



## **New Hampshire Judicial Branch Domestic Violence Project**

Prepared by NH Judicial Branch  
for New Hampshire Department of Justice 2023 STOP Violence Against Women Act Formula Grant

**Submitted by Jean M Kilham**

**Submitted on 08/18/2022 3:05 PM Eastern Standard Time**



## Opportunity Details

### Opportunity Information

#### Title

2023 STOP Violence Against Women Act Formula Grant

#### Description

The Office of Violence Against Women ("OVW") is a component of the United States Department of Justice (DOJ). Created in 1995, OVW administers grant programs authorized by the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of domestic violence, dating violence, sexual assault, and stalking. OVW grants support coordinated community responses to hold offenders accountable and serve victims.

#### Awarding Agency Name

New Hampshire Department of Justice

#### Agency Contact Name

Travis Teeboom

#### Agency Contact Phone

(603) 271-8091

#### Agency Contact Email

travis.n.teeboom@doj.nh.gov

#### Fund Activity Categories

Law, Justice and Legal Services

#### Category Explanation

The Services \* Training \* Officers \* Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) supports communities, including American Indian tribes and Alaska Native villages, in their efforts to develop and strengthen effective responses to domestic violence, dating violence, sexual assault, and stalking. Funding is split between Victim Services, Law Enforcement, Prosecution, and Courts.

Training law enforcement officers, judges, court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;

Developing training, or expanding units of law enforcement officers, judges, court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;

Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;

Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecutors, and courts for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence and stalking;

Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence and stalking;

Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence and stalking;

Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, providing expert testimony and the treatment of trauma related to sexual assault;

Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and any other involved entities to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault; including recognizing, investigating, and prosecuting instances of such violence. This includes outreach and support, counseling, and other victim services targeted for older and disabled individuals that have been assaulted;

Providing assistance to victims of sexual assault, domestic violence, dating violence and stalking in immigration matters;

Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.

#### Departments

#### Subjects

#### Opportunity Manager

Travis Teeboom



Opportunity Posted Date

7/14/2022

Announcement Type

Initial Announcement

Agency Opportunity Number

VAWA 2022-01

Assistance Listings Number

16.588

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/8af7d7b7-bced-43ce-a0e0-ac138859e84f>

## Funding Information

Funding Sources

Federal Or Federal Pass Through

Funding Source Description

STOP formula grants and subgrants are intended for use by states and territories; state, local, and tribal courts; Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs. Grants and subgrants supported through this program must meet one or more of the following statutory program purpose areas in accordance with 34 U.S. Code § 10446.

Current STOP VAWA subgrantees are requested to submit budgets that are equal or less than your prior awards.

Funding Restrictions

For current STOP VAWA Subgrantees with NH Department of Justice Only.

## Award Information

Award Period

01/01/2023 - 12/31/2024

Indirect Costs Allowed

Yes

Indirect Cost Description

Indirect costs are allowed at the applicant' 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, the applicant may submit either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate of 10% of modified total direct costs as defined in §200.414 Indirect (F&A) costs, paragraph (f) of the Federal Register Vol. 78 No 248; 2 CFR Part 200. No indirect costs can be claimed on equipment or subgrants over the first \$25,000.

## Submission Information

Submission Window

Opens 07/14/2022 12:00 AM

Other Submission Requirements

A. AUDIT (Due with Application)

If one was completed all applicants MUST provide a copy of the agency's most recent financial audit (including any management letters) as part of their application package. Electronic copies of the audit should be submitted with the grant application. A link to a website containing the organization audit is acceptable. If an agency is not able to provide a copy of the audit electronically, a paper copy, mailed separately, is acceptable.

B. STATEMENT OF COLLABORATION – All non-victim services applicants. (Due with application) Ensure that your agency has consulted with your 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 sexual assault, domestic violence dating violence and stalking. domestic violence, sexual assault, stalking and dating violence.

## Question Submission Information

Question Submission Open Date

07/14/2022 12:00 PM

Question Submission Email Address

Travis.N.Teeboom@doj.nh.gov

Question Submission Additional Information

If you have any questions regarding this application or the application process, please feel free to contact Travis Teeboom at email: Travis.N.Teeboom@doj.nh.gov. For general grant information, you may access our Webpage at [www.doj.nh.gov](http://www.doj.nh.gov).



## Eligibility Information

### Eligible Applicants

- State Governments
- City or township governments
- Nonprofits with 501(c)(3) status (excludes institutions of higher education)

### Additional Eligibility Information

THIS "GRANT OPPORTUNITY" IS FOR CURRENT STOP VAWA SUBGRANTEES WITH NH DEPARTMENT OF JUSTICE ONLY, FOR THE PURPOSE OF SUSTAINING CURRENT PARTNERING CORE SERVICE PROVIDERS.

OPPORTUNITIES TO APPLY FOR STOP VAWA FUNDING WILL BE POSTED SEPARATELY AND WILL BE LISTED AS COMPETITIVE.

REFER TO THE NH DEPT. OF JUSTICE WEBSITE OFTEN TO IDENTIFY STOP VAWA, AND OTHER, FUNDING OPPORTUNITIES.

## Additional Information

### Additional Information URL

<https://www.doj.nh.gov/grants-management/funding-availability.htm>

## Award Administration Information

### Administrative and National Policy Requirements

Please refer to your special conditions upon grant approval.

### Reporting

ANNUAL PERFORMANCE REPORT – all applicants

This report information is required of all VAWA program subgrant projects and will reflect your grant activities for the coming year. Review this report to ensure you are collecting all relevant information the report is requesting.

Your report will require three steps:

- a) Download the computerized smart form, save it, and enter your information directly into the form;
- b) On the final page of the report, you are required to validate your report (this step will point out any errors you have made and help you to correct them). Reports not validated will not be accepted by this office.

The Report can be found here <https://www.vawamei.org/> in the appropriate STOP VAWA Grant section.

### State Awarding Agency Contacts

Thomas Kaempfer, Grants Unit Administrator (603) 271-8090 [Thomas.Kaempfer@doj.nh.gov](mailto:Thomas.Kaempfer@doj.nh.gov)

Travis Teeboom, Criminal Justice Program Specialist (603) 271-8091 [Travis.N.Teeboom@doj.nh.gov](mailto:Travis.N.Teeboom@doj.nh.gov)



## Project Information

### Application Information

Application Name

New Hampshire Judicial Branch Domestic Violence Project

Award Requested

\$55,000.00

Cash Match Requirement

\$0.00

Cash Match Contributions

\$18,334.00

In-Kind Match Requirement

\$0.00

In-Kind Match Contributions

\$0.00

Total Award Budget

\$73,334.00

### Primary Contact Information

Name

Jean M Kilham

Email Address

[JKilham@courts.state.nh.us](mailto:JKilham@courts.state.nh.us)

Address

1 Granite Place N400  
Concord, NH, NH 03301

Phone Number

(603) 415-2176



## Project Description

### General Application Information

#### General Information

Unique Entity Identifier (UEI) :  
VMG6M87JF766

SAM Expiration:  
11/8/2022

Information about SAM and UE# can be found with the link provided:  
<https://sam.gov/content/duns-uei>

Does your agency expend \$750,000 or more in total federal funds annually?  
 Yes  
 No

When does your agency's fiscal year end?  
6/30/2023

#### Chief Elected Official/Head of Agency

Chief Elected Official/Head of Agency Name:  
Dianne Martin

Chief Elected Official/Head of Agency Title:  
Director, NH Administrative Office of the Courts

Chief Elected Official/Head of Agency Address:  
1 Granite Place N400

Chief Elected Official/Head of Agency City:  
Concord, NH

Chief Elected Official/Head of Agency State:  
New Hampshire

Chief Elected Official/Head of Agency Zip Code:  
03301

Chief Elected Official/Head of Agency Phone Number:  
603-931-2389

Chief Elected Official/Head of Agency Email:  
dmartin@courts.state.nh.us

#### Project Director

Project Director Name:  
Jean Kilham

Project Director Title:  
DV Program Manager

Project Director Address:  
1 Granite Place N400

Project Director City:  
Concord, NH

Project Director State:  
New Hampshire

Project Director Zip Code:  
03301

Project Director Phone Number:  
16034152176

Project Director Email:  
JKilham@courts.state.nh.us



**Financial Officer**

Financial Officer Name:

**Donna Raymond**

Financial Officer Title:

**Fiscal Manager**

Financial Officer Address:

**1 Granite Place N400**

Financial Officer City:

**Concord, NH**

Financial Officer State:

**New Hampshire**

Financial Officer Zip Code:

**03301**

Financial Officer Phone Number:

**1-855-212-1234**

Financial Officer Email:

**draymond@courts.state.nh.us**



## Application Narrative

### Problem Statement

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds. This section also should describe approaches taken thus far to address the problem, to include any other grant or non-grant funded projects undertaken within the target area aimed at addressing the stated need. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The sources or methods used for assessing the problem also should be listed and described.

#### Character Limit 7,500

The Circuit Court has determined that the role of the Domestic Violence Program Manager (hereinafter, "DVPM") should continue with one specialized person. Attorney Jean Kilham joined the New Hampshire Judicial Branch (hereinafter "NHJB") to serve in this capacity in July 2021. The DVPM has many roles and responsibilities as it concerns matters of domestic violence and stalking. Accordingly, the position requires specialized knowledge and for this reason, additional funding is necessary.

The DVPM works closely with court personnel of all levels and external partners to ensure compliance with state and federal laws and regulatory requirements including active participation in audits. The DVPM coordinates revisions to domestic violence protocols and forms as necessary and works closely with judges and staff on issues related to domestic violence, stalking and criminal bail protective orders. The DVPM coordinates international and out-of-state service of protection orders as needed.

Another duty of the DVPM is to oversee all operations of the Protection Order Registry. Registry staff are responsible for entering, updating and vacating all protective orders within a national database pursuant to each individual court order received by the registry from the courts. Additionally, Registry staff store the orders and related paperwork into the state's repository thereby making the documents available to law enforcement around the clock. Each order carries life and liberty consequences, which means that it is imperative that the work is performed efficiently, accurately and completely.

Attorney Kilham ensures that notifications are made to protected parties in New Hampshire issued civil domestic violence and stalking orders of protection or registered foreign protection orders when the named defendant in the order attempts to purchase a firearm during a time the order is active.

The DVPM participates in or attends meetings for a variety of internal and external working groups including the Domestic Violence Fatality Review Committee, the Victims of Crime Steering Committee and the Governor's Commission on Domestic Violence, Sexual Assault and Stalking. Attorney Kilham will participate in or attend all appropriate, relevant working groups as the opportunities present themselves including the New Hampshire Supreme Court Task Force on Domestic Violence Cases in the NHJB, which convened in late 2021 and concluded in early 2022; Attorney Kilham served on the working group and attended all meetings. Attorney Kilham is now an active member of the newly formed internal standing Domestic Violence Committee; the committee meets regularly to vet and implement certain Task Force recommendations as well as discuss other court related domestic violence related matters.

The need for this unique position was all the more apparent during the COVID-19 pandemic that drastically changed court operations beginning in March 2020. Having a court staff person in this role, allowed the Court to quickly and safely implement process changes that ensured access to justice for victims of domestic violence while soliciting feedback from external stakeholders include frontline crisis center advocates. This program is still widely used by survivors with assistance from crisis center advocates. The DVPM continues to oversee the operations of the program while monitoring its efficacy.

The New Hampshire Judicial Branch has a public website for consumers to obtain information about all court related matters, as it is important that the public has access to the court system. All of the information contained within the website requires regular review and updating as necessary. The DVPM assists with ensuring that all domestic violence and stalking related information is current, informative and accessible.

Given the critical need for survivors of domestic violence and stalking to have access to justice, it is critical that this position is funded to ensure the effective operations of the Protection Order Registry and court processes related to these cases.

The NHJB Circuit Court Family and District Divisions hears cases involving civil domestic violence and stalking matters whereby petitioners request protection against an abuser or stalker. The NHJB Circuit and Superior trial courts also hear criminal cases where a defendant is arrested for a qualifying crime of domestic violence concerning a victim with a qualifying relationship (under either federal or state law). The large majority of domestic violence related criminal cases are charged as misdemeanors and are adjudicated in the Circuit Courts. For these reasons, it is critical that judicial officers who preside over these cases receive comprehensive and ongoing training to ensure their familiarity with and understanding of intimate partner violence and the unique issues that present in these cases. It is equally critical that the judicial officers have the best resources at their disposal.

The DVPM trains new Circuit Court judges on matters pertaining to domestic violence, stalking and criminal bail protection orders. Additionally, the DVPM identifies and coordinates other specialized training opportunities to expand the capacity of judicial officers to make consistent, trauma-informed decisions in cases involving domestic violence or stalking.

In years past, new Circuit Court judges have attended the Enhancing Judicial Skills in Domestic Violence Cases (hereinafter "EJS") program of the National Judicial Institute on Domestic Violence, which is organized by the National Council of Juvenile and Family Court Judges (hereinafter "NCJFCJ"). This national training is a multi-day, hands-on, interactive educational workshop, which has been made available to new and experienced judges. Judges leave the training with greater knowledge and skills for handling these important cases. Upon information and belief, this training has not been offered in recent years. Further, the NHJB Circuit Court has been fortunate to gain many new judges in the past two years. Simply put, it will be impossible to send all of the new judges to this very valuable training in the upcoming years once it is offered again. The funding required and judicial scheduling are significant barriers to this. However, it is important that new judicial officers gain a similar educational experience in the early stages of their judicial appointment to serve as a meaningful foundation for their work. It is also important that Circuit Court judges have access to the most valuable resources on matters of domestic violence and stalking such as annual memberships offered through the NCJFCJ. The resources include webinars, bench cards and other educational materials. Further, the memberships help judges develop a network of national experts on these case types.





## Project/Program Design and Implementation

**Describe the proposed project: How will your project address the problems stated above?**

**New projects - provide a full narrative of what services will be provided, what segment of the population the services will address and how those services will be evaluated.**

**Existing projects - describe how this grant funding will enhance, expand or help to sustain current services. Your narrative should also include a brief description of successes and accomplishments to date; and describe any continuing or new challenges your project will work to overcome.**

**Both new and existing projects - provide a detailed description of services to be delivered and how that delivery will be implemented.**

Character Limit 15,000

The main areas of focus for this grant request are as follows:

1. Contribution adding up to 25% of salary and benefits of the Domestic Violence Program Manager; and
2. Expanding the capacity of the Circuit Court to provide accessible, prompt, and efficient forums for the fair and independent administration of justice, with respect for the dignity of all individuals involved in domestic violence and stalking cases, by expanding professional development opportunities focused on these complex case types.

The Circuit Court has determined that the role of the DVPM. The DVPM not only manages the operations of the Protection Order Registry but also works towards achieving the goals laid out in this and previous grant applications. This is a very intensive position with its sole focus is on domestic violence-related matters.

The Circuit Court places a high value on training judicial and non-judicial court staff. Indeed, Circuit Court judges receive initial training on the comprehensive understanding of Intimate Partner Violence as well as the law on domestic violence and stalking from internal and external in-state experts. Importantly, the Circuit Court has spearheaded the use of VAWA STOP grant funds to cover the costs associated with meaningful training opportunities for judicial officers since 2014 including the highly regarded, national EJS program.

This year, the NHJB will endeavor to use funding to contract with the NCJFCJ or other national experts to conduct a multi-day program here in New Hampshire for the benefit of all NHJB Circuit Court judges. Specifically, the DVPM will work with the NCJFCJ consultants or other national experts to provide a similar experience for new and experienced judges to the experiences they would gain if attending the EJS program. The DVPM will work with the national experts to develop the curricula with a special focus on New Hampshire law and ensure that the judges have the benefit of targeted, peer-to-peer, practical workshops. The training will be provided solely to new judges on the first day and to all Circuit Court judges for the subsequent day(s).

The DVPM will renew or secure new memberships for Circuit Court judges to NCJFCJ. NCJFCJ memberships provide judges access to webinars, guides, protocols, bench cards and other educational materials. Historically, NHJB judges have reported that these memberships are invaluable resources in their work.

## Program Management

**Describe in detail the applicant's capabilities for the financial management, in the oversight of federal grant funds.**

Character Limit 7,500

The DVPM will serve as the primary grant manager and contact. The DVPM will work closely with the NHJB accounting department to ensure effective, judicious use of the grant funds. As part of the state accounting system, the NHJB uses state software for their financial management reports. Additionally, the accounting staff have extensive experience with federal financial grant reporting.

## Sustainability

**Explain the applicant's plan for sustainability of the proposed project, should federal funds no longer be available.**

Character Limit 7,500

The Circuit Court continues to integrate domestic violence and stalking policy practice development into its daily work. This included the creation of the DVPM position. The DVPM is involved in training, developing and implementing policies within the court system. In addition to managing the operations of the Protection Order Registry, the DVPM serves as the liaison with external stakeholders on related matters. Finally, the DVPM participates in and/or attends several internal and external committees on matters pertaining to domestic violence, sexual assault and stalking.

## Evaluation Plan

**Describe the method(s) for evaluating success, progress, and areas in need of improvement for the proposed project. Applicants should develop a plan for evaluating their programs to determine success or failure. Finally, applicants must describe a process through which required grant related data can be gathered and reported to the New Hampshire Department of Justice.**

Character Limit 7,500

The Circuit Court continues to integrate domestic violence and stalking policy practice development into its daily work. This included the creation of the DVPM position. The DVPM is involved in training, developing and implementing policies within the court system. In addition to managing the operations of the Protection Order Registry, the DVPM serves as the liaison with external stakeholders on related matters. Finally, the DVPM



participates in and/or attends several internal and external committees on matters pertaining to domestic violence, sexual assault and stalking.

#### Evaluation Plan

The DVPM will collect the following information related to the project:

1. Evaluations from attendees of grant funded Domestic Violence related trainings; and
2. Domestic Violence related data for the purposes of the STOP grant, as well as various constituencies throughout the State as requested.

At the end of the calendar year, the DVPM will report performance on objectives and activities funded by this grant by completing the annual STOP grant performance report. Additionally, the DVPM will prepare a narrative report that summarizes all training opportunities attended and knowledge gained by the judicial staff and the DVPM.



Budget Questions and Attachments

Personnel

Will you be requesting federal funding/providing match for PERSONNEL?

- Yes
- No

Salaries of personnel are costs based on time spent working directly on the project. Compensation paid for employees engaged in grant activities must be comparable and consistent with that paid for similar work within the organization and must be based on ACTUAL time worked and not percentage. When providing the budget narrative, please 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. If non-salary please include hourly rate.

How many individuals will you be requesting funding and/or providing match for?

1

Please provide copy of job description(s). If more than one job description needs to be uploaded, upload all as one file.

DVPM Job Description .pdf

Please provide copy of resume(s) with redacted private phone numbers/addresses. If more than one resume needs to be uploaded, upload all as one file.

CV 9 AUG 2022.docx

Please use the below space if you need more room or want to paste a budget chart in lieu of completing the budget narrative that is in the next screen. If you are using this space for your budget narrative please provide a detailed description of how you plan to utilize Personnel funding and identify the budgeted amounts as federal funds or match.

Personnel by Pay Period													
	Period Worked	Pay Date	Hours	Hourly Rate	Salary	Fica	Medicare	Retirement	Med	Dental	Life	Total Salary/Benefits	
						6.20%	1.45%	14.36%	321.4/PP	14.5/PP	.47/PP		
PP15	12/16/2022	12/29/2022	13-Jan	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP16	12/30/2022	1/12/2023	27-Jan	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP17	1/13/2023	1/26/2023	10-Feb	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP18	1/27/2023	2/9/2023	24-Feb	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP19	2/10/2023	2/23/2023	10-Mar	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP20	2/24/2023	3/9/2023	24-Mar	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP21	3/10/2023	3/23/2023	7-Apr	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP22	3/24/2023	4/6/2023	21-Apr	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP23	4/7/2023	4/20/2023	5-May	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP24	4/21/2023	5/4/2023	19-May	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP25	5/5/2023	5/18/2023	2-Jun	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP26	5/19/2023	6/1/2023	16-Jun	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP01	6/2/2023	6/15/2023	30-Jun	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP02	6/16/2023	6/29/2023	14-Jul	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP03	6/30/2023	7/13/2023	28-Jul	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP04	7/14/2023	7/27/2023	11-Aug	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP05	7/28/2023	8/10/2023	25-Aug	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP06	8/11/2023	8/24/2023	8-Sep	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP07	8/25/2023	9/7/2023	22-Sep	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP08	9/8/2023	9/21/2023	6-Oct	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP09	9/22/2023	10/5/2023	20-Oct	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52



**New Hampshire Judicial Branch Domestic Violence Project**  
NH Judicial Branch

PP10	10/6/2023	10/19/2023	3-Nov	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP11	10/20/2023	11/2/2023	17-Nov	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP12	11/3/2023	11/16/2023	1-Dec	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP13	11/17/2023	11/30/2023	15-Dec	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP14	12/1/2023	12/14/2023	29-Dec	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP15	12/15/2023	12/28/2023	12-Jan	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
				270		12,274.20	761.00	177.98	1,762.82	1,157.04	52.20	1.69	Total Sal and Benefits
	3210.75								881.74	Post Retirement			16,186.93
	83479.5				Total Sal	12,274.20	Total ben	3,912.73	4,794.47				16,186.93
	20869.875				Remaining budget	12,275.00		4,794.47	-				
					variance	0.80		881.74	4,794.47				
						12,275.00							

**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 up to 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.**

**Typical fringe benefits include the following: FICA (Social Security and Medicare), Health Insurance, Dental Insurance, Life Insurance, Retirement, and Worker’s Compensation.**

Will you be requesting funding/providing match for FRINGE BENEFITS?

- Yes
- No

Please use the below space if you need more room or want to paste a budget chart in lieu of the budget narrative. If you are using this space for your budget narrative please provide a detailed description of how you plan to utilize the Fringe Benefits. Please identify the budgeted amounts as federal funds or match.

Personnel by Pay Period	Period Worked	Pay Date	Hours	Hourly Rate	Salary	Fica	Medicare	Retirement	Med	Dental	Life	Total Salary/Benefits	
						6.20%	1.45%	14.36%	321.4/PP	14.5/PP	.47/PP		
PP15	12/16/2022	12/29/2022	13-Jan	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP16	12/30/2022	1/12/2023	27-Jan	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP17	1/13/2023	1/26/2023	10-Feb	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP18	1/27/2023	2/9/2023	24-Feb	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP19	2/10/2023	2/23/2023	10-Mar	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP20	2/24/2023	3/9/2023	24-Mar	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP21	3/10/2023	3/23/2023	7-Apr	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP22	3/24/2023	4/6/2023	21-Apr	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP23	4/7/2023	4/20/2023	5-May	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP24	4/21/2023	5/4/2023	19-May	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP25	5/5/2023	5/18/2023	2-Jun	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP26	5/19/2023	6/1/2023	16-Jun	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52



**New Hampshire Judicial Branch Domestic Violence Project**  
NH Judicial Branch

PP01	6/2/2023	6/15/2023	30-Jun	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP02	6/16/2023	6/29/2023	14-Jul	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP03	6/30/2023	7/13/2023	28-Jul	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP04	7/14/2023	7/27/2023	11-Aug	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP05	7/28/2023	8/10/2023	25-Aug	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP06	8/11/2023	8/24/2023	8-Sep	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP07	8/25/2023	9/7/2023	22-Sep	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP08	9/8/2023	9/21/2023	6-Oct	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP09	9/22/2023	10/5/2023	20-Oct	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP10	10/6/2023	10/19/2023	3-Nov	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP11	10/20/2023	11/2/2023	17-Nov	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP12	11/3/2023	11/16/2023	1-Dec	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP13	11/17/2023	11/30/2023	15-Dec	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP14	12/1/2023	12/14/2023	29-Dec	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
PP15	12/15/2023	12/28/2023	12-Jan	10	45.46	454.60	28.19	6.59	65.29	42.85	1.93	0.06	599.52
				270		12,274.20	761.00	177.98	1,762.82	1,157.04	52.20	1.69	Total Sal and Benefits
	3210.75								881.74	Post Retirement			16,186.93
	83479.5				Total Sal	12,274.20	Total ben	3,912.73	4,794.47				16,186.93
	20869.875				Remaining budget	12,275.00		4,794.47	-				
					variance	0.80		881.74	4,794.47				
						12,275.00							

**Equipment**

Will you be requesting funding/providing match for EQUIPMENT?

- Yes
- No

**Consultant/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. Contracts include goods or services that directly contribute to the implementation or enhancement of the project. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. A separate justification must be provided for sole source contracts in excess of \$250,000.

Will you be requesting funding/providing match for CONSULTANT/CONTRACTS?

- Yes
- No

Does the consultant rate exceed \$650 per day or \$81.25 per hour?

- Yes
- No
- N/A

**Indirect Costs**

Will you be requesting funding/providing match for INDIRECT COSTS?

- Yes



No

Which indirect cost rate will be utilized?

- Negotiated Indirect Cost Rate
- De Minimis (10%)

Please provide the specific Indirect Cost Rate your agency/organization will be requesting for this program.

21.50 %

Please provide your agency's negotiated indirect cost rate documentation on agency letterhead and as one file.

ICRAgreement-Signed-FY2023toFY2027.pdf

**Match (if required)**

All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. Match must be identified in a manner that guarantees its accountability during an audit. NOTE: Funds from other Federal sources may not be used to meet a match requirement.

**How to Calculate Match (if applicable to this grant)**

Formula

**Step 1 Award Amount ÷ % of Federal Share = Total (Adjusted) Project Cost**

**Step 2 Total (Adjusted) Project Cost x % of Recipient's Share = Required Match**

Example

**Match Requirement - 80/20 (Federal/Recipient)**

**Federal Award = \$100,000**

**Step 1 \$100,000 ÷ 80% Federal Share = \$125,000**

**Step 2 \$125,000 x 20% Recipient's Share = \$25,000**

Federal Funds for grant programs must be used to supplement, not supplant, existing subgrantee programs and services. Supplanting means that if an entity is currently paying for specific services with local funding, they cannot request federal funds to pay for that same service. Applicants may request funding to pay for an enhancement to that service, however only the enhancement will be eligible for funding and the original services must remain locally funded. Grant funds may only be used to support allowable grant activities.



**STOP Violence Against Women Act-Certificate of Collaboration**

Does your program provide direct victim services?

- Yes
- No



**SF-LLL Lobbying**

If OJP award recipients and subrecipients have used or will use non-Federal funds to pay anyone for lobbying activities, they are required to submit the Disclosure Form to Report Lobbying (Standard Form LLL). Does your agency/organization conduct lobbying activities as stipulated by OJP?

- Yes
- No





**Additional Information**

**Additional Information**

Provide any additional information.

Attach any additional documentation. (1)

Attach any additional documentation. (2)

Attach any additional documentation. (3)

Attach any additional documentation. (4)

Attach any additional documentation. (5)



**Budget**

**Proposed Budget Summary**

**Expense Budget**

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Personnel</b>			
Personnel	\$12,275.00	\$10,084.00	\$22,359.00
<b>Subtotal</b>	<b>\$12,275.00</b>	<b>\$10,084.00</b>	<b>\$22,359.00</b>
<b>Fringe Benefits</b>			
Fringe Benefit	\$4,794.47	\$8,250.00	\$13,044.47
<b>Subtotal</b>	<b>\$4,794.47</b>	<b>\$8,250.00</b>	<b>\$13,044.47</b>
<b>Supplies</b>			
Supplies	\$1,104.40	\$0.00	\$1,104.40
<b>Subtotal</b>	<b>\$1,104.40</b>	<b>\$0.00</b>	<b>\$1,104.40</b>
<b>Consultants/Contracts</b>			
NCJFCJ Training (or other consultants TBD)	\$9,100.00	\$0.00	\$9,100.00
NCJFCJ Training Travel (or other consultants TBD)	\$6,742.00	\$0.00	\$6,742.00
<b>Subtotal</b>	<b>\$15,842.00</b>	<b>\$0.00</b>	<b>\$15,842.00</b>
<b>Indirect</b>			
Indirect costs	\$2,639.13	\$0.00	\$2,639.13
<b>Subtotal</b>	<b>\$2,639.13</b>	<b>\$0.00</b>	<b>\$2,639.13</b>
<b>Other</b>			
NCJFCJ Memberships	\$4,795.00	\$0.00	\$4,795.00
Training Event/Venue	\$13,550.00	\$0.00	\$13,550.00
<b>Subtotal</b>	<b>\$18,345.00</b>	<b>\$0.00</b>	<b>\$18,345.00</b>
<b>Total Proposed Cost</b>	<b>\$55,000.00</b>	<b>\$18,334.00</b>	<b>\$73,334.00</b>

**Revenue Budget**

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Grant Funding</b>			
Award Requested	\$55,000.00		\$55,000.00
<b>Subtotal</b>	<b>\$55,000.00</b>		<b>\$55,000.00</b>
<b>Non-Grant Funding</b>			
Cash Match		\$18,334.00	\$18,334.00
In-Kind Match		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$18,334.00</b>	<b>\$18,334.00</b>
<b>Total Proposed Revenue</b>	<b>\$55,000.00</b>	<b>\$18,334.00</b>	<b>\$73,334.00</b>

**Proposed Budget Detail**

See attached spreadsheet.



## Proposed Budget Narrative

### Personnel

Indicate "Personnel" in the Name\* section and then enter the total personnel costs in the Cost\* section. A detailed description of this budget line should be completed in the Narrative at the bottom. In the budget narrative list each title, name of employee, total salary and percentage of time to be devoted to the project. If non-salary please include hourly rate. In the narrative please show the calculation of costs. Compensation paid for employees engaged in grant activities must be comparable and consistent with that paid for similar work within the organization and must be based on ACTUAL time worked and not estimated percentage.

### Personnel

See spreadsheet provided.

### Fringe Benefits

Indicate "Fringe Benefit" in the Name\* section and then enter the total Fringe Benefits costs in the Cost\* section. The detailed description of this budget line as described here should be completed in the budget detail below. Fringe benefits are allowances and services provided by the organization to its employees in addition to regular salary. 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 up to 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. Examples of typical fringe benefits include the following: FICA (Social Security and Medicare), Health Insurance, Dental Insurance, Life Insurance, Unemployment, Workers Compensation and Retirement.

### Fringe Benefit

See spreadsheet provided.

### Supplies

Indicate only the supplies line total within the budget line. Supplies means all tangible personal property other than those items described under "Equipment." Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.

### Supplies

Postage/Service for 5 Protection Orders X \$50.00 = 250.00 Misc Office Supplies (books, paper, toner cartridges, training supplies, other needed items) = 854.40

### Consultants/Contracts

Include a detailed description in each budget line item. Line items should be labeled as "Consultant TBD" or "Contractor TBD" if one has yet to be identified. Do not include subgrants in this section.

### NCJFCJ Training (or other consultants TBD)

NCJFCJ Training : 4 faculty/national experts - \$650/ day per faculty member/ 3.5 days = \$2,275 per faculty member = \$9100 total

### NCJFCJ Training Travel (or other consultants TBD)

Air fare: \$600.00 x 4 travelers = \$ 2400 Hotel: \$179 per night x 3 nights x 4 travelers = \$2148 Per diem: \$71 per day x 3.5 x 4 travelers = \$994  
Transportation: \$100 per day x 3 x 4 travelers = \$1200 Total = \$6742

### Indirect

Indirect costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a particular project but necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. If a cognizant federal agency has approved your negotiated indirect cost rate, the negotiated rate must be accepted by all federal awarding agencies, unless otherwise capped by federal statute or regulation. Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises.

### Indirect costs

As of 7/1/22 US DHHS approved indirect cost on Salary only is 21.5%

### Other

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 \$250,000.



**Training Event/Venue**

Venue and AV Rentals (Grappone Conference Center, Concord, NH) : \$2900 Mileage for 60 judges: \$4500.00 Food (breakfast/lunch/water): \$3780.00 Lodging for 60 judges: \$2120.00 Materials: \$250.00 Total: \$13,550.00

**NCJFCJ Memberships**

Judge Memberships - 22 judges X \$185.00 = \$4070.00 Administrator/ Attorney Memberships - 5 X \$145.00 = \$725.00



**Performance Plan**

**Proposed Performance Plan**

**Goal #1**

Goal Name	Goal Type	Goal Details
The role of the Domestic Violence Program Manager should continue with one specialized person.	Narrative	Narrative See Below

**Objective(s) #1**

Goal Name	Goal Type	Goal Details
The role of the Domestic Violence Program Manager should continue with one specialized person.	Narrative	Narrative See Below

**Activity(ies) #1**

Goal Name	Goal Type	Goal Details
The role of the Domestic Violence Program Manager should continue with one specialized person.	Narrative	Narrative See Below

**Goal #2**

Goal Name	Goal Type	Goal Details
Provide meaningful educational opportunities for judicial officers	Narrative	Narrative See Below

**Objective(s) #2**

Goal Name	Goal Type	Goal Details
Provide meaningful educational opportunities for judicial officers	Narrative	Narrative See Below

**Activity(ies) #2**

Goal Name	Goal Type	Goal Details
Provide meaningful educational opportunities for judicial officers	Narrative	Narrative See Below

**Proposed Performance Narrative**

**Goal #1**

Goals should represent general statements of the desired results or outcomes of the project. Goals should be both realistic and achievable.

**The role of the Domestic Violence Program Manager should continue with one specialized person.**

Have a dedicated court staff person with subject matter expertise in the area of domestic violence, sexual assault and stalking to ensure the effective operations of the New Hampshire Judicial Branch Protection Order Registry and court processes related to these cases.



**Objective(s) #1**

Objectives should be specific, measurable, achievable, realistic and timely.

**The role of the Domestic Violence Program Manager should continue with one specialized person.**

The DVPM should be a key player in all NHJB related domestic violence and stalking initiatives and policy discussions. Further, the DVPM should be a resource to all court personnel (judicial and non-judicial). Finally, the DVPM should be the point of contact to external stakeholders.

**Activity(ies) #1**

Activities are performed to accomplish the objectives; they are the key operational elements of the project and must be specific and measurable.

**The role of the Domestic Violence Program Manager should continue with one specialized person.**

The NHJB will maintain the employment of a qualified staff person to serve in the capacity of the Domestic Violence Program Manger for the New Hampshire Judicial Branch. This person will seek to achieve all goals laid out in this and previous grant applications including securing a contract with national experts to train NHJB Circuit Court judges on-site and developing the curricula. Additional activities include managing the operations of the Protection Order Registry; serving as an internal expert in domestic violence and stalking related practices and procedures; attending internal and external meetings concerning Domestic Violence matters; facilitating and leading domestic violence and stalking related training; and liaising with external stakeholders on related issues.

**Goal #2**

**Provide meaningful educational opportunities for judicial officers**

Expanding the capacity of the Circuit Court to provide accessible, prompt, and efficient forums for the fair and independent administration of justice, with respect for the dignity of all individuals involved in domestic violence and stalking cases, by expanding professional development opportunities focused on these complex case types.

**Objective(s) #2**

**Provide meaningful educational opportunities for judicial officers**

Provide judicial officers with an advanced, interactive and practical multi-day training from national experts on domestic violence.

**Activity(ies) #2**

**Provide meaningful educational opportunities for judicial officers**

1. Contract with NCJFCJ or other national experts on domestic violence to develop curricula and conduct a multi-day, in state training for NHJB judicial officers. 2. Provide judicial officers who preside over cases involving domestic violence and stalking with access to the best resources such those offered through the National Council of Juvenile and Family Court Judges (NCJFCJ). The DVPM will accomplish this by securing new memberships or renewing memberships for Circuit Court judges and the administrators who support them.