

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

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FIS 16 047 *Burd*

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

February 23, 2016

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

*[Signature]*  
Approved by Fiscal Committee 3/18/16  
Date

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, Office of Victim Witness, to accept and expend a subgrant from the Department of Justice in the amount of \$123,454, for the purpose of adding personnel resources to focus on crimes and abuse against the elderly upon Fiscal Committee and Governor and Executive Council approval through June 30, 2017. 100% Agency Income.

Funds are to be budgeted in 02-20-20-200510-26160000 Job#20VOCAVWPOSS16, Department of Justice, Office of Victim Witness as follows:

Class/Expense	Class Title	Current SFY16 Budget	Increase Amount	Revised SFY16 Budget
010-500100	Personal Services Perm. Class.	\$114,595	\$0	\$114,595
014-500134	Personal Services-Unclassified	\$89,652	\$0	\$89,652
018-500106	Overtime	\$17,500	\$7,500	\$25,000
020-500200	Current Expense	\$3,240	\$1,240	\$4,480
022-500255	Rents Leases Other Than State	\$1,995	\$495	\$2,490
027-582703	Transfers to DoIT	\$18,500	\$2,500	\$21,000
030-500311	Equipment	\$2,500	\$2,500	\$5,000
037-500173	PC Desktop Hardware New	\$1,100	\$1,500	\$2,600
038-500175	Desktop Software New	\$1,100	\$1,100	\$2,200

039-500188	Telecommunications	\$7,000	\$2,000	\$9,000
042-500620	Additional Fringe Benefits	\$7,500	\$6,565	\$14,065
059-500117	Temp-Full Time	\$71,410	\$62,524	\$133,934
060-500612	Benefits	\$113,337	\$31,230	\$144,567
070-500704	In State Travel	\$12,300	\$4,300	\$16,600
<b>Total</b>		<b>\$461,729</b>	<b>\$123,454</b>	<b>\$585,183</b>

**Source of Funds**

000-404493	Federal Funds	\$104,990	\$0	\$104,990
009-407079	Agency Income	\$140,000	\$123,454	\$263,454
	General Funds	\$216,739	\$0	\$216,739
<b>Total</b>		<b>\$461,729</b>	<b>\$123,454</b>	<b>\$585,183</b>

2. Upon approval of paragraph one and pursuant to RSA 124:15, authorize the Department of Justice, Office of Victim Witness, to establish one (1) full-time temporary Victim Witness Specialist, labor grade 26, within budget class 059 (Full-Time Temporary) upon Fiscal Committee and Governor and Executive Council approval through June 30, 2017. 100% Agency Income.

**EXPLANATION**

The Department of Justice has the opportunity to accept a subgrant from the Department of Justice (origin: Federal Fiscal Year 2015 Victim of Crime Act Grant) to provide a Victim Witness Specialist committed to advocating for elderly victims of crime. The Victim Witness Specialist would partner with a prosecutor to form a unit solely dedicated to elder abuse. This position would provide educational outreach to elder groups regarding the prevention and/or reporting of fraud and other forms of abuse and neglect. This position would also support elder victims of crime throughout the prosecution process should such an event occur.

The funds budgeted to support the activities are as follows:

- Class 018-Overtime-To support overtime when the Victim Witness Specialist is called out after hours or on weekends.
- Class 020-Current Expense-To cover office supplies and outreach/support materials.
- Class 022-Rents Leases Other Than State-To cover use of rented office equipment.
- Class 027-Payments to DoIT for technical support.
- Class 030-Equipment-to cover office furniture for the Victim Witness Specialist.
- Class 037-PC Desktop Hardware New-For desktop PC and monitor.
- Class 038-Desktop Software New-For software licensing.
- Class 039-Telecommunications-to cover telephone service charges and cell phone.
- Class 042-Additional Fringe Benefits-Post Retirement.
- Class 059-Personnel-Temporary Full Time-Covers salary expenses for a Victim Witness Specialist position to educate the elderly about fraud and other types of abuse or neglect and/or dedicated support should such crimes occur.

Class 060-Benefits-To cover benefits for the Victim Witness Specialist position.  
Class 070- In State Travel expenses to cover in-state mileage for Victim Witness Specialists to attend to the needs of the elderly regarding the prevention and/or prosecution of crimes.

Class 040 (Indirect Costs) and Class 041 (Audit Fund Set-Aside) are budgeted with the Department of Justice's acceptance of the original federal grant.

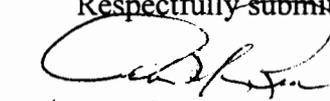
The following information is provided in accordance with the Comptroller's instructional Memorandum dated September 21, 1981.

1. **List of personnel involved:** One temporary, full-time classified position (Class 059) to serve as a Victim Witness Specialist; Labor Grade 26.
2. **Nature, Need and Duration:** This full time position 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 establish a Victim Witness position in the Department of Justice, Office of Victim/Witness (OVWA). This position will enable the OVWA to meet growing demands for elderly victim/witness services.
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 submitted.
6. **Can portions of the funds be utilized for other purposes?** No portion of this subgrant can be used for any other purpose.
7. **Estimate the funds required to continue this position(s):** It is estimated that it will cost \$93,754 for salary and benefits for the full time temporary position through June 30, 2017.

In the event these funds should no longer become available, General funds will not be requested in support of this position.

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

Respectfully submitted,

  
Joseph A. Foster  
Attorney General

Enc.  
#1359906

**Department of Justice**  
**GRANTS FISCAL SITUATION FISCAL YEAR 2016**  
**02-20-20-200510-2616000 Office of Victim Witness**

Total Agency Authorization	\$ 123,454
Less Expenditures to 06/30/2015	<u>\$ -</u>
Remaining Authorizatin to Budget	\$ 123,454

Less Current Budget Authorization	\$ -
Total Available for Budgeting	<u>\$ 123,454</u>

Available to Budget at Later Date	\$ -
<b>REQUESTED ACTION</b>	<u><u>\$ 123,454</u></u>

Grant Award Number	Award Amount	Expenses to 06/30/2015	Balance
2016200	\$ 123,454	\$ -	\$ 123,454
Prior Year Grant Award	\$ -	\$ -	\$ -
Total			<u><u>\$ 123,454</u></u>

<b>STATE OF NEW HAMPSHIRE</b>		
<b>DEPARTMENT OF JUSTICE</b>		
<b>GRANT AWARD</b>		
Agency Name:	NH Department of Justice	Vendor No.: 177877-B001
Program Name:	Direct Services to Victims of Elder Abuse	Amount: \$ 123,454.00
Grant Start Date:	Upon Fiscal and G&C Approval	State Grant Number: 2016200
Grant End Date:	06/30/2017	Federal Grant Number: 2015VAGX0007
Appropriation No.:	02-20-20-201510-5021-072-500576	
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:	VOCA Assistance	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.575	
Purpose of Grant:	Direct Services to Victims of Elder Abuse	
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 Carr
Title	Attorney General	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		



*State Of New Hampshire*  
DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex – 28 School Street  
Concord, New Hampshire 03301

VICKI V. QUIRAM  
Commissioner  
(603) 271-3201

SARA J. WILLINGHAM  
Director of Personnel  
(603) 271-3261

February 22, 2016

Kathleen B. Carr  
Director of Administration  
Department of Justice  
33 Capitol St.  
Concord, NH 03301-6397

**Regarding:** Request to establish a full-time temporary Victim/Witness Specialist,  
labor grade 26

Dear Director Carr:

The Division of Personnel approves of your request submitted February 16, 2016 to establish a full-time temporary Victim/Witness Specialist, labor grade 26 to be assigned to Public Protection, Office of Victim Witness Advocates, Elder Abuse, and have assigned the position number of 9T2817 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

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 me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel