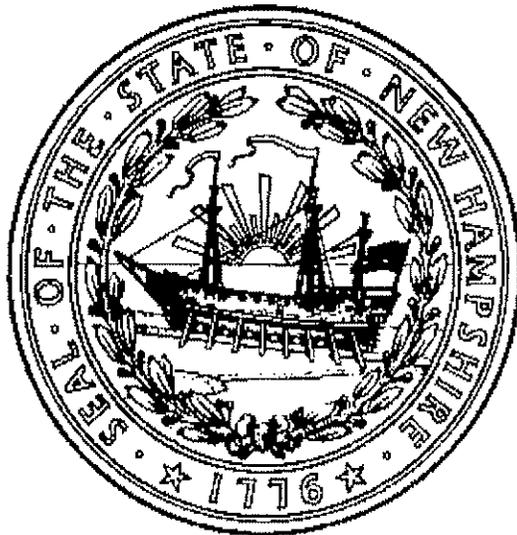


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

Joseph A. Foster
Attorney General

Subgrant Application Kit

Revised September 2014

**THE STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE
GRANTS MANAGEMENT UNIT**

MISSION STATEMENT

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- * the professional administration of grant resources;
- * the adherence to all underlying federal and state requirements;
- * the coordination of federal criminal justice resources available to the state; and
- * efficient service and assistance.

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE

SubGrant Application Kit

a) Program Title: Violence Against Women Act (DV Unit Attorney)

b) Grant Starting Date: 1/1/2015 c) Ending Date: 12/31/2015

d) Program Implementation Date: 4/1/1997 e) DUNS #: 073980765

f) Federal Funds Requested \$ 30,000 g) SAM Expiration: 11/18/2013

h) Agency Name: Belknap County

i) Chief Elected Official/Head of Agency*

Name: John H. Thomas Title: Commissioner - Chair

Address: 34 County Drive, Laconia NH

Telephone: 603-527-5400 Fax: 603-527-5409

E-mail: jthomas@belknapcounty.org

j) Project Director

Name: Melissa C. Guldbrandsen Title: Belknap County Attorney

Address: 64 Court Street, Laconia NH 03246

Telephone: 603-527-5440 Fax: 603-527-5449

E-mail: mguldbrandsen@belknapcounty.org

k) Financial Officer

Name: Glen Waring Title: Finance Director

Address: 34 County Drive, Laconia NH 03246

Telephone: 603-527-5400 Fax: 603-527-5409

E-mail: gwaring@belknapcounty.org

(*all grant-related documents will be sent to the head of agency unless head of agency requests that they be sent to the project director.)

State of New Hampshire Department of justice

Project Narrative

(Attach Word document if additional space is needed.)

1. Problem Statement (25 Points)

Domestic violence and sexual assault crimes are perhaps the most difficult cases to prosecute and require specially trained investigators, prosecutors and victim advocates. Special areas of concern still include 1) child witnesses, 2) recanting witnesses, 3) lack of physical evidence, and 3) societies general viewpoints about these crimes, and 4) victimless prosecutions. With the ever rising reliance on the Supreme Court Case Crawford v. Washington, 124 S.Ct. 1354, (2004), prosecutors are faced with even greater challenges when dealing with victimless prosecutions. These issues continue to make it difficult for both law enforcement and prosecutors to present these cases in front of juries. In the majority of domestic violence cases, the victim and the Defendant share a relationship which poses a serious barrier to successful prosecution. For example, victims often recant or refuse to testify about the crime because they are scared or in a state of denial. Jurors are less likely to believe or be sympathetic to a victim of domestic violence who recants or returns to the abuser. Domestic Violence cases are extremely difficult to successfully prosecute

Due to the difficulty in prosecution and the unique circumstances that exist in the lives of domestic violence victims, investigators and prosecutors need to be specially trained in order to ensure the safety of both the victims and the public. Victim/witness advocates need special training on how to deal with the dynamics of domestic violence cases as well.

By continuing to devote a prosecutor to this specialty, the office can continue to be proactive when confronted with the issues that arise in domestic violence cases. The prosecutor will continue to work closely with the victim-witness coordinator, the child advocacy center, and the police to ensure investigations and prosecutions are handled in a professional manner. By maintaining a proactive approach, the correct protocol will be followed from the inception of the investigation, and it will be far more likely that the cases will yield favorable results. The prosecutor can continue to aid the police with investigations and prosecutions. The prosecutor will continue to provide training and education to both the police and the public on topics relating to domestic violence.

In addition to overcoming the general public's misconception about domestic violence, special topics of concern include 1) investigative techniques, 2) court presentations, 3) interviewing witnesses, 4) statutory and case law updates, 5) how to comply with statewide protocol and 6) how to deal with victimless prosecution.

2. Project/Program Description Design and Implementation (35 Points)

The program will continue to devote a three-quarter-time prosecutor to cases of violence against women. This specialty prosecutor will continue to be the lead member of the domestic violence unit in the office. Duties of the prosecutor will continue to include case screening, consulting with the victim advocate, coordination with local police departments, and planning of police training sessions. Also, the prosecutor along with the Victim/Witness coordinator, will interact with other community organizations, including the Child Advocacy Center and Sexual Assault Resource Team, assist in coordinating community responses to violence against women and children, and work directly with victims throughout the process to help ensure smooth court experiences. The prosecutor will also work with probation, other law enforcement organizations as well as other community members who are involved in dealing with violence against women. Finally, the prosecutor will provide community outreach and education.

The prosecutor will work $\frac{3}{4}$ time (approximately 30 hours per week) on the project and will interact with remaining staff, namely the County Attorney, the Legal Assistant, the Office Administrator and the Victim/Witness coordinator in carrying out the project.

The overall goal of the project is to improve criminal court prosecutions and county investigations involving violence against women. Another very important goal is to educate the community about the issues relating to domestic violence against women. One extremely important objective is to provide a more uniform manner in which to handle these cases throughout the county. The objectives can be met by concentrating specialized prosecution resources at least three-quarter time.

The prosecutor will continue to work with police to improve investigations and district court prosecutions. The prosecutor will be available by cell phone for advice and consultation with law enforcement on legal issues involving violence against women. Every time a contact is made, the prosecutor will log such contact as a performance measure. The prosecutor will also log the result and include ideas on how to improve the process in the future if it involves a procedural problem. In addition, the number of cases reviewed and their disposition are tracked, including whether the disposition was a plea or trial. Other performance indicators include the actual number of police officers reached through training seminars and the number of people attending public education forums.

In order to assess whether the program is achieving its goals of 1) improving the criminal court prosecutions and investigations of domestic violence, 2) establishing a more uniform approach to handling the cases and 3) community education, the prosecutor will assess the program through input (from police, victims, and other members of the team). This will include monitoring the impact of training with law enforcement and input from victims of domestic violence. The prosecutor will also measure how many of the domestic violence referrals lead to indictments by the Grand Jury for prosecution in Superior Court. In order to track community outreach activities, the prosecutor will log all of the educational presentations and trainings that are completed for both law enforcement and the general community.

3. Sustainability and Evaluation Plan (5 Points)

The grant money has allowed our office to develop skills for successfully addressing issues raised in cases involving domestic violence. At the conclusion of the grant period those skills will be established. Our office, during the period of time the grant has been received, has trained within our office as well as throughout our community to share these learned skills. This education and period of establishing a “best practice” approach for handling these cases will continue to benefit the community even when the grant funds are no longer available.

4. Program Management/ Administrative Capabilities (5 Points)

This is not a new request, but rather a request to continue our current program.

Our agency has established the infrastructure to prosecute crimes of sexual assault and domestic violence - we have an attorney with working office equipment who reviews investigations and referrals for these types of crimes. That attorney works with investigators and appears in court. Additionally our office has a victim coordinator who communicates with victims & prepares them for court attendance. There are other support staff present to ensure compliance with discovery, court procedural requirements and technological trial support.

Belknap County operates under a centralized finance/accounting structure. The finance department has full oversight and all of the necessary resources to manage all grant/sub-grant requirements. We also utilize an enterprise wide financial accounting system, Munis from Tyler Technologies, that records all activity in real-time. The County Attorney's office also has full inquiry and reporting access.

New Hampshire Department of Justice

Budget Detail Worksheet (20 Points)

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and must be based on ACTUAL time worked and not percentage.

Name/Position	Computation	Federal	Match
Carley M. Ahern/ Deputy Cty. Atty.	71,756.00 annual 30 hours/week = 53,817.	30,000	23,817

Sub-Total Federal 30,000. Match 23,817.

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. Individual fringe benefits must be listed by amount and percentage.

<u>Name/Position</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
Health Care Bonus	25% = 375.00		375.
Payroll Tax	25% = 1,401.00		1,401.
Retirement	25% = 2,009.00		2,009.

Sub-Total Federal _____ Match 3,785.

Total Federal Personnel & Fringe Benefits 30,000 Match 27,602.

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
Child Abuse/DV Prosecution Training	throughout County		mileage reimbursement		150.00

Total Federal _____ Match .150

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal _____

Match _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal _____

Match _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Federal</u>	<u>Match</u>
Program category Not Approved By NH Department of Justice			

Total Federal _____

Match _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Subtotal Federal _____

Match _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Subtotal Federal _____

Match _____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Federal</u>	<u>Match</u>
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Subtotal Federal _____

Match _____

Total Federal _____

Match _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal _____

Match _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal _____

Match _____

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal (match) funds that will support the project.

Budget Category Amount	Federal	Match
A. Personnel	30	23.817
B. Fringe Benefits	0	3.785
C. Travel	0	0.15
D. Equipment	0	0
E. Supplies	0	0
F. Construction	0	0
G. Consultants/Contracts	0	0
H. Other	0	0
Total Direct Costs	30	27.752
I. Indirect Costs	0	0
TOTAL PROJECT COSTS	30	27.752

Federal Request	<u>30</u>
Non-Federal Match Amount	<u>27.752</u>

New Hampshire Department of Justice

BUDGET NARRATIVE: (10 Points)

The total annual salary for this position is \$71,756. As the position is three-quarter time, the VAWA allowable figure of \$53,817. represents 75% of the actual \$71,756. salary. The FICA, Health Care Bonus, Retirement and Worker's Comp figures are also calculated based on seventy-five per cent of the full-time salary.

A figure of \$150 has been allocated for travel expenses. The position requires interaction with police and law enforcement agencies across Belknap County and in other counties and attendance at outside organizations. This figure would be for mileage reimbursement at a rate of \$.56 per mile.

STOP VIOLENCE AGAINST WOMEN
FORMULA GRANT PROGRAM

CERTIFICATE OF COLLABORATION

THIS SECTION TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: Belknap County

In satisfaction of this grant program requirement, this agency certifies that it has consulted with their local victim services program during the course of developing this proposal in order to ensure that the proposed activities and/or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please provide a brief description of the consultation with and/or collaborative relationship established between the applicant and the local victim services organization identified below.

Applicant is a member of the multi-disciplinary team that attends interviews at the Child Advocacy Center in which victims of physical & sexual violence (usually family related) are interviewed. This team includes law enforcement, members of the County Attorney's Office, advocates from New Beginnings, the local crisis center & DCY so that the groups may work together to provide services for the ~~victims & pursue appropriate legal action against the offender. The applicant has established~~ a Sexual Assault Resource Team which includes members from multiple areas of the community, including the local crisis center. The purpose of this team is to review & improve the response of participants to incidences of sexual assault.

Date

Authorized Signature of Applicant Agency

THIS SECTION TO BE COMPLETED BY LOCAL VICTIM SERVICES ORGANIZATION. THE INDIVIDUAL SIGNING THIS SECTION MAY NOT BE FROM THE ABOVE APPLICANT AGENCY [unless this grant is being made to the victim service organization]

As a designated representative of New Beginnings Without Violence & Abuse a recognized local victim services organization, I certify that the above statement is an accurate description of the consultation with and/or collaborative relationship established between this agency and the applicant agency identified above.

Name of Organization:

New Beginnings Without Violence & Abuse

Name & Title of Signing Authority:

Kathy Keller, Executive Director

Signature:



Date:

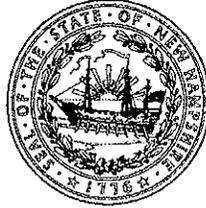
12-9-14

APPENDIX “E”

**Acknowledgement of Notice of Statutory Requirement to Comply with the
Confidentiality and Privacy Provisions of the Violence Against Women Act, as
Amended**

To be submitted if you are awarded funding. Please review at this time.

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

John H. Thomas, Commissioner Chair

Name and Title of Authorized Representative

Signature

Date

Belknap County, 34 County Drive, Laconia NH 03246

Name and Address of Agency

VAWA PROGRAM GUIDELINES AND CONDITIONS

33. The grantee agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the grantee. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this Grant Program (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed or will complete training in connection with domestic violence, stalking or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a State, local, territorial, or tribal domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate State, local, territorial and tribal law enforcement officials; (3) any person or organization providing legal assistance through this Program has informed and will continue to inform State, local, territorial or tribal domestic violence, dating violence, stalking or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work; and (4) the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, stalking or child sexual abuse is an issue.

John H. Thomas, Commssioner Chair

Name and Title of Authorized Representative

Signature

Date

Belknap County, 34 County Drive, Laconia NH 03246

Name and Address of Agency

Link to Audit Report:

http://www.belknapcounty.org/pages/belknapcounty_webdocs/Audit%20Reports/Belknap%20County%20Final%20FS13.pdf

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your grant application. Please include a completed copy of this checklist in your application.

Documents/Attachments due with the application:

- Cover Page
- Application Narrative
- Budget Itemization
- Budget Narrative
- Audit Report with Management letter (Electronic copy or web link)
 - Check if a paper copy is being mailed separately. (Electronic copy not available.)
 - Check if Organization does not have an Audit.
- Agency Board of Directors & IRS 990 Tax Form (If Applicable)
- Program Income Collection and Reporting Plan (If Applicable)
- Effective Practice Form (If Applicable)
- DUNS Number And SAM Registration Completed
- Application Checklist

Documents that must be reviewed prior to making an application, but that are NOT due with the application (They will be submitted with an award, if made):

- Grant Specific Program Guidelines And Conditions
- Signed Certification Regarding Debarment, Suspension Ineligibility, And Voluntary Exclusion
- Project Specific Personnel Certification(s) (If Applicable)
- EEOP Certification Form Completed And Submitted

I have read and understand the grant guidance provided with this application, to include specific guidelines and conditions, debarment certifications and other included materials provided with this application or solicitation.

In submitting this application, the applicant agrees to comply with the grant requirements set forth in the grant program guidance, grant award documents and other materials provided by the NH Department of Justice and/or the U.S. Department of Justice.

Name of Individual submitting application: _____

Date submitted: _____

Please Note: This application is intended to be submitted electronically. Original signatures, for required documents, will be obtained at a later date if an award is made. Attachments listed on the checklist should be scanned and submitted with the application. All Application documents should be submitted electronically.