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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

William L. Wrenn  
Commissioner

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Director

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February 9, 2016

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

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
- > 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. Wren  
Commissioner

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

	Grant	General Fund	TOTAL APPROPRIATION
Total SFY 2016 VOCA Sub Grant Authorized	\$159,200.00		
LESS: SFY 2016 Current Appropriations	142,688.00	\$123,543.00	\$266,231.00
VOCA Grant Authorization Available	\$16,512.00		
This Request	16,512.00	\$0.00	16,512.00
SFY 2016 Revised Appropriations	\$159,200.00	\$123,543.00	\$282,743.00

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF JUSTICE  
GRANT AWARD

Agency Name: NH DOC	Vendor No.: 177896B001
Program Name: Victim Services	Amount: \$ 159,200.00

Grant Start Date: 07/01/2015	State Grant Number: 20160053
Grant End Date: 06/30/2016	Federal Grant Number: 2015VAGX0007

Appropriation No.: 02-20-20-201510-5021-072-500576

Head of Agency	Project Director	Fiscal Officer
William L. Wrenn Commissioner PO Box 1806 Concord, NH 03302-1806 271-5603	Helen Hanks Assistant Commissioner PO Box 1806 Concord, NH 03302-1806 271-1937	Doreen Whittenberg Director PO Box 1806 Concord, NH 03302-1806 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  
REVISED END DATE, GRANT AWARD AMOUNT

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	<i>William L. Wrenn</i> William L. Wrenn	<i>Kathleen Carr</i> Kathleen Carr
Title	Commissioner	Director of Administration
Date	2/1/16	1/3/2016

All terms of this grant award are not valid unless signed by both authorized parties.