

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

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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

*Patton*  
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- Out of State	\$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.

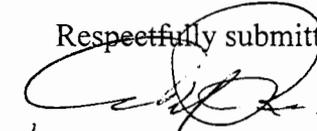
1. **List of personnel involved:** One temporary, part-time classified position (Class 050), Program Specialist IV (LG 24). The position will assist colleges and universities with developing first responder trainings, and promote cross training among crisis centers, law enforcement, and colleges and 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,

A handwritten signature in black ink, appearing to read "Joseph A. Foster", is written over the typed name below.

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

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**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. \*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.