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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL

ANN M. RICE
DEPUTY ATTORNEY GENERAL



November 4, 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 14:30-a, VI, authorize the Department of Justice to amend Fiscal Item #15-114 paragraph one, approved by the Fiscal Committee on July 29, 2015, and Item #94 paragraph one, approved by the Governor and Executive Council on August 5, 2015, by extending the end date from December 31, 2015 to June 30, 2017 for a grant of \$106,177 from the US Department of Justice, Office for Victims of Crime for the purposes of improving the technology of the claims processing system, known as the "Computerized Crime Victim Compensation System," utilized by the Department's Victims' Assistance Unit, upon the date of Fiscal Committee and Governor and Executive Council approvals through June 30, 2017. No additional funds are involved in this time extension. 100% Federal Funds.

Funds are budgeted in 02-20-20-201510-5890, Department of Justice, Grants Administration, entitled "OVC Vision 21 Grant".

2. Upon approval of paragraph one and Pursuant to RSA 124:15, authorize the Department of Justice to amend Fiscal Item #15-114 paragraph two, approved by the Fiscal Committee on July 29, 2015, and Item #94 paragraph two, approved by the Governor and Executive Council on August 5, 2015 to maintain a consultant class (046) for the purpose of contracting with the systems expert relative to the "Computerized Crime Victim Compensation System", by extending the end date from December 31, 2015 to June 30, 2017 effective upon the date of Fiscal Committee and Governor and Executive Council

approvals through June 30, 2017. No additional funds are involved in this time extension. 100% Federal Funds.

Funds are budgeted as follows in 02-20-20-201510, Department of Justice, Grants Administration, entitled "OVC Vision 21 Grant":

EXPLANATION

The approval of this request will allow the Department of Justice to continue to use these funds for the implementation of an updated web-based program to allow victims of crime to submit claims for compensation electronically. In addition, the upgrade will allow for a paperless and automated document filing system to improve workflow and efficiency of the Victim's Compensation Unit, thus enhancing the Unit's ability to serve victims of crime.

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

1. List of personnel involved: Class 046 – contract(s) to provide technology upgrades and support for new software.
2. Nature, Need and Duration: The contract(s) will be in effect for the period effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2017.
3. Relationship to existing agency programs: This funding is to be utilized specifically to contract with the sole source vendor that is the developer of the technology to be upgraded.
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 crafted; nor were the funds expected to be available with any degree of certainty.
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 \$97,938 for the contractual services to complete the project.

In the event that federal funds are no longer available, general funds will not be requested to support this program.

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/jeb

#1297110



Department of Justice
Office of Justice Programs
Office for Victims of Crime

Cooperative Agreement

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Justice 33 Capitol Street Concord, NH 03301-6397		4. AWARD NUMBER: 2014-XV-BX-K021	
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2017 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2017	
1A. GRANTEE IRS/VENDOR NO. 026002618		6. AWARD DATE 09/15/2014	7. ACTION
		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE NH Victims' Compensation Technology Improvements Project		10. AMOUNT OF THIS AWARD \$ 106,177	
		11. TOTAL AWARD \$ 106,177	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76. 128 Stat 5, 63, January 17, 2014			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Rosemary Faretra Director of Administration	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Rosemary Faretra</i>	19A. DATE 9-8-14
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B XV 40 00 00 106177		21. NXVPGT0144	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



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PROJECT NUMBER 2014-XV-BX-K021

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SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

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SPECIAL CONDITIONS

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available in the OJP Financial Guide Conference Cost Chapter.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
15. The recipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, papers, or documents related to this grant.
16. Within 90 days of the date of award, the grantee will submit to the Office for Victims of Crime for review and approval its policies and procedures that it has established to maintain the confidentiality of victims' names, addresses, telephone numbers, or any other identifying information, and its policies and procedures relating to information sharing between partners. In addition, the grantee must submit a signed, written certification that data privacy and sharing protocols comport with the confidentiality and privacy rights and obligations of federal law or the grantee jurisdiction's laws, court rules, or rules of professional conduct applicable to the work performed by the grantee.



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17. Responsibility for the coordination of topics addressed or services rendered is shared jointly with the OVC and the recipient. Where appropriate, the recipient will act jointly with OVC in accomplishing the following tasks: 1) determination of modifications to the program plan or budget; and, 2) design of data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions.
18. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis and interpretation.
19. Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. The program solicitation is hereby incorporated by reference into the Cooperative Agreement making it part of the overall agreement, requiring adherence to its overall design.
20. The grantee agrees that it may not disseminate drafts of training curricula and other grant-supported materials beyond pilot testing of the material, unless otherwise specifically approved by OVC in writing in advance. Such materials must be clearly marked "DRAFT" and the OVC disclaimer must be included on all such documents. The OVC logo shall not be displayed until the document is final and has been approved by OVC for final publication or electronic dissemination. Grantees are advised not to assume that products submitted to OVC will be ready for immediate release. Contact your grant monitor for more information.
21. The grantee agrees to provide summary data to OVC on individual results and outcomes of funded grants in accordance with the Government Performance and Results Act. The data should reflect program/project successes and impact. The grantee organization must provide information in progress and final reports which is consistent with outcomes identified in the solicitation and the grantee's application for funding. The OVC project specialist is available to offer guidance on performance measures to grantees.
22. OVC reserves the right to take appropriate action in instances when the grantee fails to initiate activity on the grant or misses multiple time tasklines. OVC action may include, but is not limited to, termination or suspension of the grant.
23. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
24. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
25. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.

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26. The grantee agrees to submit to OVC, within 30 days of award, a revised time-task plan. This revised time-task plan should be developed in consultation with the OVC program specialist assigned to the project, and should clearly indicate the following: (1) each of the stated project objectives and the tasks to be performed to achieve those objectives; (2) the completion dates for tasks and delivery dates for products; (3) the project staff responsible for accomplishing each task; 4) submission dates for financial and programmatic progress reports, consistent with the requirements of the OJP Financial Guide; and 5) incorporation of development schedule for print, video, and multimedia products to assure periodic OVC reviews of products (see Product Submission Requirements).
27. All procurement (contract) transactions under this award must be conducted in a manner that is consistent with applicable Federal and State law, and with Federal procurement standards specified in regulations governing Federal awards to non-Federal entities. Procurement (contract) transactions should be competitively awarded unless circumstances preclude competition. Noncompetitive (e.g., sole source) procurements by the award recipient in excess of the Simplified Acquisition Threshold (currently \$150,000) set out in the Federal Acquisition Regulation must receive prior approval from the awarding agency, and must otherwise comply with rules governing such procurements found in the current edition of the OJP Financial Guide.
28. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.

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29. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.



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SPECIAL CONDITIONS

30. The grantee agrees to coordinate, through its OVC program manager, with the Office of the Chief Information Officer (OCIO) of the Office of Justice Programs on any information technology related products, including web-based systems, that will be developed in whole or in part with OVC grant funding. Grantees will obtain OCIO's review and concurrence with the proposed design and implementation to ensure compatibility with the OJP enterprise architecture.
31. The grantee agrees that OVC retains the right to make a final determination whether to publish or produce any grant-funded product as an OVC-sponsored product. Only after OVC decides against official publication, can the grantee independently release a publication or product for sale or dissemination, at its own expense. However, if the grantee releases this information, it may not include use of the OVC logo, or other indicia that it is an official OVC publication.
32. The grantee agrees to submit the final draft of any publication, product, or electronic information at least 120 days before the end date of the grant for OVC review. The grantee agrees to use grant funds to make any substantive corrections, if appropriate, to a publication or product in response to comments generated through either the OVC peer review process or the internal Department of Justice review process. Any grant-funded products (written, Web-based, audio-visual, or any other media format), whether produced at the grantee's or government's expense, shall contain the following statement: This _____ was produced by _____ under [add contract or grant number, as appropriate], awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this _____ are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.
33. The grantee agrees to submit any print or electronic promotional materials concerning any OVC-funded project that are intended for public dissemination to OVC for review seven (7) working days in advance of release. This includes, but is not limited to: fact sheets, newsletters, press releases, Web-based materials, and listserv announcements.
34. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons. Successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. OJP will not unreasonably withhold approval. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.
35. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
36. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OJP grant funds, without prior written approval from OJP.

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SPECIAL CONDITIONS

37. The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

38. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

39. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.

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ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

FIS 15 114

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 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the US Department of Justice, Office for Victims of Crime, in the amount of \$106,177, for the purposes of improving the technology of the claims processing system, known as the "Computerized Crime Victim Compensation System," utilized by the Department's Victims' Assistance Unit, effective upon the Fiscal Committee and Governor and Executive Council approvals through December 31, 2015. 100% Federal Funds.

Funds are to be budgeted in 02-20-20-201510-5890, Department of Justice, Grants Administration, entitled "OVC Vision 21 Grant" as follows:

020-500200	Current Expense	\$400
022-500255	Rent/Lease-Office Equipment	\$5,712
040-500800	Indirect Costs	\$192
041-500801	Audit Fund Set Aside	\$107
046-500466	Consultants- IT Service Vendor	\$97,938
072-500576	Federal Grants	<u>\$1,828</u>
Total		\$106,177

Source of Funds		
000-400338	Federal Funds	\$106,177

2. Upon approval of Requested Action number one and Pursuant to RSA 124:15, authorize the Department of Justice to establish a consultant class (046) for the purpose of contracting with the systems expert relative to the "Computerized Crime Victim Compensation System" effective with the Fiscal Committee of the General Court and Governor and Executive Council approvals through December 31, 2015. 100% Federal Funds.

Funds are to be budgeted as follows in 02-20-20-201510, Department of Justice, Grants Administration, entitled "OVC Vision 21 Grant":

<u>Class</u>	<u>Description</u>	<u>Amount</u>
046-500466	Consultants – IT Service Vendor	\$98,500

EXPLANATION

The NH Department of Justice is seeking approval to accept and expend grant funding under the US Department of Justice, Office for Victims of Crime, program entitled "Vision 21: Improving State Technology" for the purpose of updating the technology in the Victims' Compensation Unit. These funds were not previously budgeted because the grants were awarded on a competitive basis with no guarantee that New Hampshire would receive an award.

The Victims' Compensation Unit reimburses crime victims for their eligible crime-related expenses. Before awarding compensation, the Victim's Compensation Commission conducts an in depth review of the underlying documentation, including police reports, insurance and billing information, and information about services for which compensation is sought. Each claim, of which the Unit processes over 500 annually, involves voluminous documentation. Technology upgrades will allow for an automated claim document filing system and paperless claims processing system, improving the work flow and efficiency of the Unit. Additionally, crime victims will have expanded access to the service with a web-based program and on-line claim filing ability.

The funds are budgeted to support the activities as follows:

- Class 020 – Current Expense to purchase office supplies related to the program.
- Class 022 – To rent a multifunctional copier-printer-scanner-fax machine for a paperless system.
- Class 040 – Indirect Costs
- Class 041 – Audit Fund Set Aside of .1%
- Class 046 – Consultants to contract with the technology vendor
- Class 072 – Grant funding for administrative costs.

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

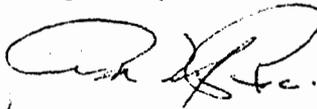
1. List of personnel involved: Class 046 – contract(s) to provide technology upgrades and support for new software.
2. Nature, Need and Duration: The contract(s) will be in effect for the period effective upon Fiscal Committee and Governor and Executive Council approval through December 31, 2015.

3. Relationship to existing agency programs: This funding is to be utilized specifically to contract with the sole source vendor that is the developer of the technology to be upgraded.
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 crafted; nor were the funds expected to be available with any degree of certainty.
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 \$97,938 for the contractual services to complete the project.

In the event that federal funds are no longer available, general funds will not be requested to support this program.

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

Respectfully submitted,



Joseph A. Foster
Attorney General

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