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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

January 25, 2016

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

### Requested Action

1. Pursuant to RSA 21-P:43, the Department of Safety, Division of Homeland Security and Emergency Management requests authorization to enter into a Memorandum of Agreement (MOA) with the Department of Safety, Division of Fire Standards Training and Emergency Medical Services (FSTEMS) (VC# 177445-B005) to fund the Civilian Response to Active Shooter Events (CRASE) for \$54,400.00. 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-Federal – Grants to Other State Agencies - Federal  
Activity Code: 23EMPG 2014 \$54,400.00

2. Authorize the Department of Safety, Division of Fire Standards and Training and Emergency Management, contingent upon approval of requested action #1, to accept and expend \$54,400.00 of federal funds from the NH Department of Safety, Division of Homeland Security and Emergency Management, for the purpose of facilitating training for state employees on active shooter incidents, all hazard incidents and emergency notification procedures. Effective upon Governor and Council approval through September 30, 2016. Funding source: 100% Agency Income.

Funds are to be budgeted as follows:

02-23-23-237010-33400000 Dept. of Safety – Fire Standards-Trg-EMS – Fire Stds & Training Grants

Class	Description	Current Adjusted Authorized	Requested Action	Revised Adjusted Authorized
009-407085	Agency Income	(\$180,984.00)	(\$54,400.00)	(\$235,384.00)
020-500215	Current Expense	0.00	7,562.00	7,562.00
030-500310	Equipment	0.00	4,800.00	4,800.00
040-500800	Indirect Costs	16,364.00	-	16,364.00
050-500109	Personal Services - Temp	0.00	38,400.00	38,400.00
060-500601	Benefits	0.00	2,938.00	2,938.00
070-500705	In State Travel Reimbursement	0.00	700.00	700.00
103-502664	Contracts for Ops Services	164,620.00	-	164,620.00
	Org 3340 Totals	\$180,984.00	\$54,400.00	\$235,384.00

**Explanation**

The purpose of the training is to increase state employees' preparedness and response to an active shooter event. The project includes purchasing audio-visual equipment, carts and cases to transport training supplies, and the development and printing of handout materials. It also includes hiring facilitators to provide training to approximately 10,000 state employees pursuant to active shooter incidents, all hazard incidents and emergency notification procedures. Participants will receive instruction on how to prepare for and respond to being trapped inside a building during an active shooter event. The MOA listed above is funded from the FFY'14 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 Exhibit B to the grant agreement.

The funds are to be budgeted as follows:

Funds in Class 020, Current Expense, will be used to purchase supplies and materials associated with administering the training.

Funds in Class 030, Equipment, will be used to purchase equipment identified as necessary to provide the training.

Funds in Class 050, Personal Services-Temp, will be used to pay part-time wages to current employees who will facilitate the training.

Funds in Class 060, Benefits, will be used to pay for benefits associated with the temporary part-time personnel.

Funds in Class 070, In State Travel Reimbursement, will be used to pay for in-state travel expenses to deliver the training.

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  
Commissioner of Safety

**Fire Standards & Training & EMS  
Fire Stds & Training Grants**

**Fiscal Situation: Account 02-23-23-237010-33400000**

Federal Funds Awarded:	
EMS Statewide Trauma Registry (10/1/14 - 9/30/15)	\$191,320.00
Civilian Response to Active Shooter Events (CRASE)	\$54,400.00
<b>Total Grant Funds Awarded</b>	<b>\$245,720.00</b>
Less expenses in FFY 2015	(\$180,983.23)
Less expired grant funds closed to control	(\$10,336.77)
<b>Total Fiscal Year Actual Expenditures</b>	<b>(\$191,320.00)</b>
<b>Net Grant Funds Remaining</b>	<b>\$54,400.00</b>
<b>Remaining grant funds available to appropriate</b>	<b>\$54,400.00</b>
<b>This Request</b>	<b>\$54,400.00</b>

**MEMORANDUM OF AGREEMENT  
BETWEEN  
NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT  
AND  
NEW HAMPSHIRE FIRE STANDARDS AND TRAINING AND EMERGENCY MEDICAL  
SERVICES**

FFY'14 Emergency Management Performance Grant – Civilian Response to Active Shooter  
Events for State Employees

*CFDA #97.042*

**I. PURPOSE**

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$54,400.00 from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management to the New Hampshire Department of Safety, Division of Fire Standards and Training and Emergency Medical Services to facilitate training for state employees on active shooter incidents, all hazard incidents and emergency notification procedures.

**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 New Hampshire Department of Safety, Division of Fire Standards and Training and Emergency Medical Services (hereinafter referred to as "FSTEMS").

**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. This training is an eligible project under the EMPG Program and will enhance state employees' preparedness and response capabilities during an active shooter event.

**IV. SCOPE OF WORK**

This project will include the purchase of audio-visual equipment, carts and cases to transport training supplies, printing and the development of handout materials. It also includes hiring facilitators to provide training to approximately 10,000 state employees pursuant to active shooter incidents, all hazard incidents and emergency notification procedures. Participants will receive instruction about how to prepare for and respond to being trapped inside a building during an active shooter event.

HSEM agrees to provide financial assistance to FSTEMS 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 FSTEMS. The match requirement will be met through non-federally funded state employees' time attending the training.

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

**V. FUNDING**

Upon approval of this MOA, HSEM shall reimburse up to \$54,400.00 to FSTEMS after the project is complete and upon receiving appropriate documentation of expended funds from FSTEMS. Supporting documentation shall show proof of cost and proof of payment (e.g., purchase orders, receipts, sign-in sheets and canceled checks). Funding will provide for equipment and facilitators to increase state employees' preparedness and response to an active shooter event.

**VI. TERMINATION**

This MOA may be terminated upon thirty (30) days written notice by either party. The funds must be returned if the MOA is terminated prior to the completion of the project.

**VII. DURATION**

This MOA shall continue in effect from the date of Governor and Council 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 Governor and Executive Council of the State of New Hampshire approve the agreement.

**NH Department of Safety, FSTEMS**

  
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Deborah Pendergast  
Director

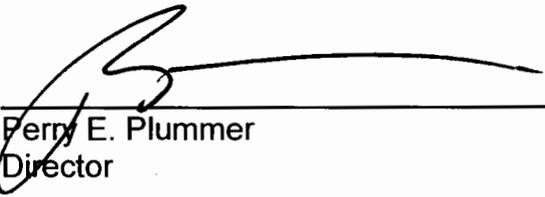
Jan. 22, 2016  
\_\_\_\_\_  
Date

**NH Department of Safety**

  
\_\_\_\_\_  
John J. Barthelmes  
Commissioner

1/28/16  
\_\_\_\_\_  
Date

**NH Department of Safety, HSEM**

  
\_\_\_\_\_  
Perry E. Plummer  
Director

1-22-2016  
\_\_\_\_\_  
Date

Approved by the Attorney General this 29th day of JANUARY, 2016, as to form, execution and substance.

By (signature):   
\_\_\_\_\_  
OFFICE OF THE ATTORNEY GENERAL