Note: We recommend saving the SJD to your internal database immediately.

Additional Comments:

SL- assign TMPPT4990
Saved zip file- attached approved SJD - matched Class Spec for PS IV and verified fields in NH First with attached approved SJD - verified FTE fields. e-mailed SL to process and approve so agency can post - MR 12-9-14

SL- review, logged, assign analyst 12/5/14

This position will be funded by a three year federal grant.