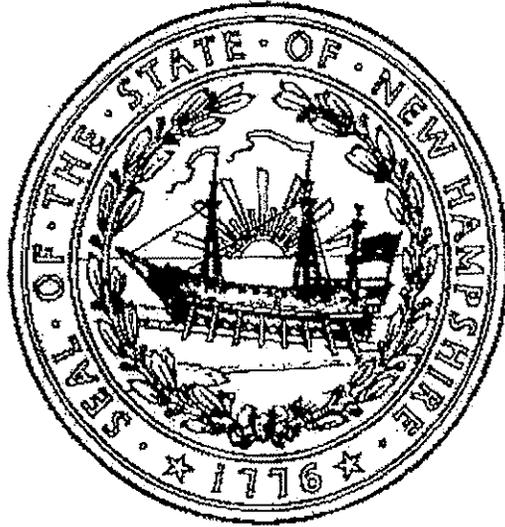


# STATE OF NEW HAMPSHIRE



## DEPARTMENT OF JUSTICE

**Joseph A. Foster**  
**Attorney General**

### **Subgrant Application Kit**

Revised August 2014

**THE STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE  
GRANTS MANAGEMENT UNIT**

**MISSION STATEMENT**

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- \* the professional administration of grant resources;
- \* the adherence to all underlying federal and state requirements;
- \* the coordination of federal criminal justice resources available to the state; and
- \* efficient service and assistance.

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE

SubGrant Application Kit

a) Program Title: County Victim Witness Advocate

b) Grant Starting Date: 07-01-2015 c) Ending Date: 06-30-2016

d) Program Implementation Date: July, 2015 e) DUNS #: 073980765

f) Federal Funds Requested \$ 25,000 g) SAM Expiration: 11-03-2015

h) Agency Name: Belknap County

i) Chief Elected Official/Head of Agency\*

Name: David Devoy, II Title: Commissioner Chair

Address: 34 County Dr., Laconia, NH 03246

Telephone: 603-527-5400 Fax: 603-527-5409

E-mail: ddevoy@msn.com

j) Project Director

Name: Melissa C. Guldbrandsen Title: Belknap County Attorney

Address: 64 Court Street, Laconia, NH 03246

Telephone: 603-527-5440 Fax: 603-527-5449

E-mail: mguldbrandsen@belknapcounty.org

k) Financial Officer

Name: Debra Shackett Title: County Administrator

Address: 34 County Dr., Laconia, NH 03246

Telephone: 603-527-5400 Fax: 603-527-5409

E-mail: dshackett@belknapcounty.org

(\*all grant-related documents will be sent to the head of agency unless head of agency requests that they be sent to the project director.)

**State of New Hampshire  
Department of justice**

**Project Narrative**

**1. Problem Statement (25 Points)**

Belknap County is a rural area in the Lakes Region of New Hampshire. The county comprises 10 towns and one small city, with an overall population in the 2010 census of just over 60,000 people. The region has suffered economically, with a shift away from local manufacturing. Tourism dominates the economy. The region is spread out geographically, with no public transportation and limited infrastructure to support victims of crime.

The recent heroin epidemic has struck the region significantly, consistent with trends in the State of New Hampshire. Heroin deaths in New Hampshire increased from 193 in 2013 to 300 deaths in 2014. In Belknap County, we see "spin-off" crimes which result from the drug epidemic—from theft and burglary to other property crimes—we see the trend of drug addicts committing crimes to further their addiction.

Detectives within the County, at the direction of the Office of the County Attorney, are increasingly working collaboratively on investigations in the region. With regular detectives' meetings, small agencies can share information, ideas and investigation strategies. This collaboration results in more active and rigorous prosecution of criminals.

In 2010 New Hampshire passed a Human Trafficking Law. Two towns in the County have on-going investigations into the trafficking of young women for profit. There is evidence that drugs are being supplied in order to coerce these young victims to participate against their will in the sex trade industry.

Another large area of criminal cases are inter-family sexual assaults. Last year, the Office investigated 28 allegations of Felonious Sexual Assault against child victims. This category of victim is particularly in need of services from the Office, ranging from assistance with obtaining support services from other agencies, to preparing to testify in Court, to testifying and participating in the court process.

This Office has recently been informed that after receiving funding for its Victim Witness Coordinator for 24 years through the VAWA Grant, that those funds are no longer available. The overall budget of the office is just under \$750,000, and the annual award has been \$26,500, thus representing a significant percentage of the budget. The County is funded predominantly through property taxes, and the annual budget process seems to focus on keeping the funds raised by property tax to a minimum.

The Belknap County Attorney's Office is comprised of four attorneys (County Attorney, Deputy County Attorney and two Assistant County Attorneys), two full time and one part-time support staff and one victim assistance coordinator. One of our general staff positions was eliminated through the 2015 budget process, which in turn has limited the support staff available to the victim assistance coordinator. Last year, the coordinator assisted 203 victims of indicted

cases in which the crimes charged included: physical assault, sexual assault, witness tampering, stalking, burglary, homicide and theft. Not all crimes are alike, nor are all victims affected the same way by crime, but most victims do experience some sense of loss as a result of crime. Many victims report feeling powerless, shock, fearful, guilt, confused, numbness and anger. Victims may also suffer from insomnia, headaches, muscle tension and nausea. Many victims experience serious trauma as a direct result to the aftermath of the crime. Victims may have physical, emotional, psychological injuries as well as a financial cost. They may have physical injuries that are still in recovery that they may never recover from fully. Financial costs include medical bills, replacing damaged or stolen property, counseling, and funeral costs.

When victims do not receive the appropriate support and intervention in the aftermath of the crime, they suffer "secondary injuries". Victims may lack knowledge of the criminal justice system and the affect of that is that they retreat to the background and their voices go unheard during the investigation, prosecution and sentencing. If victims are to recover from the impact of crime, it is crucial that they are provided with the proper support throughout the criminal justice system.

The Victim Assistance Coordinator follows the best practice model as outlined in the NH Attorney General's Protocol on Child abuse, Domestic Violence and Sexual Assault. She is also a team member of the Greater Lakes Child Advocacy Center investigative team which is a Child Advocacy Center for children suspected of being abused that allows for earlier intervention. She is also a team member of the Belknap County Sexual Assault Resource Team designed to increase awareness of services to sexual assault victims and follow victim centered approaches to investigations and prosecutions.

With the increasing need for victim services, in this small, rural county, it is imperative that we are able to continue to provide services through the work of the Victim Witness Coordinator, with support from this grant.

## **2. Project/Program Description Design and Implementation (35 Points)**

The Victim Witness Coordinator works with all crime victims whose cases are being prosecuted in this office. It is important to have contact with victims as soon as possible, with a focus on the NH Victim Bill of Rights (RSA 21-M-:8-k) where they are entitled to guidance through the criminal justice system by keeping them informed as to court dates, status of case, plea negotiations and other pertinent information. Victims are also consulted for their input on sentencing, which is another right under the Victim Bill of Rights. Victims are provided information and referrals to social, mental health, medical services and financial services that may be available to them. The victim assistance coordinator explains the criminal and trial process including bail issues with violent offenders with a special emphasis on safety planning.

This work often begins even before a case is indicted. For child-victim cases, the relationship begins with an interview at the Child Advocacy Center. Representatives from this office attend the majority of these interviews. The victim assistance coordinator is a member of the multi-disciplinary team at the Child Advocacy Center. The relationship with the victim continues with meetings and tours of the Court facility, and continues through the life of the case, through trial, and beyond. The office keeps crime victims informed of all Court dates along with legal updates throughout the pre-trial litigation process. At the initial stages, referrals are made for the victim for other services. In certain cases, an application is given to the victim for the NH Victims' Compensation Program and assistance is given to help the victim fill it out.

The victim assistance coordinator also facilitates the swift return of property to victims, when the property is being held and used as evidence. The coordinator also will contact insurance companies and medical providers to obtain proper documentation for restitution purposes so that Defendants may be held accountable for the costs of their crime.

During court proceedings, the victim assistance coordinator provides support prior, during and after and helps prepare for any testimony with what to wear, what time to appear and tips on keeping calm and witness tips on testifying. The victim assistance coordinator also arranges transportation to and from the court house and intercedes with work and or school. The coordinator also works with the clerk of court to address scheduling matters in an attempt to minimize inconvenience and disruption to the victim.

After conviction, there are post conviction services with notices to the jail and or prison with an explanation that they have a right to be notified of the parole hearings, motions to suspend or if there is an appeal what to expect, how long is the process and the end result all the while providing emotional support.

The goals and objectives of the program are to continue to improve our efforts to assist crime victims in Belknap County, and to prevent re-victimization through the criminal court process. We are continually striving to work more efficiently, as our case-load increases, while maintaining the strong personal touch required for this job. Efficiencies are achieved through increasingly using automated notification systems available through our computer data base. This data base allows us to track all cases and court dates, and will generate personalized letters to keep victims informed of the same.

We make contact with victims early in the process to obtain their input on sentencing and to enable plea offers to be made early in the case. As the State is shifting toward filing all felonies in the Superior Court-bypassing the District Court-and resolving cases earlier (referred to as Early Case Resolution), the importance of strong communication channels with victims is imperative. The goal is to determine very early in the court process which cases can be resolved quickly, with input and agreement from the victim. Early case resolution often leads to more satisfaction from victims, in the form of sanction to the Defendant, restitution to the victim, and overall closure for the victim.

It is vital a Victim Assistance Coordinator be available for victims of crime to provide crisis intervention and support to address their immediate emotional and physical needs. It is clear that having a victim assistance coordinator readily available to act as liaison and support to victims clearly enhance the efficiency of criminal prosecutions.

### 3. Sustainability and Evaluation Plan (5 Points)

The important nature of the work completed by the victim assistance coordinator speaks to the sustainability of the program. This work facilitates the office complying with the Victims Bill of Rights, as required by law. The program has been operating for over twenty-years, with the on-going support of grant funding. Should that funding become unavailable in the future, the program would require funding from the County through the standard budgeting process.

Evaluation comes in the form of praise and thanks from victims who have been treated with dignity and respect through an often difficult period of time in their lives. Not every victim is fully satisfied with the outcome of their case, and we welcome all forms of feedback from the individuals we serve. We take all feedback seriously and constantly strive to improve our work. To increase and enhance the evaluation of the program in the future, we can solicit crime victim evaluation of services by sending out crime victim survey's at the close of the case for all domestic violence crimes, sexual assault and child abuse crimes so we may improve the quality of our services.

The County Attorney's Office relies on the Victim Assistance Coordinator as an integral part of the functioning of the office. We would not be able to cover her role with existing staff, if she was no longer part of the office. As such, it would be necessary for the County to provide the full funding for this position. The position is so important to the functioning of the office, that we would forgo other budgetary items, if required to do so, in order to shift funds to fully support this position. While our budget is currently "bare-bones," and recently was required to lay off one administrative staff person, this position has been a part of the budget-at least in part -- for over twenty three years. It is anticipated that the County Commissioners would support fully funding the position if that was required. Another possible source of financial support, if required, would be to seek direct funding from the towns and city served by our office.

#### **4. Program Management/ Administrative Capabilities {5 Points}**

Belknap County operates under the Commissioners (Executive Branch consisting of three elected Commissioners) and Delegation (Legislative Branch consisting of 18 elected Representatives) form of government and provides services as authorized by state statute.

The three-member Board of Commissioners (as mandated by NH Statute RSA 28) are part-time elected officials responsible for overall supervision, custody and care of all county departments, buildings and land, and have budgetary oversight of all county expenditures. They are elected into staggered four and two-year terms by the voters of the districts each are assigned to. The annual county budget is prepared by the Commissioners and Departments Heads and submitted to the County Convention for final approval.

The County is divided into several departments, with the County Attorney's Office comprising one of the departments. The day-to-day operations of the County are managed by a County Administrator. Within the county administration is a finance office which handles financial operations for the county. The County participates in an annual independent auditors' report.

The victim assistance coordinator works within the County Attorney's Office under the supervision of the County Attorney and Deputy County Attorney. She works directly with the prosecutors (total of 4) who are handling each case. The office works directly and collaboratively with state, local and county law enforcement agencies which refer cases and assist with follow-up investigations. Case statistics are maintained through the prosecutor's database utilized in the County Attorney's office. This program tracks cases by case type and outcome and has numerous reporting capabilities.

# New Hampshire Department of Justice

## Budget Detail Worksheet (20 Points)

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - 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. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and must be based on ACTUAL time worked and not percentage.

Name/Position	Computation	Federal	Match
Barbara Belmont/Victim Witness Coordinator	\$62,325 annual 100% of time devoted to victim advocacy	\$25,000.	\$6,250.

Sub-Total Federal \_\_\_\_\_

Match \_\_\_\_\_

**B. 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 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.

<u>Name/Position</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Sub-Total Federal \_\_\_\_\_ Match \_\_\_\_\_

Total Federal Personnel & Fringe Benefits \_\_\_\_\_ Match \_\_\_\_\_

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**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal \_\_\_\_\_

Match \_\_\_\_\_

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**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal \_\_\_\_\_

Match \_\_\_\_\_

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**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal \_\_\_\_\_

Match \_\_\_\_\_

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**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Federal</u>	<u>Match</u>
Program category Not Approved By NH Department of Justice			

Total Federal \_\_\_\_\_

Match \_\_\_\_\_

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**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

*Consultant Fees:* For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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*Subtotal Federal* \_\_\_\_\_

*Match* \_\_\_\_\_

*Consultant Expenses:* List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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*Subtotal Federal* \_\_\_\_\_

*Match* \_\_\_\_\_

**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. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Federal</u>	<u>Match</u>
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*Subtotal Federal* \_\_\_\_\_

*Match* \_\_\_\_\_

**Total Federal** \_\_\_\_\_

**Match** \_\_\_\_\_

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**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal \_\_\_\_\_

Match \_\_\_\_\_

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**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a 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, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Total Federal \_\_\_\_\_

Match \_\_\_\_\_

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**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal (match) funds that will support the project.

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<b>Budget Category Amount</b>	<b>Federal</b>	<b>Match</b>
<b>A. Personnel</b>	<u>\$25,000.</u>	<u>\$6,250.</u>
<b>B. Fringe Benefits</b>	<u>                    </u>	<u>                    </u>
<b>C. Travel</b>	<u>                    </u>	<u>                    </u>
<b>D. Equipment</b>	<u>                    </u>	<u>                    </u>
<b>E. Supplies</b>	<u>                    </u>	<u>                    </u>
<b>F. Construction</b>	<u>                    </u>	<u>                    </u>
<b>G. Consultants/Contracts</b>	<u>                    </u>	<u>                    </u>
<b>H. Other</b>	<u>                    </u>	<u>                    </u>
<b>Total Direct Costs</b>	<u>                    </u>	<u>                    </u>
<b>I. Indirect Costs</b>	<u>                    </u>	<u>                    </u>
<b>TOTAL PROJECT COSTS</b>	<u>\$25,000.</u>	<u>\$6,250.</u>

**Federal Request**                    \$25,000.

**Non-Federal Match Amount**    \$ 6,250.

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## New Hampshire Department of Justice

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### BUDGET NARRATIVE: (10 Points)

The total annual salary for this position is \$62,325. The \$6250.00 figure represents 25% of the federal funds requested.

I have read and understand the grant specific guidelines and conditions provided with this application or solicitation.

In submitting this application we agree to comply with the grant requirements set forth in the grant program guidance and grant award documents.

Name of Individual submitting application: Melissa Guldbændsen

Date submitted: \_\_\_\_\_