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# State of New Hampshire

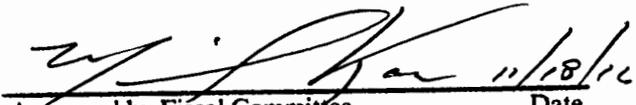
DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

October 11, 2016

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

  
Approved by Fiscal Committee Date

### Requested Action

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Safety (DOS), Division of State Police, to **retroactively** accept \$123,000.00 of federal funds from the Department of Safety, Office of Highway Safety entitled NH State Police Captain Position for the purpose of maintaining a State Police Captain. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. Funding Source: 100% Agency Income.

2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to **retroactively** amend Fiscal Item #FIS 15-218 approved on October 16, 2015 and by Governor and Council on November 4, 2015 (Item #52) by extending the end date **only** from September 30, 2016 to June 30, 2017, to continue one (1) temporary full-time State Police Captain (LG 29,S416E), assigned in the Office of Highway Safety 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 Councils approval from September 1, 2016 through June 30, 2017. Funding Source: 100% Agency Income.

Funds are to be budgeted in SFY2017 in the following account:

02-23-23-234010-22110000 Dept. of Safety – Division of State Police – Hgwy Sfty Equip Training Grant

Class	Description	Current Adjusted		Revised Adjusted
		Authorized	Requested Action	
009-405921	Agency Income	\$ (507,376.51)	\$ (123,000.00)	\$ (630,376.51)
018-500106	Overtime	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
019-500105	Holiday Pay	\$ 429.52	\$ 1,000.00	\$ 1,429.52
020-500221	Current Expenses	\$ 0.22	\$ -	\$ 0.22
030-500311	Equipment	\$ 135,000.41	\$ -	\$ 135,000.41
037-500173	Technology - Hardware	\$ 11,800.00	\$ -	\$ 11,800.00
038-500177	Technology - Software	\$ 25,600.00	\$ -	\$ 25,600.00
039-500180	Telecommunications	\$ 0.60	\$ -	\$ 0.60
040-500800	Indirect Cost	\$ 31,507.95	\$ -	\$ 31,507.95
046-500465	Consultants	\$ 190,079.50	\$ -	\$ 190,079.50
059-500117	Temp - Full Time	\$ 71,493.00	\$ 75,000.00	\$ 146,493.00
060-500602	Benefits	\$ 39,465.31	\$ 45,000.00	\$ 84,465.31
	<b>Total</b>	<b>\$ 507,376.51</b>	<b>\$ 123,000.00</b>	<b>\$ 630,376.51</b>

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
October 11, 2016  
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#### Explanation

This request is **retroactive** due to an unanticipated delay in receiving the final award documents. In the last 48 years, the Highway Safety Agency, now the Office of Highway Safety of the Department of Safety, has operated using a staff of six employees that have processed and assisted in managing federal grants 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 were 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 4 decades, the Office of Highway Safety is now receiving hundreds more projects than in years past to process and manage (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 Office of Highway Safety 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 Office of Highway Safety by National Highway Traffic Safety Administration (NHTSA) staff in February 2015 found that its staff shortage has prevented the NHHSA 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 NHHSA at risk for non-compliance of Enabling Legislation (23 CFR Part 1200.4)." NHTSA cited the need to increase staffing of the Office of Highway Safety 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 need to maintain a State Police Captain is imperative to assist and effectively plan, manage, and provide oversight of Highway Safety projects and activities. With the addition of the State Police Captain and increasing staff levels, the Office of Highway Safety shall enhance the overall effectiveness of their office and increase outreach to potential grantees, especially in areas where data indicates greater needs for specific countermeasure activities.

Funds are to be budgeted as follows:

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

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 full time temporary State Police Captain position 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.

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 Office of Highway Safety 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 is part of the Office of Highway Safety of the Department of Safety. The State Police Captain augments the present State Police Division staff, as well as the current Office of Highway Safety 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

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

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

October 11, 2016

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- 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 the need for this position. This position has since been added to the proposed 2018-2019 operating budget.
- 6) *Can portions of the grant funds be utilized?* These funds can only be utilized for the purpose of funding this temporary full-time position and its 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 is \$103,064.00 for salaries and an additional \$57,201.00 for benefits for a total of \$160,265.00.

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**

**Federal Funds Awarded:**

FFY 2016 Grant - NHSP Captain Position - 10/1-9/30/2016	\$165,714.00
FFY 2016 Grant - VPN Installation Assistance - 10/1-9/30/2016	\$165,977.65
FFY 2016 Grant - NHSP Crash Records Management System 10/1-9/30/2016	\$109,960.50
FFY 2016 Grant - NHSP Robotic Total Stations	\$135,000.00
FFY 2016 Grant - NHSP C.A.R. Equipment	\$37,400.00
FFY 2017 Grant - NHSP Captain Position - 10/1-9/30/2017	\$160,000.00
<b>Total Grant Funds Awarded</b>	<b>\$774,052.15</b>

Less: SFY 2016 Grant Expenditures	\$106,678.17
Less: SFY 2017 Current Adjusted Authorized	\$507,376.51

<b>Remaining excess grant funds available to appropriate</b>	<b>\$159,997.47</b>
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<b>This Request</b>	<b>\$123,000.00</b>
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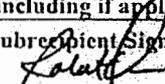
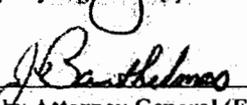
OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

Project Title: NHSP Captain Position

Project #: 300-17S-002

1. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, Room 109A Concord, NH 03305	
1.3. Subrecipient Name Department of Safety Division of State Police		1.4. Subrecipient Address 33 Hazen Drive Concord, NH 03305	
Chief's Email Address: N/A		Grant Contact Email: John.clegg@dos.nh.gov	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify) State Government		1.4.2 DUNS  060340564	
1.5. Subrecipient Phone #  223-3888	1.6. Effective Date  10/01/16	1.7. Completion Date  09/30/17	1.8. Grant Limitation  \$160,000.00 *
1.9. Grant Officer for State Agency John Clegg		1.10. State Agency Telephone Number 271-2893	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 Robert L. Quinn, DOS Assistant Commissioner	
Subrecipient Signature 2 		Name & Title of Subrecipient Signor 2 Richard C. Bailey, DOS Assistant Commissioner	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of Merrimack on 9/29/16 before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 		1.13.2 Name & Title of Notary Public or Justice of the Peace  NANCY L. CASSIDY, Notary Public Commission Expires April 18, 2017	
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) John J. Barthelmes, Commissioner NH Department of Safety Date: 9-29-16	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: _____ On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials \_\_\_\_\_

## CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

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

For HSA Use Only

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

**Part I**

<b>1. Project Title</b> NH State Police Captain Position	<b>2. Type of Application (Check One)</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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<b>3. Applicant</b>	
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

<b>4. Contract Duration</b> A. Contract Period Start Date:              October 1, 2015 Termination Date:      September 30, 2016	Functional Area    PA - Planning & Administration CFDA#                20.600 Program Title        State & Community Highway Safety 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	\$165,714.00	\$165,714.00			
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
<b>Total Estimated Costs Including Non-Federal Share</b>	<b>\$165,714.00</b>	<b>\$165,714.00</b>			

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

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

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.

<b>Project Director</b>		
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 <i>[Signature]</i>		5) Telephone Number
<b>B. Authorized Official</b>		
1) Name Kevin P. O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature <i>[Signature]</i>		5) Telephone Number

Part IV (For HSA Use Only)

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

**CONTRACTUAL AGREEMENT  
FC HIGHWAY SAFETY PROJECT G NT**

**For HSA Use Only**

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

Date Received October 8, 2015	Project Number #310-16S-002
Date Approved October 8, 2015	PSP and Task # 16-04, 07

**Part I**

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

<b>4. Contract Duration</b>	<b>Functional Area</b> K9 - 408 Data Program Incentive
<b>A. Contract Period</b>	<b>CFDA#</b> 20.610
Start Date: October 1, 2015	<b>Program Title</b> Traffic Safety Info System Improvements Grant
Termination Date: September 30, 2016	<b>Funding Source</b> National Highway Traffic Safety Administration

**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	\$18,951.65	\$18,951.65			
e. Contractual Services	\$147,026.00	\$147,026.00			
f. Other					
<b>Total Estimated Costs Including Non-Federal Share</b>	<b>\$165,977.65</b>	<b>\$165,977.65</b>			

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

BUDGET AND PERSONNEL DATA

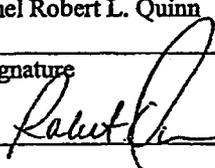
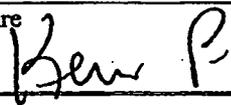
a. Personnel Services	
*See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment	
d. Indirect Costs and Audit Expense Indirect costs @ 12.89 percent	\$ 18,951.65
e. Contractual Services VPN Installation Contractor (to provide assistance to county/local law enforcement for design, configuring, and deploying VPN)	\$147,026.00
f. Other Expenses	
<b>Total</b>	<b>\$165,977.65</b>

The In Kind Match For This Project = \$41,494.41 (408 funds)

The match requirement shall be met through salary and benefits cost analysis of agency personnel performing traffic records related work using state funds.

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.

<b>A. Project Director</b>		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X  10/5/15		5) Telephone Number 223-8813
<b>B. Authorized Official</b>		
1) Name Kevin O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X  O'Brien		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 8, 2015	2. Signature & Title   John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$165,977.65	

**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 22, 2015	Project Number #310-16S-003
Date Approved October 22, 2015	PSP and Task # 16-04, 02

Part I

1. Project Title NH State Police CRMS Vendor 1	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 NH Department of Safety Division of State Police	DUNS Number 060340564 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: October 1, 2015 Termination Date: September 30, 2016	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	\$12,555.50	\$12,555.50			
e. Contractual Services	\$97,405.00	\$97,405.00			
f. Other					
<b>Total Estimated Costs Including Non-Federal Share</b>	<b>\$109,960.50</b>	<b>\$109,960.50</b>			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100%</u> (\$109,960.50)
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Part II

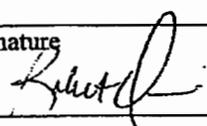
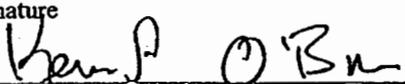
BUDGET AND PERSONNEL DATA	
a. Personnel Services	00
b. Current Expenses	
c. Equipment	
d. Indirect Costs and Audit Expense Indirect Cost: \$97,405.00 x 12.89 percent	\$12,555.50
e. Contractual Services Web-enabled CRMS System Development Contractor	\$97,405.00
f. Travel Expenses	
<b>Total</b>	<b>\$109,960.50</b>

The in kind match for this project = \$27,490.13 (405C Funds)

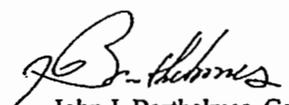
The match requirement shall be met through salary and benefits cost analysis of agency personnel performing traffic records related work using state funds.

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.

<b>A. Project Director</b>		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number 223-3850
<b>B. Authorized Official</b>		
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 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 22, 2015	2. Signature & Title   John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$109,960.50	

## CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State of New Hampshire  
Office of Highway Safety  
33 Hazen Drive, Room 109A  
Concord, NH 03305

Date Received	Project Number
August 11, 2016	308-16S-092
Date Approved	PSP and Task #
August 11, 2016	16-02, 22

Part I

<b>1. Project Title</b> NH State Police Robotic Total Stations (5)	<b>2. Type of Application (Check One)</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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<b>3. Applicant</b>	
<b>A. Name of Agency</b> DUNS Number 060340564 NH Department of Safety Division of State Police	<b>B. Address of Agency</b> 33 Hazen Drive Concord NH 03305-0011
<b>C. Government Unit (Check One)</b> <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	<b>D. Name Address of Governmental Unit</b> State of New Hampshire Concord, NH 03301

<b>4. Contract Duration</b> <b>A. Contract Period</b> Start Date:              August 15, 2016 Termination Date:      September 30, 2016	<b>Functional Area</b> M6OT - 405d Impaired Driving Low <b>CFDA#</b> 20.616 <b>Program Title</b> Impaired Driving Countermeasures Grant <b>Funding Source</b> 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	\$101,250.00	\$101,250.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
<b>Total Estimated Costs Including Non-Federal Share</b>	<b>\$101,250.00</b>	<b>\$101,250.00</b>			

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

**CONTRACTUAL AGREEMENT  
FOR HIGHWAY SAFETY PROJECT GRANT**

State of New Hampshire  
Office of Highway Safety  
33 Hazen Drive, Room 109A  
Concord, NH 03305

**For HSA Use Only**

Date Received August 11, 2016	Project Number 308-16S-092
Date Approved August 11, 2016	PSP and Task # 16-03, 01

**Part I**

1. Project Title NH State Police Robotic Total Stations (5)	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 Other (specify):	D. Name Address of Governmental Unit State of New Hampshire  Concord, NH 03301

4. Contract Duration A. Contract Period Start Date:            August 15, 2016 Termination Date:    September 30, 2016	Functional Area    PT - Police Traffic Services CFDA#              20.600 Program Title      State & Community Highway Safety 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	\$33,750.00	\$33,750.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$33,750.00	\$33,750.00			

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

BUDGET AND PERSONNEL DATA	
a. Personnel Services <i>*See Proposed Solution (page 3) for explanation of pay rates</i>	
b. Current Expenses	
c. Equipment Five (5) Robotic Total Stations @ \$27,000 each (to include data collectors, GPS, Prisms, tripods, software, and accessories, etc.)  <i>*A Buy America non-availability waiver was submitted by the NHOHS and approved by NHTSA on July 29, 2016. The effective date to purchase this equipment is August 15, 2016 and expires September 30, 2016 as noted in the federal register.</i>	\$135,000.00
d. Indirect Costs and Audit Expense	
e. Contractual Services	
f. Travel Expenses	
<b>Total</b>	<b>\$135,000.00</b>

The In Kind Match For This Project = (\$8,437.50 402) (\$25,312.50 405D). This In Kind Match shall be met using salaries and benefits of C.A.R unit personnel.

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.

<b>A. Project Director</b>		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X <i>Exec Maj David Pawitan for Col R. Quinn</i>		5) Telephone Number 223-8813
<b>B. Authorized Official</b>		
1) Name Kevin O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X <i>Ken P O'Brien</i>		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date August 11, 2016	2. Signature & Title  <i>John J. Barthelmes</i> John J. Barthelmes, Coordinator NH Office of Highway Safety
3. Federal Funds Obligated by this Agreement:  \$135,000.00	

## CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

State of New Hampshire  
Office of Highway Safety  
33 Hazen Drive, Room 109A  
Concord, NH 03305

For HSA Use Only

Date Received	Project Number
August 11, 2016	308-16S-093
Date Approved	PSP and Task #
August 11, 2016	16-02, 23

**Part I**

<b>1. Project Title</b> NH State Police C.A.R. Equipment	<b>2. Type of Application (Check One)</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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<b>3. Applicant</b> 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

<b>4. Contract Duration</b> A. Contract Period Start Date:            August 15, 2016 Termination Date:    September 30, 2016	Functional Area    M6OT - 405d Impaired Driving Low CFDA#                20.616 Program Title        Impaired Driving CountermeasuresGrant 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	\$28,050.00	\$28,050.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
<b>Total Estimated Costs Including Non-Federal Share</b>	<b>\$28,050.00</b>	<b>\$28,050.00</b>			

<b>Local Benefit:</b> It is anticipated that the federal share for local benefit will be:	0% (\$0.00)
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## CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State of New Hampshire  
Office of Highway Safety  
33 Hazen Drive, Room 109A  
Concord, NH 03305

Date Received August 11, 2016	Project Number 308-16S-093
Date Approved August 11, 2016	PSP and Task # 16-03, 01

**Part I**

<b>1. Project Title</b> NH State Police C.A.R. Equipment	<b>2. Type of Application (Check One)</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
---	--

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

<b>4. Contract Duration</b> <b>A. Contract Period</b> Start Date:            August 15, 2016 Termination Date:    September 30, 2016	<b>Functional Area</b> PT - Police Traffic Services <b>CFDA#</b> 20.600 <b>Program Title</b> State & Community Highway Safety <b>Funding Source</b> 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	\$9,350.00	\$9,350.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
<b>Total Estimated Costs Including Non-Federal Share</b>	<b>\$9,350.00</b>	<b>\$9,350.00</b>			

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

BUDGET AND PERSONNEL DATA

a. Personnel Services	
*See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment C.A.R (Collision Analysis and Reconstruction) Equipment = \$37,400.00 (includes 4 laptops with advanced 3D video cards, MS Office Professional Plus 2010 software, and 4 FARO/ARAS 360 HD software programs/ licenses, and training for 4 C.A.R unit members)	\$37,400.00
d. Indirect Costs and Audit Expense	
e. Contractual Services	
f. Travel Expenses	
<b>Total</b>	<b>\$37,400.00</b>

The In Kind Match For This Project = (\$2,337.50 402) (\$7,012.50 405D). This In Kind Match shall be met using salaries and benefits of C.A.R unit personnel.

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.

<b>A. Project Director</b>		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X <i>Exec. Maj. Val Pasante for Col. R. Quinn</i>		5) Telephone Number 223-8813
<b>B. Authorized Official</b>		
1) Name Kevin O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X <i>Kevin P. O'Brien</i>		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date August 11, 2016	2. Signature & Title  <i>John J. Barthelmes</i> John J. Barthelmes, Coordinator NH Office of Highway Safety
3. Federal Funds Obligated by this Agreement: \$37,400.00	