

State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

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JOHN J. BARTHELMES
COMMISSIONER

October 1, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Jettison
Approved by Fiscal Committee 10/18/13
Date

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

Retrospective

Requested Action

Pursuant to RSA 14:30-a, VI authorize the Department of Safety, Division of State Police, to **retroactively** accept and expend a \$202,241.00 grant known as "Sex Offender Registry updates grant" from the US Department of Justice, Office of Justice Programs for the purpose of developing a more comprehensive, multi-jurisdictional Sex Offender Unit within the Division of State Police. Effective October 1, 2013 or upon Fiscal Committee and Governor and Council approvals, whichever is earlier, through June 30, 2015. Funding source: 100% Federal Funds

Funds are to be budgeted in the account titled:

02-23-23-234010-31170000 Dept. of Safety – Division of State Police – Sex Offender Grant
RSRC: 407714
Amount: \$202,241.00

<u>Class</u>	<u>Description</u>	<u>Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised Adjusted Authorized</u>
000	Federal Funds	\$ -	\$ (202,241.00)	\$ (202,241.00)
018-500106	Overtime	\$ -	\$ 97,331.00	\$ 97,331.00
024 -500230	Maint. Other Than Build. – Grn.	\$ -	\$ 10,000.00	\$ 10,000.00
037-500173	Technology - Hardware	\$ -	\$ 12,013.00	\$ 12,013.00
040-500800	Indirect Cost	\$ -	\$ 18,970.00	\$ 18,970.00
041-500801	Audit Fee Set Aside	\$ -	\$ 202.00	\$ 202.00
050-500109	Personnal Servicees - Temp	\$ -	\$ 35,464.00	\$ 35,464.00
060-500606	Benefits	\$ -	\$ 28,261.00	\$ 28,261.00
	Total	\$ -	\$ 202,241.00	\$ 202,241.00

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

October 1, 2013

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Explanation

This grant is **retroactive** because the Division only received the final documentation to process the award on September 23, 2013. Prior grants that were supporting these functions expired on September 30, 2013. The Division could not process the paperwork in time to make it to a Fiscal/G&C meeting prior to October 1, 2013, therefore making this requested action retroactive.

This grant will assist the NH State Police Sex Offender Registry (SOR) with identifying and tracking the sex offender population living, working or attending school in New Hampshire by supplementing the State Police forces currently available to the address registry at the local level statewide in partnership with local enforcement, the US attorney's Office and the U.S. Marshals. This grant will enable NH State Police to provide a more efficient and aggressive SOR to the state, which in turn will ensure sex offender accountability and compliance. As well as continuing our efforts for NH to become compliant with the required minimum sex offender registration and notification standards set forth in the Sex Offender Registration and Notification Act (SORNA).

The funds are to be budgeted as follows:

Funds in class 18 are needed to fund overtime details to assist with the tracking and monitoring of sex offenders.

Funds in class 24 are needed to fund a software purchase.

Funds in class 37 are needed to purchase a "secure server" and workstation upgrades.

Funds in class 40 are needed to pay indirect costs to Administrative Services.


Funds in class 41 are needed to pay audit fee set aside to Bureau of Accounts.

Funds in class 50 are needed to pay part-time salaries. This funding is not required to create new positions; it is needed to pay existing Auxiliary Trooper positions within in the Department of Safety to assist in the NH State Police SOR as approved by the awarding agency.

Funds in class 60 are needed to pay for benefits related to the class 18 and class 50.

This grant was not included in the agency's operating budget for SFY 2014/2015 as the Department of Safety did not expect its availability for SFY 2014.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety



Department of Justice
Office of Justice Programs
Sex Offender Sentencing,
Monitoring, Apprehending,
Registering and Tracking Office

Grant

PAGE 1 OF 4

1. RECIPIENT NAME AND ADDRESS (including Zip Code) New Hampshire Department of Safety 10 Hazen Drive Concord, NH 03305		4. AWARD NUMBER: 2013-AW-BX-0026	
		5. PROJECT PERIOD: FROM 10/01/2013 TO 09/30/2015 BUDGET PERIOD: FROM 10/01/2013 TO 09/30/2015	
1A. GRANTEE IRS/VENDOR NO. 026000618		6. AWARD DATE 09/04/2013	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT	5 0
3. PROJECT TITLE Sex Offender Registry updates		10. AMOUNT OF THIS AWARD	5 202,241
		11. TOTAL AWARD	5 202,241
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 16901 et seq.			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Pam Urban-Morin Grants Administrator	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>P. Urban-Morin</i>	19A. DATE 9/23/13
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YR. FUNDC. BUD. A. OFC. DIV. RE. SUB. POMS AMOUNT EAR ODE CT. G. X B AW 22 00 00 202241		21. MAWBGT0073	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-83)



Department of Justice
Office of Justice Programs
Sex Offender Sentencing,
Monitoring, Apprehending,
Registering and Tracking
Office

AWARD
CONTINUATIONSHEET
Grant

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PROJECT NUMBER 2013-AW-BX-0026

AWARD DATE 09/04/2013

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

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Department of Justice
Office of Justice Programs
Sex Offender Sentencing,
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Grant

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PROJECT NUMBER 2013-AW-BX-0026

AWARD DATE 09/04/2013

SPECIAL CONDITIONS

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
15. To ensure compliance with the Government Performance and Results Acts (GPRA), Public Law 103-62, OJP requires the grant recipient to collect and report data that measures the results of the program implemented with this grant. The performance measures can be found at <http://www.smart.gov/pdfs/SMARTFY13AWA.pdf>. This data must be included as part of the grantee's categorical assistance progress report submitted on GMS for each reporting period.



Department of Justice
Office of Justice Programs
Sex Offender Sentencing,
Monitoring, Apprehending,
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CONTINUATIONSHEET
Grant**

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PROJECT NUMBER 2013-AW-BX-0026

AWARD DATE 09/04/2013

SPECIAL CONDITIONS

16. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
17. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
18. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
19. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
20. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

JB



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information					
Grantee Name:	New Hampshire Department of Safety	Project Period:	10/01/2013 - 09/30/2015	GAN Number:	001
Grantee Address:	10 HAZEN DRIVE CONCORD, 03305	Program Office:	SMART	Date:	09/24/2013
Grantee DUNS Number:	06-034-0564	Grant Manager:	Bruce Hillman		
Grantee EIN:	02-6000618	Application Number(s):	2013-S0059-NH-AW		
Vendor #:	026000618	Award Number:	2013-AW-BX-0026		
Project Title:	Sex Offender Registry updates	Award Amount:	\$0.00		

Change Grantee Authorized Signing Official					
Specific documentation is required for changes to a Grantee Authorized Signing Official. Documentation can be the legal document that effected the change or a letter noting the official change authenticated (signed) by a proper official of the state having jurisdiction. Documentation must be electronically attached. If you cannot attach the documentation, please contact your Grant Manager.					
Current Authorized Signing Official			New Authorized Signing Official		
Prefix	Ms.		*Prefix	Other	
Prefix (Other)			Prefix (Other)	Commissioner	
First Name	Pam		*First Name	John	
Middle Initial			Middle Initial		
Last Name	Urban-Morin		*Last Name	Barthelmes	
Suffix			Suffix		
Suffix (Other)			Suffix (Other)		
Title	Grants Administrator		*Title	Commissioner	
Address Line 1	10 Hazen Drive		*Address Line 1	33 Hazen Drive	
Address Line 2			Address Line 2		
City	Concord		*City	Concord	
State	New Hampshire		*State	New Hampshire	
Zip	03305 -		*Zip	03305 -	
Phone	(603) 271-7663 Ext		*Phone	(603) 271-3889 Ext	
Fax	(603) 271-3909				
Email	Pamela.Urban-				

MorIn@DOS.NH.GOV		Fax	(603) 271-3909
		*Email	john.barthelmes@dos.nh.gov
*Required Justification for Change Grantee Authorized Signing Official.			
See attached letter.			
Attachments:			
Filename:	User:	Timestamp:	
comm ltr sorna.pdf	JBarthelmes2	09/24/2013 8:50 AM	
<input type="button" value="Print"/>			
Audit Trail:			
Description:	Role:	User:	Timestamp:
Approved-Final	PO - Grant Manager	hillmanb	09/24/2013 9:16 AM
Submitted	PO - Grant Manager	JBarthelmes2	09/24/2013 8:52 AM
Draft	EXTERNAL - External User	JBarthelmes2	09/24/2013 8:50 AM

State of New Hampshire

JOHN J. BARTHELMES
COMMISSIONER OF SAFETY



EARL M. SWEENEY
ASSISTANT COMMISSIONER

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Tel: (603) 271-2559
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

September 23, 2013

Bruce Hillman
Grants Management Specialist/Office of Justice Programs
Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, & Tracking (SMART)
810 7th Street, N.W.
Washington, DC 20531

Re: Grant # 2013-AW-BX-0026
Grantee Acceptance Signature is incorrect- State of NH – Division of State Police

Dear Mr. Hillman:

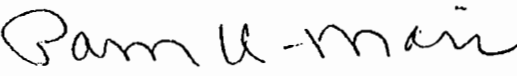
Attached please find from the GMS system the POC information and signing authority. The profile in GMS clearly and correctly identifies the Commissioner of the NH Department of Safety as the Authorized representative. However the current award issued on September 4, 2013, listed Pamela Urban-Morin as the Authorized representative. This will need to be changed to legally reflect the Commissioner's authority to sign for a grant.

On July 9, at your request, we changed the POC information to reflect Pamela Urban-Morin. It appears that change did not take effect in GMS.

Please note we will submit a GAN for the Authorized representative change as you have instructed as of September 18, 2013. It would appear GMS is not accepting our changes?

Sincerely,


John J. Barthelmes
Commissioner


Pam Urban-Morin
Grants Administrator

Budget-SORNA 3/13-New Hampshire Department of Safety- State Police

Details (Class 18) Sworn Law Enforcement Personnel

60 weeks x 6 troops x appx. 1 per troop x 5hr shift = 360 details

47.48 / hour

\$85,464 18

25.4% Retirement and 1.45% Medicaid = 26.85%

\$22,947 00

60 weeks x 1 trooper x 1/hr/wk.hrs. @ \$59.91/hr. (Supervisor of SOR)

\$3,595 18

Benefits = \$51.91 x Medicaid @ 1.45% and Retirement @ 25.4% * 60

\$965 00

Civilian Overtime for SORNA unit (to be utilized by up to 4 staff)

273 hrs. LG 16 time & half (5 hrs. per week of grant)

\$8,272 18

Benefits = \$30.30 x FICA @ 7.65% and Retirement @12.13%

\$1,636 00

Auxillary Troopers (Class 50) (\$31 per hour)

52 weeks x 8hr. Shift x apx.2.75 details per week= 143 details

\$35,464 000

Benefits = \$31 * FICA @ 7.65% * 143 details * 8 hours

\$2,713 00

Subtotal - Personnel Expenses

\$161,056

Class 24

Software purchase or limited consultant development

\$10,000

Class 37

"secure server" & installation and workstation upgrades

\$12,013

Subtotal - Personnel; Equipment and Vehicle usage

\$183,069

Indirect 11.09

\$18,970

Audit set-aside .001

\$202

TOTAL

\$202,241