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State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

March 14, 2016

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

Requested Action

Pursuant to RSA 21-P:43, the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) requests authorization to enter into a Memorandum of Agreement (MOA) with New Hampshire Department of Safety, Division of State Police (VC# 177878-B001) for the purpose of funding a temporary part-time position to support the New Hampshire Information and Analysis Center for a total amount of \$13,667.00. Effective upon Governor and Council approval through September 30, 2016. Funding source: 100% Federal Funds.

Funding is available in the SFY 2016 operating budget as follows:

02-23-23-236010-80920000	Dept. of Safety	Homeland Sec-Emer Mgmt	100% EMPG Local Match
072-500576	Grants to Other State Agencies - Federal		
Activity Code: 23 EMPG 2015			\$ 13,667.00

Explanation

The purpose of this Memorandum of Agreement (MOA) is to provide funding to allow the New Hampshire Department of Safety, Division of State Police, to hire a part-time Program Assistant II (LG 15) to support the New Hampshire Information and Analysis Center (NHIAC). The individual hired will perform administrative support functions, working under the supervision of the NHIAC Director. Duties include, but are not limited to, managing Information Sharing Agreements, maintaining all-source NHIAC situational awareness reports and providing those reports to all stakeholders, answering phones, monitoring shared email accounts, maintaining all forms, filing plans and procedures, using a variety of databases to provide minor criminal case support to law enforcement stakeholders, and generating/distributing monthly and annual statistical reports. The MOA listed above is funded from the FFY'15 Emergency Management Performance Grant (EMPG), which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA). The grant funds are to be used to measurably improve all-hazard planning and preparedness capabilities/activities, to include mitigation, preparedness, response, and recovery initiatives at the state and local level. Grant guidance and applications are available to all Emergency Management Directors and other qualified organizations in the State. Subrecipients submit applications to this office, which are reviewed by the HSEM Planning Chief, Assistant Planning Chief and Field Representatives and approved by the HSEM Director. The criteria for approval are based on grant eligibility in accordance with the grant's current guidance and the documented needs of the local jurisdictions.

The Emergency Management Performance Grants are 50% federally funded by FEMA with a 50% match requirement supplied by the subrecipient. The subrecipient acknowledges their match obligation as part of Section IV of the MOA.

In the event that Federal Funds are no longer available, General Funds and/or Highway Funds will not be requested to support this program.

Respectfully submitted,

John J. Barthelmes
John J. Barthelmes
Commissioner of Safety

**MEMORANDUM OF AGREEMENT
BETWEEN
NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT
AND
THE NEW HAMPSHIRE STATE POLICE**

FFY'15 Emergency Management Performance Grant – Part Time Program Assistant II

CFDA #97.042

I. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$13,667.00 from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management to the New Hampshire Department of Safety, Division of State Police to hire a part-time Program Assistant II to support the New Hampshire Information and Analysis Center (NHIAC).

II. PARTIES

The parties to this agreement are the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "HSEM") and the New Hampshire Department of Safety, Division of State Police (hereinafter referred to as "NHSP").

III. AUTHORITY

The Emergency Management Performance Grant (EMPG), awarded by HSEM, supports projects associated with all-hazard planning and preparedness capabilities and activities, to include mitigation, preparedness, response, and recovery initiatives. The hiring of a part-time Program Assistant II will enhance the capabilities of the New Hampshire Information and Analysis Center (NHIAC) by performing administrative support duties, and is an eligible project for funding under the EMPG Program.

IV. SCOPE OF WORK

This project includes hiring a part-time Program Assistant II to perform administrative support functions, working under the supervision of the NHIAC Director. Duties include, but are not limited to, managing Information Sharing Agreements, maintaining all-source NHIAC situational awareness reports and providing those reports to all stakeholders, answering phones, monitoring shared email accounts, maintaining all forms, filing plans and procedures, using a variety of databases to provide minor criminal case support to law enforcement stakeholders, and generating/distributing monthly and annual statistical reports.

HSEM agrees to provide financial assistance to NHSP in support of the tasks listed above, in accordance with Section V. The financial assistance to be provided by HSEM under this MOA requires a contribution of 50% of the total amount in matching funds from NHSP. The match requirement will be met by an in-kind match through the non-federal salaries of the NHIAC Director and NHSP Sergeant.

NHSP shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years. In these records, NHSP shall maintain documentation of the 50% cost share required by this grant and agreed upon by HSEM.

V. FUNDING

HSEM will provide funding for this project totaling \$13,667.00 to NHSP after the project is complete and upon receiving appropriate documentation of expended funds from NHSP. Funding will provide needed administrative support to the NHIAC. NHSP agrees to document \$13,667.00 in matching expenditures.

VI. TERMINATION

Either party may terminate this agreement by providing notice to the other thirty (30) days prior to termination.

VII. DURATION

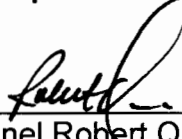
This agreement shall continue in effect from the date of approval until September 30, 2016, unless terminated earlier by either party.

VIII. AGREEMENT

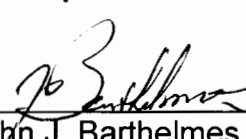
In WITNESS THEREOF, the parties hereto have executed this agreement, which shall become effective on the date the ~~Department of Safety's Business Office~~ of the State of New Hampshire approve the agreement. Governor and Executive Council *deb* 3-15-16

NH Department of Safety, NHSP

NH Department of Safety



Colonel Robert Quinn
Director



John J. Barthelmes
Commissioner

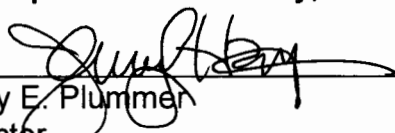
3/7/16

Date

3/7/16

Date

NH Department of Safety, HSEM

for 

Perry E. Plummer
Director

2/26/16

Date

Approved by the Attorney General this 17th day of March, 2016, as to form, execution and substance.

OFFICE OF THE ATTORNEY GENERAL
