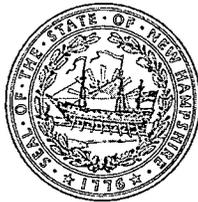


ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

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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Fiscal Committee of the General Court

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	Class Title	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.

The Honorable Neal M. Kurk, Chairman
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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
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director
(603) 271-3261

June 25, 2018

Kathleen Carr, Director of Administration
NH Department of Justice
33 Capitol Street
Concord NH 03301

Regarding: Request to establish a full time temporary Criminal Justice Program Specialist, Labor Grade 24, pay schedule A000 – position #9T2925.

Dear Ms. Carr:

The Division of Personnel approves your request received on 6/22/18 for the Department of Justice, Grants Management Unit to establish position #9T as a full-time temporary Criminal Justice Program Specialist, LG 24 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

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 the Classification Section with documentation. Thank you.

Thank you.

Sincerely,

Marianne Rechy
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

SUPPLEMENTAL JOB DESCRIPTION

CLASSIFICATION: Criminal Justice Program Specialist FUNCTION CODE: 2332-020

POSITION TITLE: Criminal Justice Program Specialist. DATE ESTABLISHED: 6/22/18

POSITION NUMBER: 9T2925

DATE OF LAST AMENDMENT:

SCOPE OF WORK: To coordinate with the Director of Administration the processing of federal grant programs administered by the Department of Justice.

ACCOUNTABILITIES:

Locates appropriate federal grants and prepares the application which generally includes the scope and budget for the utilization of the federal funds.

When applicable, initiates the bidding process (Requests for Proposals) for interested grant applicants; ranks applicants and disburses the funds to sub grantee.

Responsible for the preparation of the Fiscal and Governor and Council requests for the acceptance and disbursement of the grants.

Responsible for the on-site monitoring and evaluation of selected sub grantees to ensure program compliance and accuracy in reporting.

Responds to requests from national, state and local units of government for program, financial or statistical data.

Acts as a liaison with other federal, state and local agencies associated with the various grants.

Reviews, coordinates and prepares all financial and statistical information/reports relative to assigned federal grant programs.

Responsible for the tracking and allocation of the administrative expenses for all of the grants administered by the Department of Justice.

Maintains all financial reports from subgrantees in various cash control registers in keeping with GAAP. Controls flow of cash requested and disbursed for each subgrantee and provides clean paper trail for audit purposes to comply with federal regulations.

Prepares and submits the monthly and quarterly financial reporting required by the state and federal government for both administrative and programmatic expenditures as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in criminal justice, law enforcement, business or public administration, planning, political science or a behavioral science. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in criminal justice, law enforcement, or in a social services agency. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: New Hampshire driver's license.

SPECIAL REQUIREMENTS: For appointment consideration, Criminal Justice Program Specialist applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name and Signature

Date Reviewed

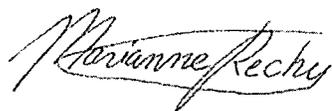
Supervisor's Name and Title: _____

Supervisor V (position #41885)

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed



6/22/18

Division of Personnel

Date Approved

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.		