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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

William L. Wrenn
Commissioner

Robin H. Maddaus
Director

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

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

July 26, 2017

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Retrospective

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent on the approval of request action number two, authorize the NH Department of Corrections to **retroactively** extend 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, upon Fiscal Committee and Governor and Executive Council approval for the period of July 1, 2017 through June 30, 2018. 100% Agency Income (federal funds at origin).
2. Authorize the NH Department of Corrections to **retroactively** accept and expend funds made available through a Victims of Crime Act sub grant from the NH Department of Justice in the amount of \$17,995.00 for assistance to crime victims and their families, upon Governor and Executive Council approval for the period of July 1, 2017 through June 30, 2018. 100% Agency Income (federal funds at origin).

Funds are to be budgeted in an account, Victims Services Coordinator, Accounting Unit 02-46-46-460010-51400000 as follows:

Grant Title:	Victims of Crime Act (VOCA)	SFY 2018	REQUESTED	SFY 2018
Account:	Description:	CURRENT	ACTION	ADJUSTED
010-500100	Personal Services Perm	222,312.00	0.00	222,312.00
020-500200	Current Expense	2,500.00	0.00	2,500.00
026-500251	Organizational Dues	700.00	0.00	700.00
039-500190	Telecommunications	2,429.00	0.00	2,429.00
042-500620	Additional Fringe Benefits	11,000.00	0.00	11,000.00
050-500109	Personal Services-Temp	0.00	17,995.00	17,995.00
060-500602	Benefits	97,698.00	0.00	97,698.00
066-500546	Employee Training	500.00	0.00	500.00
070-500704	In-State Travel	1,607.00	0.00	1,607.00
080-500710	Out Of State Travel	1,000.00	0.00	1,000.00
102-500731	Contracts For Program Services	14,500.00	0.00	14,500.00
Appropriations		354,246.00	17,995.00	372,241.00
Source of Funds:				
009-406390	Agency Income	(149,458.00)	(17,995.00)	(167,453.00)
	General Funds	(204,788.00)	0.00	(204,788.00)
Total Funds		(354,246.00)	(17,995.00)	(372,241.00)

EXPLANATION

This request to extend the federally funded part time Victim Offender Dialogue (VOD) Coordinator/Trainer position is **retroactive** due to at the time the SFY18 VOCA budget was generated it was unforeseen the federal funding for the PT VOD position would be available beyond the SFY17 award.

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 2018 VOCA sub grant award supports 100% of the Salary and Benefits for the requested temporary part-time Victim Witness Specialist position. 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 SFY18 budget in the amount of \$149,458.00. This request to accept and expend will realign the budget to the SFY18 VOCA award of \$167,453.00 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 for the Part-Time position not needed as currently adequate appropriations due to Full Time Victim Witness Specialist vacancy.

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, 2018.
- 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,

on behalf of:



William L. Wrenn
Commissioner

Fiscal Situation
Victim Services (Grant #2015-VA-GX-0007)
Accounting Unit 02-46-46-460010-5140

	Grant	General Fund	TOTAL APPROPRIATION
Total SFY 2018 VOCA Sub Grant Authorized	\$167,453.00		
LESS: SFY 2018 Current Appropriations	149,458.00	\$204,788.00	\$354,246.00
VOCA Grant Authorization Available	\$17,995.00		
This Request	17,995.00	\$0.00	17,995.00
SFY 2017 Revised Appropriations	\$167,453.00	\$204,788.00	\$372,241.00

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name: NH DOC	Vendor No.: 177896-B001	
Program Name: Victim Services Program	Amount: \$ 167,453.00	
Grant Start Date: 07/01/2017	State Grant Number: 2018VOC34	
Grant End Date: 06/30/2018	Federal Grant Number: 2015VAGX0007	
Appropriation No.: 02-20-20-201510-5021-072-500		
Head of Agency	Project Director	Fiscal Officer
William Wrenn Commissioner PO Box 1806 Concord, NH 03302 603-271-1937	Nicole Kipphut Victim Witness Specialist PO BOX 14 Concord NH 03302 603-271-4992	Robin Maddus Director of Administration PO Box 1806 Concord, NH 03302 603-271-5610
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:	Victim Services Program	
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.	

William Wrenn
Commissioner



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 DEPARTMENT OF CORRECTIONS
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William L. Wrenn
 Commissioner

Robin H. Maddaus
 Director

FISCAL COMMITTEE
 PENDING
 APPROVED Sept. 16, 2016
 ITEM # FIS 16-143

August 16, 2016

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

G & C

Pending _____
 Approved Oct 5, 2016
 Item # # 23

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
Appropriations		277,297.00	20,935.00	298,232.00
Source of Funds:				
009-406390	Agency Income	(149,065.00)	(20,935.00)	(170,000.00)
	General Funds	(128,232.00)	0.00	(128,232.00)
Total Funds		(277,297.00)	(20,935.00)	(298,232.00)

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.

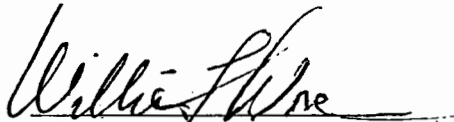
- 1) List of personnel involved: One (1) temporary part-time Victim Witness Specialist.
- 2) Nature, Need, and Duration: This position would act as the Victim Offender Dialogue Coordinator/Trainer, under the direction of the NH Department of Corrections Victim Services Administrator, and will be responsible 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

SMW



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

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CONCORD, NH 03302-1806

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TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Bob Mullen
Director

February 9, 2016

FISCAL COMMITTEE
PENDING _____
APPROVED March 18, 2016
ITEM # FtS 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
Appropriations		266,231.00	16,512.00	282,743.00
Source of Funds:				
009-406390	Agency Income	(142,688.00)	(16,512.00)	(159,200.00)
	General Funds	(123,543.00)	0.00	(123,543.00)
Total Funds		(266,231.00)	(16,512.00)	(282,743.00)

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
- > 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 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.

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 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, 2016.
- 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.
- 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.

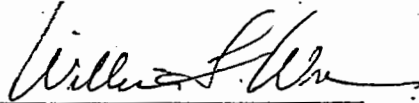
The VOCA grant award budget does not include Indirect Costs as this cost is not identified as part of the sub grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDOJ) to include Audit Fee Set Aside as part of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

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