



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

September 29, 2015

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 Council
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee Date 10/16/15

Requested Action

- Pursuant to RSA 14:30-a, VI, authorize the Department of Safety (DOS), Division of State Police, to accept \$165,714.00 of federal funds from the NH Highway Safety Agency entitled NH State Police Captain Position for the purpose of hiring a State Police Captain. Effective upon Fiscal Committee and Governor and Council approval through September 30, 2016. Funding Source: 100% Agency Income.
- Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to establish one (1) temporary full-time State Police Captain (LG 29,S416E) to be assigned in the Highway Safety Agency of the Department of Safety in an effort to assist and effectively plan, manage, and provide oversight of Highway Safety projects and activities. Effective upon Fiscal Committee and Governor and Council approval through September 30, 2016. Funding Source: 100% Agency Income.

Funds are available in SFY2016 in the following account:

02-23-23-234010-22110000 Dept. of Safety – Division of State Police – Hgwy Sfty Equip Training Grant
Amount: \$165,714.00

Class	Description	Current Estimated		Revised Adjusted
		Adjusted	Authorized	
009-405921	Agency Income	\$ (240,073.68)	\$ (165,714.00)	\$ (405,787.68)
018-500106	Overtime	\$ -	\$ 2,000.00	\$ 2,000.00
019-500105	Holiday Pay	\$ -	\$ 1,000.00	\$ 1,000.00
020-500221	Current Expenses	\$ 0.22	\$ -	\$ 0.22
030-500311	Equipment	\$ 0.41	\$ -	\$ 0.41
039-500180	Telecommunications	\$ 0.60	\$ -	\$ 0.60
040-500800	Indirect Cost	\$ 21,705.95	\$ -	\$ 21,705.95
046-500465	Consultants	\$ 218,366.50	\$ -	\$ 218,366.50
059-500117	Temp - Full Time	\$ -	\$ 105,513.00	\$ 105,513.00
060-500602	Benefits	\$ -	\$ 57,201.00	\$ 57,201.00
	Total	\$ 240,073.68	\$ 165,714.00	\$ 405,787.68

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Explanation

In the last 48 years, the Highway Safety Agency now the Highway Safety Agency of the Department of Safety has operated using a staff of six employees that has processed and assisted in managing federal grants (NHTSA Funding) through an application process that has provided funding to organizations, police departments, and state agencies that want to address highway safety issues. The Highway Safety Agency staffing levels are set by the enabling legislation created in 1967 and last amended in 1981. Since 1967 and the Enabling Legislation, New Hampshire has experienced a dramatic increase in population and drivers. Because of this increase in population, drivers, and crashes over the past 48 years, the Highway Safety Agency is now receiving hundreds more projects than in years past to process and manage (e.g., score, conduct risks assessments, monitor, reimburse, etc.) while using the same number of employees that was used 48 years ago. Currently, the program management abilities/functions of the Highway Safety Agency are constrained due to a limited number of staff and the expectations placed on the staff to manage multiple projects and multiple program areas. A management review conducted on the Highway Safety Agency by NHTSA staff in February 2015 found that "[t]he staff shortage has prevented the NHSA from effectively carrying out all of the required duties. The staff shortage has limited capacity to improve planning and implement projects which directly impacts the liquidation of funds. Failure to maintain an adequately staffed office could put the NHSA at risk for non-compliance of Enabling Legislation (23 CFR Part 1200.4)." NHTSA cited the need to increase staffing of Highway Safety Agency specifically under 23 CFR Part 1200.4 (b)(6), "Establish and maintain adequate staffing to effectively plan, manage, and provide oversight of highway safety projects approved in the Highway Safety Plan (HSP)".

The State Police Captain position will allow the Department to effectively plan, manage, and provide oversight of Highway Safety projects and activities. It will also enhance the overall effectiveness of the Highway Safety Agency office and increase outreach to potential grantees, especially in areas where data indicates greater needs for specific countermeasure activities. Finally, it will address and resolve the issues identified in the management review conducted by NHTSA.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) *List of personnel involved:* One (1) temporary full-time State Police Captain (LG 29, S416E) position.
- 2) *Nature, Need, and Duration:* The State Police Captain will be assigned in the Highway Safety Agency of the Department of Safety in an effort to assist and effectively plan, manage, and provide oversight of Highway Safety projects and activities. The position will remain as long as federal funds are available.
- 3) *Relationship to existing agency programs:* This position will be part of the Highway Safety Agency of the Department of Safety. The State Police Captain will augment the present State Police Division staff, as well as the current Highway Safety Agency staff, with the intention of assisting and effectively planning, managing, and providing oversight of Highway Safety projects and activities.
- 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 position is a temporary full-time position, which is 100% federally funded. At the time that the budget was prepared the Department was not aware of this position.
- 6) *Can portions of the grant funds be utilized?* These funds can only be utilized for the purpose of funding these temporary full-time position and their related costs.
- 7) *Estimate the funds required to continue this position(s):* Based upon the 2016-2017 Collective Bargaining Agreement, within the pay scale for S416E – 40 hour wage schedule, the amount needed to fund this position (LG 29, Step 8) for one year would be \$102,856.00 for salaries and an additional \$57,201.00 for benefits for a total of \$165,057.00.

Funds are to be budgeted as follows:

Funds in Class 18 are needed to pay the overtime for class 59 position as approved by the approving Federal Agency.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

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Funds in Class 19 are needed to pay the holiday pay as approved by the approving Federal Agency.

Funds in Class 59 are needed to pay the overtime for details as approved by the approving Federal Agency

Funds in Class 60 are needed to pay for benefits associated with the overtime, holiday, and class 59 as approved by the approving Federal Agency.

In the event that Agency Income funds become no longer available General and/or Highway funds will not be requested to support this program.

Respectfully submitted,



John J. Barthelmes
Commissioner of Safety

Department of Safety
Highway Safety Equipment and Training Grants
Fiscal Situation

02-23-23-234010-22110000

SFY 2016

Federal Funds Awarded:

FFY 2015 Grant - VPN Installation Assistance - 11/15/2014 - 9/30/2015	\$143,881.00
FFY 2015 Grant - NHSP CRMS Grant - 2/1/2015- 9/30/2015	\$149,518.40
FFY 2016 Grant - NH State Police Captain Position - 10/1/2015- 9/30/2016	\$165,714.00
Total Grant Funds Awarded	\$459,113.40

Less SFY 2015 expenses on FFY 2015 Grants	(\$53,327.50)
Less Balance of FFY 2014 Grants Budgeted in SFY15 Completed	\$0.00
Total	(\$53,327.50)

Net Grant Funds Remaining as of July 1, 2015 (SFY 2016) \$405,785.90

Less SFY 2016 Appropriation including prior year encumbrances 02-23-23-234010-22110000	<u>(\$240,073.68)</u>
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Grant Funds Available \$165,712.22

This Request \$165,714.00

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

Date Received September 29, 2015	Project Number #300-16S-002
Date Approved September 29, 2015	PSP and Task # 16-08, 01

Part I

1. Project Title NH State Police Captain Position	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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3. Applicant	
A. Name of Agency DUNS Number 060340564 NH Department of Safety	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

Contract Duration	Functional Area PA - Planning & Administration
A. Contract Period	CFDA# 20.600
Start Date: October 1, 2015	Program Title State & Community Highway Safety
Termination Date: September 30, 2016	Funding Source National Highway Traffic Safety Administratio

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services	\$165,714.00	\$165,714.00			
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$165,714.00	\$165,714.00			

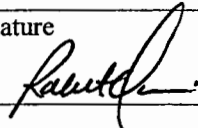

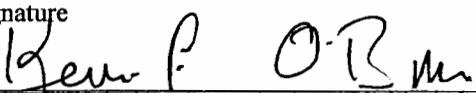
7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>0%</u> (<u>\$0.00</u>)
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Part II

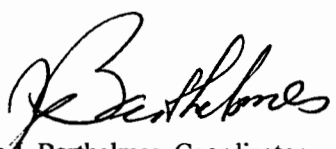
BUDGET AND PERSONNEL DATA			
a. Personnel Services Salary	\$102,856.00	\$105,513.00	
	Holiday Pay	1,000.00	
	Overtime	2,000.00	
Benefits:		57,201.00	\$165,714.00
b. Current Expenses			
c. Equipment			
d. Indirect Costs and Audit Expense			
e. Contractual Services			
f. Travel Expenses			
Total			\$165,714.00

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Robert L. Quinn	2) Title Director of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 	5) Telephone Number	
B. Authorized Official		
1) Name Kevin P. O'Brien 	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 	5) Telephone Number	

Part IV (For HSA Use Only)

1. Approval Date September 29, 2015	2. Signature & Title  John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$165,714.00	

CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

Date Received October 28, 2014	Project Number #310-15S-002
Date Approved October 28, 2014	PSP and Task # 15-04, 05

Part I

1. Project Title VPN Installation Assistance	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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3. Applicant	
A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: November 15, 2014 Termination Date: September 30, 2015	Functional Area M3DA - 405c Data Program CFDA# 20.616 Program Title Traffic Safety Info System Improvement Grant Funding Source National Highway Traffic Safety Administratio
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide Itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$13,009.00	\$13,009.00			
e. Contractual Services	\$130,872.00	\$130,872.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$143,881.00	\$143,881.00			

7. Local Benefit:	
It is anticipated that the federal share for local benefit will be:	0% (\$0.00)

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

Date Received December 23, 2014	Project Number 310-15S-005
Date Approved December 23, 2014	PSP and Task # 15-04, 08

Part I

1. Project Title NH State Police Crash Records Management System	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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3. Applicant: A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: February 1, 2015 Termination Date: September 30, 2015	Functional Area K9 - 408 Data Program Incentive CFDA# 20.610 Program Title Traffic Safety Info System Improvements Grant Funding Source National Highway Traffic Safety Administration
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$13,518.40	\$13,518.40			
e. Contractual Services	\$136,000.00	\$136,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$149,518.40	\$149,518.40			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: 100% (\$149,518.40)
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