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ATTORNEY GENERAL JUL 08 '15 PM 4:43 DAS  
DEPARTMENT OF JUSTICE

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL

ANN M. RICE  
DEPUTY ATTORNEY GENERAL



July 8, 2015

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

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

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the NH Department of Justice to **retroactively** amend FIS 15-006 approved by the Fiscal Committee on January 23, 2015 and Governor and Executive Council on February 11, 2015, item #50, by allowing the Department of Justice to extend a part-time temporary position within budget class 050 Program Specialist IV, LG24 from the original end date of June 30, 2015 to a new end date of December 31, 2015. This position provides the New Hampshire Colleges and Universities with information and support to develop best practices for responding to sexual violence on campus, assists colleges and universities with developing first responder trainings, and promotes cross training among crisis centers and law enforcement, with the approval of the Fiscal Committee and Governor and Council for the period of July 1, 2015 through December 31, 2015. 100% Agency Income (origin federal funds).

Funds to support this request are anticipated to be available in the following account in State FY2016 upon the availability and continued appropriation of funds in the future operating budget #02-20-20-201510-2906, Department of Justice, Grants Administration, entitled "Sexual Assault Regional Training".

2. Authorize the Department of Justice, Office of Victim Witness to **retroactively** accept a subgrant from the New Hampshire Department of Justice in the amount of \$51,340 for the purposes of providing New Hampshire's Colleges and Universities with information and support to develop best practices for responding to sexual violence on campus in accordance with state and federal mandates, assisting colleges and universities with developing first responder trainings, and promoting cross training among crisis centers, law enforcement, colleges, and universities for the

period effective upon the Governor and Executive Council approval for the period of July 1, 2015 through December 31, 2015. 100% Agency Income (origin-federal funds).

These funds are to be budgeted in 02-20-20-20-201510-2906, Department of Justice, Grants Administration, titled Sexual Assault Regional Training as follows:

<u>Class</u>	<u>Description</u>	<u>Current Budget</u>	<u>Requested Action</u>	<u>New Budget</u>
020-500200	Current Expense	\$393.50	\$17,960.00	\$18,353.50
039-500187	Telecommunications	\$0.00	\$1,560.00	\$1,560.00
050-500109	Personnel Service Temp/Appoint	\$21,000.00	\$13,605.00	\$34,605.00
060-500612	Benefits	\$1,606.50	\$2,648.00	\$4,254.50
067-500559	Training Facilities Rentals	\$1,500.00	\$11,200.00	\$12,700.00
070-500704	Travel - In-State	\$500.00	\$0.00	\$500.00
080-500710	Travel- Out of State	\$0.00	\$4,367.00	\$4,367.00
<b>Total</b>		<b>\$25,000.00</b>	<b>\$51,340.00</b>	<b>\$76,340.00</b>
Revenue:				
009-403681	Agency Income	(\$25,000.00)	(\$51,340.00)	(\$76,340.00)

### EXPLANATION

**This request is retroactive because the beginning date July 1, 2015 associated with this request is in the new biennium. It is the policy of the Fiscal Committee to act only on items within the current biennium and this is the first meeting in the new biennium. This grant was not budgeted because the funding was not available at the time the budget was created and it is considered a discretionary grant which may not be awarded in subsequent years.**

The approval of this request will continue to support activities to enhance and expand the Sexual Assault Regional Training Program (SART) within the Department of Justice. This program develops multidisciplinary teams to focus on improvement of the criminal justice system's response to cases of adult sexual assault. Teams include representation from prosecution, law enforcement, medical professionals, victim advocates and others. The current part time project coordinator will continue to provide New Hampshire's Colleges and Universities with information and support to develop best practices for responding to sexual violence on campus.

The funds budgeted to support the activities are as follows:

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

Class 039 – Telecommunications-for monthly telephone costs.

Class 050 – Part Time Salaries- for a Program Specialist IV position in the Office of Victim Witness Assistance at the Department of Justice. This position will provide assistance to colleges and universities with developing policy and training on sexual assault. The position will also be tasked with promoting cross-training among crisis centers, law enforcement, colleges, and universities.

Class 060 – Benefits- to pay for FICA and Medicare for the Program Specialist IV position.

Class 067— Training of Providers-to pay for training facility rentals and professional fees for national experts to speak at training events.

Class 070 -In-State Travel- to pay for in-state mileage for the Program Specialist IV to travel on-site to provide training and consulting services to college and university campus professionals statewide.

Class 080-Out-of-State Travel- to pay for travel costs related to training seminars and professional development trainings as required by the grant conditions.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981 related to the creation of positions/consultants:

1. List of personnel involved:  
One Temporary Part-time classified position (Program Specialist IV, LG 24, Class 050)
2. Nature, need and duration:  
It is anticipated that this position will be funded through June 30, 2017 and subsequently will be budgeted if the funding is continued.
3. Relationship to existing agency: This funding is to be utilized specifically to establish a Program Specialist IV position in the Department of Justice, Office of Victim/Witness Assistance which will enhance the Sexual Assault Resource Team program to more effectively deliver training and development of collaborative teams to improve the state's response to sexual assault occurring on college and university campuses..
4. Has a similar program been requested by the legislature and denied? No, a similar program has not been requested by the legislature and denied.
5. Why wasn't funding included in the agency's budget request? This project was not included in the budget because the funding was not available at the time the budget was developed.
6. Can portions of the grant funds be utilized? These funds can only be used for the purpose outlined in the request.
7. Estimate the funds required to continue this position? The funds required to continue the Coordinator position on annual basis is approximately \$20,988.

This project is funded 100% Agency Income (origin - federal dollars.) In the event that federal funds become no longer available, general funds will not be requested to support these programs.

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

Respectfully submitted,

  
for Joseph A. Foster  
Attorney General

JAF/jaf  
Enc.  
#1233291

<b>STATE OF NEW HAMPSHIRE</b>		
<b>DEPARTMENT OF JUSTICE</b>		
<b>GRANT AWARD</b>		
Agency Name:	NHDOJ Campus SA Training	Vendor No.: 177877-B001
Program Name:	NH Sexual Assault Regional Training Program	Amount: \$ 51,340.00
Grant Start Date:	07/01/2015	State Grant Number: 2015GTEAP04
Grant End Date:	12/31/2015	Federal Grant Number: 2014WEAX0036
Appropriation No.:	02-20-20-201510-5907-072-500576	
Head of Agency	Project Director	Fiscal Officer
Joseph Foster Attorney General NH DOJ, 33 Capitol St Concord NH 03301 271-1202	Lynda Ruel, Director Office of Victim/Witness Assis NH DOJ, 33 Capitol St Concord, NH 03301 271-1237	Kathleen B. Carr Director of Administration NH DOJ, 33 Capitol St Concord, NH 271-1234
Federal Grant Name:	OVW Grants to Encourage Arrest Policies	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16-590	
Purpose of Grant:	Coordination of NH College Consortium Provide NH Colleges and Universities with training in best practice for responding to sexual violence on campus - End Date Extension	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	No matching resources are required.	
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.	
Approval	Program Agency	NH Department of Justice
Name	Joseph Foster	Kathleen B. Carr
Title	Attorney General	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

FIS 15 006 <sup>50</sup> Beach

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

January 7, 2015

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

*[Signature]*  
Approved by Fiscal Committee 1/23/15 Date

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

**REQUESTED ACTION**

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the New Hampshire Department of Justice to establish one (1) part-time temporary (class 050) Program Specialist IV, LG 24 position to provide New Hampshire's Colleges and Universities with information and support to develop best practices for responding to sexual violence on campus in accordance with state and federal mandates, assist colleges and universities with developing first responder trainings, and promote cross training among crisis centers, law enforcement, and colleges and universities for the period effective upon the Fiscal Committee and Governor and Council approvals through June 30 2015. 100% Agency Income.

Funding is available in the Department of Justice, Grants Administration, account number 02-20-20-201510-2906-500109 titled Sexual Assault Regional Training.

2. Authorize the Department of Justice, Office of Victim Witness to accept a sub-grant from the Department of Justice in the amount of \$72,216 for the purposes of providing New Hampshire's Colleges and Universities with information and support to develop best practices for responding to sexual violence on campus in accordance with state and federal mandates, assist colleges and universities with developing first responder trainings, and promote cross training among crisis centers, law enforcement, and colleges and universities for the period effective upon the Governor and Council approval through June 30 2015. 100% Agency Income.

These funds are to be budgeted in 02-20-20-201510-2906, Department of Justice, Grants Administration, titled Sexual Assault Regional Training as follows:

<u>Class</u>	<u>Description</u>	<u>Current Budget</u>	<u>Request</u>	<u>New Budget</u>
020-500200	Supplies (Consumables)	\$787.00	\$0.00	\$787.00
039-500187	Telecommunications	\$0.00	\$0.00	\$0.00
050-500109	Pers. Service Temp/Apt	\$43,205.00	\$65,211.00	\$108,416.00
060-500612	Benefits	\$3,305.00	\$4,989.00	\$8,294.00
067-500559	Training Facilities Rentals	\$3,066.00	\$0.00	\$3,066.00
070-500704	Travel - In State	\$1,000.00	\$2,016.00	\$3,016.00
080-500710	Travel - Other States	\$0.00	\$0.00	\$0.00
Total		\$51,363.00	\$72,216.00	\$123,579.00
Revenue:				
009-403681		(\$51,363.00)	(\$72,216.00)	(\$123,579.00)

**EXPLANATION**

The approval of this sub grant will support activities to enhance and expand the Sexual Assault Regional Training Program (SART) within the Department of Justice, a program that develops multidisciplinary teams to focus on improvement of the criminal justice system's response to cases of adult sexual assault. Teams include representation from prosecution, law enforcement, medical professionals, victim advocates and others. With the approval of this request the Department will employ a part-time professional with experience in victim services and campus policy and procedures, to coordinate a college-based project ancillary to the statewide SART program. The project coordinator will provide New Hampshire's Colleges and Universities with information and support to develop best practices for responding to sexual violence on campus.

The funds budgeted to support the activities as follows:

- Class 020 – Current Expense - to cover office supplies, postage, printing costs and training materials;
- Class 039– Telecommunications – for monthly telephone costs;
- Class 050- Personnel –Part Time/ Temp - covers salary expenses for a Program Specialist IV position in the Office of Victim/Witness Assistance at the Attorney General's Office, to provide assistance to colleges and universities with developing policy and training to respond to sexual

assault, and promote cross training among crisis centers, law enforcement, and colleges and universities. This position will continue for the period effective upon Fiscal Committee and Governor and Council approval through June 30, 2015, with the potential for extension contingent upon availability of funds;

Class 060 – Benefit expenses to cover FICA and Medicare for the Program Specialist IV position;

Class 067 – Training expenses to cover rental fees for training facilities and professional fees for national experts to speak at training events;

Class 070- In State Travel expenses to cover in-state mileage for the Program Specialist to provide on-site training and consultation to college and university campus professionals statewide;

Class 080 - Out of State Travel expenses to cover travel costs related to training seminars and professional development training as required by the grant conditions.

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

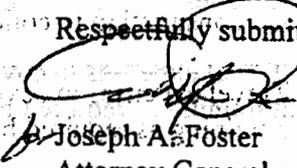
1. **List of personnel involved:** One temporary, part-time classified position (Class 050), Program Specialist IV (LG 24). The position will assist colleges and universities with developing first responder trainings, and promote cross training among crisis centers, law enforcement, and colleges and universities.
2. **Nature, need and duration:** This position will be in effect for the period effective upon Fiscal Committee and Governor and Council approval through June 30, 2015 with extension beyond this period contingent on the availability of funds.
3. **Relationship to existing agency programs:** This funding is to be utilized specifically to establish a Program Specialist IV position in the Department of Justice, Office of Victim/Witness Assistance. By supporting this position at the Department of Justice we would enhance the Sexual Assault Resource Team program of the Office of Victim/Witness Assistance, to more effectively deliver training and development of collaborative teams that will improve the state's response to sexual assault occurring on college and university campuses.
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 developed nor were the funds expected to be available at a later date with any degree of certainty. The grant was highly competitive.
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 \$25,190 for salary and benefits for the part time temporary position for one year.

In the event that Federal 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.

Respectfully submitted,



Joseph A. Foster  
Attorney General

JAF/jeb  
Enclosures

#114832

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name:	NHDOJ Campus SA Training	Vendor No.: 177877-B001
Program Name:	NH Sexual Assault Regional Training Program	Amount: \$ 72,216.00
Grant Start Date:	G & C Approval	State Grant Number: 2015ART04
Grant End Date:	06/30/2015	Federal Grant Number: 2014WEAX0036
Appropriation No.:	02-20-20-201510-5907-072-500576	
Head of Agency	Project Director	Fiscal Officer
Joseph Foster Attorney General NH DOJ, 33 Capitol St Concord NH 03301 271-1202	Lynda Ruel, Director Office of Victim/Witness Assist NH DOJ, 33 Capitol St Concord, NH 03301 271-1237	Kathleen B. Carr Director of Administration NH-DOJ, 33 Capitol St Concord, NH 271-1234
Federal Grant Name:	OVW Grants to Encourage Arrest Policies	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16-590	
Purpose of Grant:		
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.		
Approval	Program Agency	NH Department of Justice
Name	Joseph Foster	Kathleen B. Carr
Title	Attorney General	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		

**Faretra, Rosemary**

**From:** hradmin@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. \*Notes: 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.