



STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF CORRECTIONS  
 DIVISION OF ADMINISTRATION

P.O. BOX 1806  
 CONCORD, NH 03302-1806

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FIS 13 14 1

William L. Wrenn  
 Commissioner

Robin H. Maddaus  
 Director

23 DM

August 16, 2016

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

*[Handwritten Signature]*  
 Approved by Fiscal Committee Date

Her Excellency, Governor Margaret Wood Hassan  
 and the Honorable Executive Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the NH Department of Corrections to establish one (1) temporary part-time Victim Witness Specialist, Labor Grade 26, in class 050, for the purpose of the Victim Offender Dialogue Coordinator/Trainer for the NH Department of Corrections Victim Services Division in support of the Victims of Crime Act sub grant, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2017. 100% Agency Income (federal funds at origin).
2. Authorize the NH Department of Corrections to accept and expend funds made available through a Victims of Crime Act sub grant from the NH Department of Justice in the amount of \$20,935.00 for assistance to crime victims and their families, effective from the date of the Governor and Executive Council approval through June 30, 2017. 100% Agency Income (federal funds at origin).

Funds are to be budgeted in an account, Victims Services Coordinator, Accounting Unit 02-46-46-460510-83380000 as follows:

Grant Title: Victims of Crime Act (VOCA)		SFY 2017	REQUESTED	SFY 2017
Account:	Description:	CURRENT	ACTION	ADJUSTED
010-500100	Personal Services Perm	168,377.00	0.00	168,377.00
020-500200	Current Expense	2,506.00	0.00	2,506.00
026-500251	Organizational Dues	650.00	0.00	650.00
039-500190	Telecommunications	209.00	0.00	209.00
042-500620	Additional Fringe Benefits	10,999.00	0.00	10,999.00
050-500109	Personal Services-Temp	0.00	17,500.00	17,500.00
060-500602	Benefits	78,082.00	1,339.00	79,421.00
066-500546	Employee Training	500.00	0.00	500.00
070-500704	In-State Travel	674.00	0.00	674.00
080-500710	Out Of State Travel	800.00	2,096.00	2,896.00
102-500731	Contracts For Program Services	14,500.00	0.00	14,500.00
<b>Appropriations</b>		<b>277,297.00</b>	<b>20,935.00</b>	<b>298,232.00</b>
<b>Source of Funds:</b>				
009-406390	Agency Income	(149,065.00)	(20,935.00)	(170,000.00)
	General Funds	(128,232.00)	0.00	(128,232.00)
	<b>Total Funds</b>	<b>(277,297.00)</b>	<b>(20,935.00)</b>	<b>(298,232.00)</b>

### EXPLANATION

Each state fiscal year the New Hampshire Department of Corrections (NHDOC) applies for a Victims of Crime Act (VOCA) sub grant administered by the New Hampshire Department of Justice (NHDOJ) to provide services to New Hampshire's victims of crime. This federal grant requires state match equivalent to 25% of federal funds or 20% of the budget. The match requirement may be met utilizing cash match, in-kind match, or a combination thereof. The SFY 2017 VOCA sub grant award supports 100% of the Salary and Benefits for the requested temporary part-time Victim Witness Specialist position and Out of State Travel for the Administrator of Victim Services or designee to attend annual victim services conference/training. General Fund appropriations will be utilized, in part, to fund the full-time Victim Witness Specialist position specifically assigned to the successful prevention and effective response to reports of sexual assault within the correctional facilities and General Funds also subsidizes the required VOCA match. The remaining match requirement will be met with in-kind match.

The VOCA grant provides ongoing direct services and other activities necessary to ensure quality direct services for crime victims and survivors, including:

- Notification of offender status changes
- Advocacy and support during reduced custody processes
- Accompaniment at Parole Board hearings
- Reasonable protection from offender intimidation and harassment
- Victim-offender dialogue (upon victim request)
- Restitution advocacy
- Public awareness and outreach
- Information and referral
- Evaluation of victim satisfaction with corrections-based services

The VOCA sub grant was included in the NHDOC SFY17 budget in the amount of \$149,065.00. This request to accept and expend will realign the budget to the SFY17 VOCA award of \$170,000.00 and extend one (1) temporary part-time Victim Witness Specialist position. This part-time position's established responsibilities will be as the Victim Offender Dialogue Coordinator/Trainer. Victim Offender Dialogue (VOD) is the means by which a victim/survivor initiated request to meet constructively with their offender to assist in recovery and healing. The role of the VOD facilitator is to provide a safe and structured format for the victim to have a

conversation with the offender which may include a discussion of the crime and feelings related to the offender's victimizing behavior.

The requested revised appropriations are to be expended as follows:

Class 050 – Personal Services-Temp	Salary for a Temporary Part-Time Victim Witness Specialist, Position #TMPPT5166, LG 26, not to exceed 29 hours a week.
Class 060 – Benefits	Benefits to support a Temporary Part-Time Victim Witness Specialist.
Class 080 – Out of State Travel	Travel costs for Administrator of Victim Services and/or designee to attend annual training/conference.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) List of personnel involved: One (1) temporary part-time Victim Witness Specialist.
- 2) Nature, Need, and Duration: This position would act as the Victim Offender Dialogue Coordinator/Trainer, under the direction of the NH Department of Corrections Victim Services Administrator, and will be responsible for the implementation of victim initiated requests for dialogue with the offender. This position would also provide essential training to members of NH DOC and the community on becoming VOD facilitators to improve the services offered to victims of crime. The VOCA funding for this position is currently available through June 30, 2017.
- 3) Relationship to existing agency programs: This position will provide support and enhance the services offered through the NH Department of Corrections Victim Services division.
- 4) Has a similar program been requested of the legislature and denied? No. This position was originally approved by the Fiscal Committee on 03/18/16, item FIS 16-036 and Governor and Council on 03/23/16, item #39. However, the Victim Services Unit experienced a change in program structure, stemming from new leadership and a thorough review of services provided to the victim population. It was determined that a delay in hiring for the part-time position was appropriate, in order to develop the framework for the new part-time position to be successfully integrated into the Victim Service Unit. In addition, the postponement of hiring allowed for the Department to ensure adherence to best practices models in serving the victim population.
- 5) Why wasn't funding included in the agency's budget request? The grant funds to support the position were unanticipated at the time the budget was created.
- 6) Can portions of the grant funds be utilized? Grant funds are being utilized for this position.
- 7) Estimate the funds required to continue the position: If grant funds are not continually made available, the position will not continue.

The VOCA grant award budget does not include Indirect Costs as this cost is not identified as part of the sub grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDOJ) to include Audit Fee Set Aside as part of their agency's budget.

All supplies purchased through this VOCA Grant will be the property of NH Department of Corrections at the completion of the project.

In the event that these grant funds no longer become available additional state general funds will not be requested to support this program.

Respectfully Submitted,



William L. Wrenn  
Commissioner

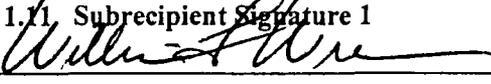
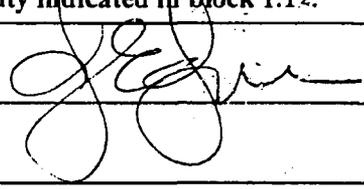
**Fiscal Situation**  
**Victim Services (Grant #2015-VA-GX-0007)**  
**Accounting Unit 02-46-46-460510-8338**

	Grant	General Fund	TOTAL APPROPRIATION
Total SFY 2017 VOCA Sub Grant Authorized	\$170,000.00		
LESS: SFY 2017 Current Appropriations	149,065.00	\$128,232.00	\$277,297.00
VOCA Grant Authorization Available	\$20,935.00		
This Request	20,935.00	\$0.00	20,935.00
 SFY 2017 Revised Appropriations	 \$170,000.00	 \$128,232.00	 \$298,232.00

**GRANT AGREEMENT**

The State of New Hampshire and the Subrecipient hereby  
Mutually agree as follows:  
**GENERAL PROVISIONS**

**1. Identification and Definitions.**

<b>1.1. State Agency Name</b> Department of Justice		<b>1.2. State Agency Address</b> 33 Capitol Street, Concord, NH, 03301	
<b>1.3. Subrecipient Name</b> NH Department of Corrections		<b>1.4. Subrecipient Address</b> 105 Pleasant St., PO Box 1806, Concord, NH 03302	
<b>1.5 Subrecipient Phone #</b> (603) 271-1937	<b>1.6. Account Number</b> <i>08-20-2015 10-2015-500575</i>	<b>1.7. Completion Date</b> 06/30/2017	<b>1.8. Grant Limitation</b> \$170,000
<b>1.9. Grant Officer for State Agency</b> Kathleen B. Carr		<b>1.10. State Agency Telephone Number</b> (603) 271-0110	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Subrecipient Signature 1</b> 		<b>1.12. Name &amp; Title of Subrecipient Signor 1</b> William L. Wrenn, Commissioner	
<b>Subrecipient Signature 2</b>		<b>Name &amp; Title of Subrecipient Signor 2</b>	
<b>Subrecipient Signature 3</b>		<b>Name &amp; Title of Subrecipient Signor 3</b>	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of <i>Merriamack</i> , on <i>04/20/16</i> before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace (Seal)</b> <i>Commission Expires 08-22-2017</i>			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> <i>Joan E. Jepson</i>			
<b>1.14. State Agency Signature(s)</b> <i>Kathleen Carr</i>		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> <i>Director of Administration</i>	
<b>1.16. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By:  Assistant Attorney General, On: <i>4/29/16</i>			
<b>1.17. Approval by Governor and Council (if applicable)</b> By: _____ On: <i>/ /</i>			

**2. SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials *WLV* Date *4/20/16*

*Handwritten initials*



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William L. Wrenn  
Commissioner

Bob Mullen  
Director

February 9, 2016

FISCAL COMMITTEE  
PENDING \_\_\_\_\_  
APPROVED March 18, 2016  
ITEM # Ft.S 16-036

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

Pending \_\_\_\_\_ G & C  
Approved March 23, 2016  
Item # 39

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the NH Department of Corrections to establish one (1) temporary part-time Victim Witness Specialist, Labor Grade 26, in class 050, for the purpose of the Victim Offender Dialogue Coordinator/Trainer for the NH Department of Corrections Victim Services Division in support of the Victims of Crime Act sub grant, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2016. 100% Agency Income (federal funds at origin).
2. Authorize the NH Department of Corrections to accept and expend funds made available through a Victims of Crime Act sub grant from the NH Department of Justice in the amount of \$16,512.00 for assistance to crime victims and their families, effective from the date of the Governor and Executive Council approval through June 30, 2016. 100% Agency Income (federal funds at origin).

Funds are to be budgeted in an account, Victims Services Coordinator, Accounting Unit 02-46-46-460510-83380000 as follows:

Grant Title: Victims of Crime Act (VOCA)		SFY 2016	REQUESTED	SFY 2016
Account:	Description:	CURRENT	ACTION	ADJUSTED
010-500100	Personal Services Perm	161,402.00	0.00	161,402.00
020-500200	Current Expense	2,457.00	0.00	2,457.00
026-500251	Organizational Dues	650.00	0.00	650.00
039-500190	Telecommunications	205.00	0.00	205.00
042-500620	Additional Fringe Benefits	10,762.00	0.00	10,762.00
050-500109	Personal Services-Temp	0.00	14,900.00	14,900.00
060-500602	Benefits	74,313.00	612.00	74,925.00
066-500546	Employee Training	500.00	0.00	500.00
070-500704	In-State Travel	642.00	0.00	642.00
080-500710	Out Of State Travel	800.00	1,000.00	1,800.00
102-500731	Contracts For Program Services	14,500.00	0.00	14,500.00
<b>Appropriations</b>		<b>266,231.00</b>	<b>16,512.00</b>	<b>282,743.00</b>
<b>Source of Funds:</b>				
009-406390	Agency Income	(142,688.00)	(16,512.00)	(159,200.00)
	General Funds	(123,543.00)	0.00	(123,543.00)
<b>Total Funds</b>		<b>(266,231.00)</b>	<b>(16,512.00)</b>	<b>(282,743.00)</b>

### EXPLANATION

Each state fiscal year the New Hampshire Department of Corrections (NHDOC) applies for a Victims of Crime Act (VOCA) sub grant administered by the New Hampshire Department of Justice (NHDOJ) to provide services to New Hampshire's victims of crime. This federal grant requires state match equivalent to 25% of federal funds or 20% of the budget. The match requirement may be met utilizing cash match, in-kind match, or a combination thereof. The SFY 2016 VOCA sub grant award could potentially supply a maximum of 80% of Salary and Benefits for the NHDOC Administrator of Victim Services position and provide a maximum of 90% of the Salary and Benefits cost for the Program Assistant's position, 100% of the Salary and Benefits for the requested temporary part-time Victim Witness Specialist position, a portion of Current Expense, and Out of State Travel for the Administrator of Victim Services or designee to attend annual victim services conference/training. General Fund appropriations will be utilized, in part, to fund the full-time Victim Witness Specialist position specifically assigned to the successful prevention and effective response to reports of sexual assault within the correctional facilities and General Funds also subsidizes the required VOCA match. The remaining match requirement will be met with In Kind Match.

The VOCA grant provides ongoing direct services and other activities necessary to ensure quality direct services for crime victims and survivors, including:

- > Notification of offender status changes
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- > Accompaniment at Parole Board hearings
- > Reasonable protection from offender intimidation and harassment
- > Victim-offender dialogue (upon victim request)
- > Restitution advocacy
- > Public awareness and outreach
- > Information and referral
- > Evaluation of victim satisfaction with corrections-based services

The VOCA sub grant was included in the NH Department of Corrections SFY16 budget in the amount of \$142,688.00. This request to accept and expend will realign the budget to the SFY16 VOCA award of \$159,200.00 and establish one (1) temporary part-time Victim Witness Specialist position. This position's established responsibilities will be as the Victim Offender Dialogue Coordinator/Trainer. Victim Offender Dialogue (VOD) is the means by which a victim/survivor initiated request to meet constructively with their offender to assist in recovery and healing. The role of the VOD facilitator is to provide a safe and structured format for the victim to have a conversation with the offender which may include a discussion of the crime and feelings related to the offender's victimizing behavior.

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The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) List of personnel involved: One (1) temporary part-time Victim Witness Specialist.
- 2) Nature, Need, and Duration: This position would act as the Victim Offender Dialogue Coordinator/Trainer, under the direction of the NH Department of Corrections Victim Services Administrator, and will be responsible for the implementation of victim initiated requests for dialogue with the offender. This position would also provide essential training to members of NH DOC and the community on becoming VOD facilitators to improve the services offered to victims of crime. The VOCA funding for this position is currently available through June 30, 2016.
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- 4) Has a similar program been requested of the legislature and denied? No.
- 5) Why wasn't funding included in the agency's budget request? The grant funds to support the position were unanticipated at the time the budget was created.
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The VOCA grant award budget does not include Indirect Costs as this cost is not identified as part of the sub grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDOJ) to include Audit Fee Set Aside as part of their agency's budget.

All supplies purchased through this VOCA Grant will be the property of NH Department of Corrections at the completion of the project.

Source of Funds: 56% Agency Income, 44% General Funds.

In the event that these grant funds no longer become available additional state general funds will not be requested to support this program.

Respectfully Submitted,



William L. Wrenn  
Commissioner