

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

FIS 16 005 ⁶⁹ *Brown*

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

December 20, 2015

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

[Signature]
Approved by Fiscal Committee 1/22/16
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 \$140,000, for the purpose of adding personnel resources in order to meet growing demands for victim support services, 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	\$10,000	\$7,500	\$17,500
020-500200	Current Expense	\$2,000	\$1,240	\$3,240
022-500255	Rents Leases Other Than State	\$1,500	\$495	\$1,995
027-582703	Transfers to DoIT	\$16,000	\$2,500	\$18,500
030-500311	Equipment	\$0	\$2,500	\$2,500
037-500173	PC Desktop Hardware New	\$0	\$1,100	\$1,100
038-500175	Desktop Software New	\$0	\$1,100	\$1,100

039-500188	Telecommunications	\$5,000	\$2,000	\$7,000
042-500620	Post-Retirement Benefits	\$0	\$7,500	\$7,500
059-500117	Temp-Full Time	\$0	\$71,410	\$71,410
060-500612	Benefits	\$74,982	\$38,355	\$113,337
070-500704	In State Travel	\$8,000	\$4,300	\$12,300
Total		\$321,729	\$140,000	\$461,729

Source of Funds

000-404493	Federal Funds	\$104,990
009-407079	Agency Income	\$140,000
	General Funds	\$216,739
Total		\$461,729

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 Office of Victim/Witness (OVWA) is responsible for providing direct services to families who have lost a loved one to homicide. Victim Witness Specialists provide support and guidance to surviving relatives and witnesses to crimes from first notice of demise through court proceedings and beyond. This is a 24 hour-seven day a week operation and it is estimated that the OVWA provides direct services every 7 minutes on average.

In recent years, the OVWA was staffed with four Victim Witness Specialists, one of whom was an Americorp volunteer. As of FY 2015, there is no longer an Americorps volunteer on staff and the grant funds for a second advocate ran out. As a result, there are now only 2 advocates to serve a growing population of surviving family members, many of whom require services for many years.

The OVWA will also begin providing services to families in drug-related death cases as part of the campaign to end heroin and opioid abuse. To date, three families have contacted the OVWA regarding this new campaign and it is expected more will be reaching out for services in the near future.

This subgrant will allow the Department to add one Victim Witness Specialist to the OVWA in order for them to meet growing demands for services. With an added position, the OVWA will be able to better manage victim services while, at the same time, assure that each Victim Witness Specialists is able to effectively and expertly manage caseloads by dividing on call schedules for daily, off hour and weekend services.

The funds budgeted to support the activities are as follows:

Class 018-Overtime-To support overtime when Victim Witness Specialists are 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 an office station desk, chair and other 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 provide direct services to crime victims.

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 victims and/or witnesses.

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.

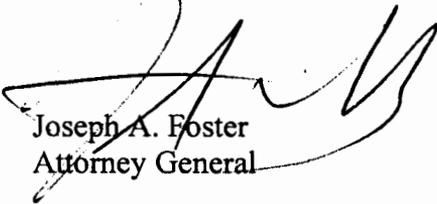
1. **List of personnel involved:** One temporary, full-time classified position (Class 059) to serve as a Victim Witness Specialist; Labor Grade 26.
2. **Nature, Need and Duration:** This full time position will be in effect for the period effective upon Fiscal Committee and Governor and Executive Council 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 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 \$109,765 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

Department of Justice
GRANTS FISCAL SITUATION FISCAL YEAR 2016
02-20-20-200510-26160000 Office of Victim Witness

Total Agency Authorization	\$ 140,000
Less Expenditures to 06/30/2015	<u>\$ -</u>
Remaining Authorizatin to Budget	\$ 140,000

Less Current Budget Authorization	\$ -
Total Available for Budgeting	<u>\$ 140,000</u>

Available to Budget at Later Date	\$ -
REQUESTED ACTION	<u><u>\$ 140,000</u></u>

Grant Award Number	Award Amount	Expenses to 06/30/2015	Balance
2016200	\$ 140,000	\$ -	\$ 140,000
Prior Year Grant Award	\$ -	\$ -	\$ -
Total			<u><u>\$ 140,000</u></u>

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name:	NH Department of Justice	Vendor No.: 177877-B001
Program Name:	Direct Services for Victims of Crime	Amount: \$ 140,000.00
Grant Start Date:	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 Crime	
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

November 30, 2015

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 dated November 23, 2015 to establish a full-time temporary Victim/Witness Specialist, labor grade 26 to be assigned to Public Protection, Office of Victim Witness Advocates, and have assigned the position number of 9T2811 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