

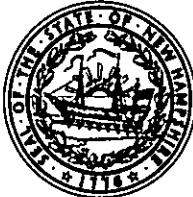
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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

July 8, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord NH 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent upon approval of Requested Action #2, authorize the Department of Justice, Division of Grants Management, Grants Administration Unit, to **retroactively** amend Fiscal Item #18-150, approved by the Fiscal Committee of the General Court on July 20, 2018 and Item #51, approved by the Governor and Executive Council on July 27, 2018, by extending the end date from June 30, 2019 to September 30, 2019 for one (1) class 059 temporary full time Criminal Justice Program Specialist (Labor Grade 24) position #9T2925 to assist with the management of the Victim of Crime Act Grant (VOCA) and other grants and grant reconciliations as needed upon approval of the Fiscal Committee of the General Court and the Governor and Executive Council through September 30, 2019. 100% Federal Funds.
2. Authorize the Department of Justice, Division of Grants Management, Grants Administration Unit to **retroactively** amend Fiscal Item #18-150, approved by the Fiscal Committee of the General Court on July 20, 2018 and Item #51, approved by the Governor and Executive Council on July 27, 2018, by extending the end date from June 30, 2019 to September 30, 2019 to accept and expend funds from the Department of Justice, Division of Grants Management, Federal Victim of Crime Act (VOCA) funds in the amount of \$25,190 for the purpose of budgeting for a full time temporary Criminal Justice Program Specialist, upon approval of the Governor and Executive Council through September 30, 2019. 100% Federal Funds.

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and the Honorable Council

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Funds to support this request are anticipated to be available in the following account in State FY2020 upon the availability and continued appropriation of funds in the future operating budget #02-20-20-201510-1983, Grants Administration, as follows:

<u>Class/ Expense</u>	<u>Class Title</u>	<u>Current SFY20 Budget</u>	<u>Increase Amount</u>	<u>Revised SFY20 Budget</u>
010-500100	Personal Services	\$73,724	\$0	\$73,724
018-500106	Overtime	\$300	\$0	\$300
020-500200	Current Expense	\$625	\$0	\$625
022-500248	Rents - Other than State	\$350	\$0	\$350
026-500251	Organizational Dues	\$1,250	\$0	\$1,250
027-582703	Transfer to DOIT	\$7,366	\$0	\$7,366
028-582814	Transfers to General Services	\$941	\$0	\$941
030-500321	Equipment New/Replace	\$565	\$0	\$565
037-500174	Technology Hardware	\$400	\$0	\$400
038-500177	Technology Software	\$200	\$0	\$200
039-500188	Telecommunications	\$625	\$0	\$625
041-500801	Audit Fund Set Aside	\$150	\$0	\$150
042-500620	Additional Fringe Benefits	\$4,625	\$920	\$5,545
050-500109	Part Time Salaries	\$12,587	\$0	\$12,587
059-500117	Salary-Temporary Employees	\$0	\$15,680	\$15,680
060-500601	Benefits	\$49,978	\$8,540	\$58,518
070-500704	In-State Travel	\$600	\$50	\$650
080-500714	Out of State Travel	\$2,538	\$0	\$2,538
		<u>\$156,824</u>	<u>\$25,190</u>	<u>\$182,014</u>
<u>Source of Funds</u>				
000-404424	Federal Funds Est.	\$134,543	\$25,190	\$159,733
	General Funds	\$22,281	\$0	\$22,281
		<u>\$156,824</u>	<u>\$25,190</u>	<u>\$182,014</u>

EXPLANATION

This request is **retroactive** because the beginning date July 1, 2019 associated with this request is in the new biennium. It is the policy of the Fiscal Committee of the General Court to act only on items within the current biennium and this is the first Fiscal Committee meeting in

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the new biennium.

The Department of Justice, Grants Management Unit, was given approval by the Fiscal Committee of the General Court and the Governor and Executive Council to fund, create and hire a temporary full time Criminal Justice Program Specialist, LG 24, through June 30, 2019 in order to assist with the handling of the Federal Victims of Crime Act Grant (VOCA), which increased by approximately \$10 million. This position also handles other grants and monitors subgrantees as assigned. The position is anticipated to be budgeted as temporary full time through the State Fiscal Year 2020-2021 biennium. This request is to continue the position through the September 30, 2019.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 9:16-a, "Transfers authorized", RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized", or both, and all emergency requests pursuant to "Chapter 145, subparagraph I, (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire":

1. Is the action required of this request a result of the Continuing Resolution for FY2020?
Yes, this position is submitted as a full time temporary position in the State Fiscal Year 2020-2021 biennium.
2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?
This position has been filled since October 26, 2018. The incumbent is actively involved in managing several grants and provides other work functions and support. It would be detrimental to the Grants Unit and subrecipients of grants if this position has to be vacated during the continuing resolution.
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 was approved as follows:
Fiscal Item #18-150, approved by the Fiscal Committee of the General Court on July 20, 2018 and Item #51, approved by the Governor and Executive Council on July 27, 2018 through June 30, 2019. Please see the attached item.

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Fiscal Committee of the General Court

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4. Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?

This funding was not requested in the FY 2018-2019 enacted Budget. The Department of Justice tried to manage the increase in grant funds and subrecipients using existing personnel resources but quickly found that an additional full time staff member was needed to help manage the grants.

5. Is this program in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied?

This program is included in full in the vetoed FY 2020-2021 Operating Budget proposal currently pending for our department.

6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded).

This program includes a position and it has been filled since October 26, 2018.

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

This filled position assists with the Victim of Crime Act Grant and another large grant entitled "Byrne JAG". Without the assistance of this position, it will be near impossible to manage all the subrecipients and grant programs initiated from the two grants.

The funds are to be budgeted as follows:

The funds in Class 042, Additional Fringe Benefits, will be used to pay post-retirement expenses.

The funds in Class 059, Salary-Temporary Employees, will be used to pay the temporary full time Criminal Justice Program Specialist through September 30, 2019.

The funds in Class 060, Benefits, will be used to pay the temporary full time position benefits through September 30, 2019.

The funds in Class 070, In-State Travel, will be used to pay mileage for visits to subgrantees.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981:

1. *List of personnel involved.* One (1) new full time-temporary position titled Criminal Justice Program Specialist.
2. *Nature, Need and Duration.* This position is needed to assist with VOCA administration, other grant assistance and account reconciliations. The position is needed beyond the

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

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July 8, 2019

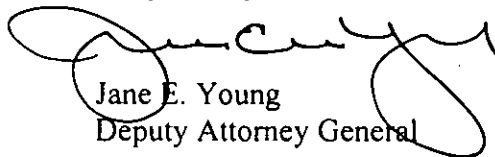
September 30, 2019 term and was requested as a full time temporary position for the 2020-2021 budget submission.

3. *Relationship to existing agency programs.* This position will work with the VOCA grants administrator and will work with other Criminal Justice Program Specialists to assure all account reporting is reconciled.
4. *Has a similar program been requested of the legislature and denied?* No.
5. *Why wasn't funding included in the agency's budget request?* The Grants Administration Unit believed it could use existing resources to handle the increased workload associated with the increase in VOCA grants. However, we did not anticipate the substantial increase in VOCA grant funds over the past year. The position is requested in the 2020-2021 budget submission.
6. *Can portions of the grant funds be utilized?* All of the grant funds in this request will be utilized for the position.
7. *Estimate the funds required to continue this position?* It will cost approximately \$25,190 to continue the position through September 30, 2019.

In the event these funds are no longer available, general funds will not be requested in support of this request.

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

Respectfully submitted,



Jane E. Young
Deputy Attorney General

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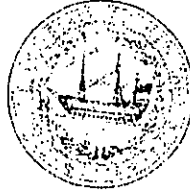
**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

FIS 18 150

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL

ANN M. RICE
DEPUTY ATTORNEY GENERAL



June 28, 2018

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

His Excellency Governor, Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent upon approval of Requested Action #2, authorize the Department of Justice, Division of Grants Management, Grants Administration Unit, to establish one (1) class 59 temporary full time Criminal Justice Program Specialist (Labor Grade 24) position #9T2925 to assist with the management of the Victim of Crime Act Grant (VOCA) and other grants and grant reconciliations as needed upon approval of the Fiscal Committee of the General Court and the Governor and Executive Council through June 30 2019. 100% Federal Funds.
2. Authorize the Department of Justice, Division of Grants Management, Grants Administration Unit to accept and expend funds from the Department of Justice, Division of Grants Management, Federal Victim of Crime Act (VOCA) funds in the amount of \$86,380 for the purpose of budgeting for a full time temporary Criminal Justice Program Specialist, upon approval of the Governor and Executive Council through June 30, 2019. 100% Federal Funds.

Funds are to be budgeted in 02-02-20-20-201510-1983, Grants Administration, as follows:

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		Current SFY19 Budget	Increase Amount	Revised SFY19 Budget
010-500100	Personal Services	\$294,899	\$0	\$294,899
018-500106	Overtime	\$1,200	\$0	\$1,200
020-500200	Current Expense	\$2,500	\$200	\$2,700
022-500248	Rents - Other than State	\$1,400	\$0	\$1,400
026-500251	Organizational Dues	\$5,000	\$0	\$5,000
027-500290	Transfer to DOIT	\$29,466	\$0	\$29,466
028-582814	Transfers to General Services	\$3,765	\$0	\$3,765
030-500321	Equipment New/Replace	\$2,260	\$2,000	\$4,260
037-500174	Technology Hardware	\$1,600	\$1,000	\$2,600
038-500177	Technology Software	\$800	\$900	\$1,700
039-500188	Telecommunications	\$2,500	\$500	\$3,000
041-500801	Audit Fund Set Aside	\$600	\$0	\$600
042-500620	Additional Fringe Benefits	\$18,500	\$2,980	\$21,480
050-500109	Part Time Salaries	\$50,346	\$0	\$50,346
059-500117	Salary-Temporary Employees	\$0	\$48,048	\$48,048
060-500601	Benefits	\$199,915	\$27,752	\$227,667
070-500704	In-State Travel	\$2,400	\$500	\$2,900
080-500714	Out of State Travel	\$10,150	\$2,500	\$12,650
		<u>\$627,301</u>	<u>\$86,380</u>	<u>\$713,681</u>
000-404424	Federal Funds Est.	\$538,158	\$86,380	\$624,538
	General Funds	\$89,143	\$0	\$89,143
		<u>\$627,301</u>	<u>\$86,380</u>	<u>\$713,681</u>

EXPLANATION

The Grants Management Unit is staffed by one Grants Administrator and four and one-half Criminal Justice Program Specialists. The Unit receives law enforcement and victim related grants from the Federal and State Government, which it subgrants to non-profit entities, municipalities and state agencies. As fiscal administrator of these grants, the Unit must monitor all subrecipients which includes, but is not limited to, auditing, training, guidance, and making sure all federal reporting is submitted on time. In addition, the Unit itself is audited by various federal government entities on an annual or bi-annual basis.

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One of the programs the Grants Management Unit is fiscally responsible for is the Federal Victims of Crime Act Grant (VOCA) which funds programs that provide direct services to victims of crime. These grants are made from the federal Crime Victim Fund. Over the past two years, grants have increased by \$6.6 million per year, from approximately \$2 million to \$8.6 million. As a result, the number of formula and discretionary subgrants the Unit is administering has increased from 15 to 41. According to our federal counterparts, it is anticipated that the September 2018 VOCA grant will increase by another \$4 million, from \$8.6 million to \$12.6 million. This will likely result in an additional increase in the number of subgrants that needs to be overseen by the Unit.

The requested Criminal Justice Program Specialist position will partner with the specialist currently responsible for VOCA grants administration, to fiscally manage the various subrecipient programs. This position will also assume oversight of other grants and account reconciliations as needed.

The funds are to be budgeted as follows:

The funds in Class 020, Current Expense, will be used for supplies and other operating expenses needed to manage program grants.

The funds in Class 030, Equipment New/Replace, will be used to set up a workstation for the new position.

The funds in Class 037, Technology Hardware, will be used for a new PC and accessories for the new position.

The funds in Class 038, Technology Software, will be used for various Department and Unit software necessary to perform job tasks.

The funds in Class 039, Telecommunications, will be used for phone/data costs for the new position.

The funds in Class 041, Audit Fund Set Aside, will be used for audit fund set aside expense.

The funds in Class 042, Additional Fringe Benefits, will be used to pay post-retirement expenses.

The funds in Class 059, Salary-Temporary Employees, will be used to pay the temporary full time position salary.

The funds in Class 060, Benefits, will be used to pay the temporary full time position benefits.

The funds in Class 070, In-State Travel, will be used to pay mileage for visits to subgrantees.

The funds in Class 080, Out-of-State Travel, will be used to pay for mandatory attendance at federal conferences.

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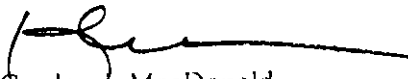
The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981:

1. *List of personnel involved.* One (1) new full time-temporary position titled Criminal Justice Program Specialist.
2. *Nature, Need and Duration.* This position is needed to assist with VOCA administration, other grant assistance and account reconciliations. The position is needed beyond the June 30, 2019 term and will be requested as a full time temporary position for the 2020-2021 budget submission.
3. *Relationship to existing agency programs.* This position will work with the VOCA grants administrator and will work with other Criminal Justice Program Specialists to assure all account reporting is reconciled.
4. *Has a similar program been requested of the legislature and denied?* No.
5. *Why wasn't funding included in the agency's budget request?* The Grants Administration Unit believed it could use existing resources to handle the increased workload associated with the increase in VOCA grants. However, we did not anticipate the substantial increase in VOCA grant funds over the past year.
6. *Can portions of the grant funds be utilized?* All of the grant funds in this request will be utilized for the position.
7. *Estimate the funds required to continue this position?* It will cost approximately \$86,380 to continue the position through June 30, 2019.

In the event these funds are no longer unavailable, general funds will not be requested in support of this request.

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

Respectfully submitted,


Gordon J. MacDonald
Attorney General

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name: New Hampshire Department of Justice		Vendor No.:
Program Name: Grants Management Unit		Amount: \$86,380
Grant Start Date: 7/1/2018	State Grant Number:	
Grant End Date: 06/30/2019	Federal Grant Number: 2017-VA-GX-0044	
Appropriation No.: 02-20-20-201510-5021-072		
Head of Agency	Project Director	Fiscal Officer
Gordon MacDonald Attorney General 33 Capitol St Concord, NH 03301	Kathleen Carr Director of Administration 33 Capitol St Concord, NH 03301	Kathleen Carr Director of Administration 33 Capitol St Concord, NH 03301
Federal Grant Name: VOCA Assistance		
Federal Agency: United States Department of Justice		
Bureau/Office: Office of Justice Programs		
CFDA Number: 16.575		
Federal Award Amount: \$7,928,710 Federal Start 10/1/2016 Federal End: 9/30/17		
Purpose of Grant: [Non R&D]		
Program Requirements: Adherence to Program Conditions and Guidelines.		
Match Requirements: Match must be spent on program allowable activities.		
Program Income Requirements: Program Income must be reported and spent on program allowable activities.		
Reporting Requirements: Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.		
Other:		
Approval	Program Agency	NH Department of Justice
Name	Gordon MacDonald	Kathleen Carr
Title	Attorney General	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		