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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

August 30, 2017

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

Requested Action

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the Department of Safety, Division of State Police, to **retroactively** amend Fiscal Item #FIS 16-156, approved on October 14, 2016, and Governor and Council Item #87, approved on October 26, 2016, to continue one (1) temporary part-time, class 050 position that provides administrative support under the supervision of the New Hampshire Information and Analysis Center (NHIAC) Director. Effective upon Fiscal Committee and Governor and Council approvals for the period of July 1, 2017 through September 30, 2018. Funding source: 100% Agency Income.
2. Authorize the Department of Safety, Division of State Police, to **retroactively** accept and expend a sub-grant from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) in an amount not to exceed \$25,394.00 for the purpose of assisting HSEM by enhancing the capabilities of the New Hampshire Information and Analysis Center by performing administrative support duties. Effective upon Governor and Council approval for the period of July 1, 2017 through September 30, 2018. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-234010-74980000 Dept. of Safety – Div. of State Police – HSEM Grants

Class	Description	Current Adjusted		Revised
		Authorized	Requested Action	
009-407085	Agency Income	\$ 0.00	\$ (25,394.00)	\$ (25,394.00)
050-500109	Personal Services - Temp	\$ 0.00	\$ 23,608.00	\$ 23,608.00
060-500614	Benefits	\$ 0.00	\$ 1,786.00	\$ 1,786.00
	Total	\$ 0.00	\$ 25,394.00	\$ 25,394.00

Explanation

This request is **retroactive** due to an administrative oversight regarding the expiration of the grant funds for this position and expiration of the approval for the position. This request is to accept and expend a sub-grant from the NH Department of Safety, Division of Homeland Security (HSEM) and to continue one temporary position to perform administrative support functions for the NHIAC Director. This sub-grant funds one (1) temporary part-time position. This part-time Program Assistant II performs 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 Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
August 30, 2017
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Funds will be budgeted as follows:

Class 050 – Personal Serv-Temp Funds will be used to pay the salary of one temporary part-time position – Program Assistant II – LG 15.

Class 060 – Benefits Funds will be used to pay the benefits associated with the temporary part-time position.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) *List of personnel involved:* One (1) temporary part-time.
- 2) *Nature, Need, and Duration:* This position is needed for continued support to the NHIAC with the tasks listed above through the end of the Memorandum of Agreement between HSEM and NH State Police through September 2018.
- 3) *Relationship to existing agency programs:* This position provides support to HSEM through the Emergency Management Performance Grant.
- 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?* These funds were unanticipated at the time the budget was created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for this position.
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$25,394.00 for the duration of the MOA through September 30, 2018.

Respectfully submitted,


John J. Barthelmes
Commissioner

Emergency Management Performance Grant (EMPG) Program – CFDA #97.042
Memorandum of Agreement Amendment
Extension of Performance Period

It is hereby agreed that the initial Memorandum of Agreement (MOA) approved by Governor and Council on October 5, 2016, item # 41, between the Department of Safety, Division of Homeland Security & Emergency Management and the Department of Safety, Division of State Police for the purpose of supporting the Information and Analysis Center with a part-time Program Assistant II is amended as follows:

1. Federal Fiscal Year of Grant

Delete FFY '15 Emergency Management Performance Grant and change to FFY '16 Emergency Management Performance Grant.

2. VII. Duration

Delete this section in its entirety and replace with:

This agreement shall continue in effect from the starting date of this MOA until September 30, 2018, unless terminated earlier by either party.

2. All other provisions of the contract, approved by Governor and Council on October 5, 2016 item # 41 shall remain in full force and effect.

EFFECTIVE DATE OF THE AMENDMENT: This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party. IN WITNESS WHEREOF, the parties have hereunto set their hands:

For: [Signature]
Colonel Christopher J. Wagner, Director
Department of Safety, State Police

[Signature]
John J. Barthelmes, Commissioner
Department of Safety

[Signature] 9/7/2017
Perry E. Plummer, Director
Department of Safety, HSEM

Approval by State of New Hampshire Attorney General as to form, substance, and execution:

By: *[Signature]*, Assistant Attorney General, on 9/12/2017.

Approval by State of New Hampshire Governor and Executive Council:

By: _____, on _____.



**Department of Safety
HSEM Grants
Fiscal Situation**

Federal Funds Awarded:	
FFY 2016 - SP Part Time Program Assistant II Grant -10/14/2016 - 9/30/2017	<u>\$27,000.00</u>
Total Grant Funds Awarded	\$27,000.00
Less SFY 2017 expenses	<u>\$1,605.36</u>
Total	\$1,605.36
Net Grant Funds Remaining as of July 1, 2017 (SFY 2018)	\$25,394.64
Less SFY 2018 Appropriation including prior year encumbrances 02-23-23-234010-74980000	\$0.00
Excess grant funds available to appropriate	<u><u>\$25,394.64</u></u>
This Request	\$25,394.00





State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

*Fiscal # FIS 16-156
10-14-2016*

September 16, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

*GC # 87
10-26-2016*

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

Requested Action

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the Department of Safety, Division of State Police, to retroactively continue one (1) temporary part-time, class 050 position for the purpose of providing administrative support under the supervision of the New Hampshire Information and Analysis Center (NHIAC) Director. Effective upon Fiscal Committee and Governor and Council approvals for the period of October 1, 2016 through June 30, 2017. Funding source: 100% Agency Income.
2. Authorize the Department of Safety, Division of State Police, to retroactively accept and expend a sub-grant from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM), in an amount not to exceed \$27,000.00 for the purpose of assisting HSEM by enhancing the capabilities of the New Hampshire Information and Analysis Center through administrative support. Effective upon Governor and Council approval for the period of October 1, 2016 through June 30, 2017. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-234010-74980000 Dept. of Safety – Div. of State Police – HSEM Grants

Class	Description	Current Adjusted Authorized	Requested Action	Revised Appropriation
009-407085	Agency Income	\$ (19,521.00)	\$ (27,000.00)	\$ (46,521.00)
030-500311	Equipment	\$ 5,854.00	\$ -	\$ 5,854.00
050-500109	Personal Services – Temp	\$ 12,655.00	\$ 25,100.00	\$ 37,755.00
060-500614	Benefits	\$ 1,012.00	\$ 1,900.00	\$ 2,912.00
	Total	\$ 19,521.00	\$ 27,000.00	\$ 46,521.00

Explanation

This request is retroactive as the Division of State Police was unable to fill the position before the prior approval expired. This request is to accept and expend a sub-grant from the Department of Safety, Division of Homeland Security (HSEM), and to continue one temporary position to provide administrative support for the NHIAC Director. This sub-grant will fund one (1) temporary part-time position. The part-time Program Assistant II (LG 15) 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.

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
September 16, 2016
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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.

Funds are to be budgeted as follows:

Class 050, Personal Serv-Temp – Funds will be used to pay the salary of one temporary part-time position, Program Assistant II (LG 15).

Class 060, Benefits – Funds will be used to pay the benefits associated with the temporary part-time position.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) *List of personnel involved:* One (1) temporary part-time.
- 2) *Nature, Need, and Duration:* This position is needed to support the NHIAC with the tasks listed above through the end of the Memorandum of Agreement between HSEM and NH State Police.
- 3) *Relationship to existing agency programs:* This position will provide support to HSEM through the Emergency Management Performance Grant.
- 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?* These funds were unanticipated at the time the budget was created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for this position.
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$27,000.00.

Respectfully submitted,


John J. Barthelmes
Commissioner

**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 \$27,000.00 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 \$27,000.00 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 \$27,000.00 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, 2017, 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 Council of the State of New Hampshire approve the agreement.

NH Department of Safety, NHSP

Alc Robert Quinn
Colonel Robert Quinn
Director *Acting*

9/12/16
Date

NH Department of Safety

John J. Barthelmes
John J. Barthelmes
Commissioner

9/13/16
Date

NH Department of Safety, HSEM

Perry E. Plummer
Perry E. Plummer
Director

9/2/2016
Date

Approved by the Attorney General this *18th* day of *September*, 2016, as to form, execution and substance.

OFFICE OF THE ATTORNEY GENERAL

[Signature]

SP-15-03-2016-01



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305
603/271-2791

Fiscal # FIS 16-063
04-15-2016

JOHN J. BARTHELMES
COMMISSIONER

March 18, 2016

GC # 71
05-04-2016

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

Requested Action

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the Department of Safety, Division of State Police, to establish one (1) temporary part-time, class 050 position for the purpose of providing administrative support under the supervision of the New Hampshire Information and Analysis Center (NHIAC) Director. Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2016. Funding source: 100% Agency Income.
2. Authorize the Department of Safety, Division of State Police, to accept and expend a sub-grant from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) in an amount not to exceed \$13,667.00 for the purpose of assisting HSEM by enhancing the capabilities of the New Hampshire Information and Analysis Center by performing administrative support duties. Effective upon Governor and Council approval through September 30, 2016. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-234010-74980000 Dept. of Safety – Div. of State Police – HSEM Grants

Class	Description	Current Adjusted Authorized	Requested Action	Revised Appropriation
009-407085	Agency Income	\$ (10,854.00)	\$ (13,667.00)	\$ (24,521.00)
020-500803	Current Expense	\$ 5,000.00	\$ -	\$ 5,000.00
030-500311	Equipment	\$ 5,854.00	\$ -	\$ 5,854.00
050-500109	Personal Services - Temp	\$ -	\$ 12,655.00	\$ 12,655.00
060-500614	Benefits	\$ -	\$ 1,012.00	\$ 1,012.00
	Total	\$ 10,854.00	\$ 13,667.00	\$ 24,521.00

Explanation

This request is to accept and expend a sub-grant from the NH Department of Safety, Division of Homeland Security (HSEM) and to establish one temporary position to perform administrative support functions for the NHIAC Director.

This sub-grant will fund one (1) temporary part-time position. The part time Program Assistant II (LG 15) 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

The Honorable Neal M. Kurk, Chairman
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March 18, 2016

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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.

Class 050 – Personal Serv-Temp Funds will be used to pay the salary of one temporary part-time position – Program Assistant II – LG 15.

Class 060 – Benefits Funds will be used to pay the benefits associated with the temporary part-time position.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) *List of personnel involved:* One (1) temporary part-time.
- 2) *Nature, Need, and Duration:* These positions are needed to support the NHIAC with the tasks listed above through the end of the Memorandum of Agreement between HSEM and NH State Police in September 2016.
- 3) *Relationship to existing agency programs:* This position will provide support to HSEM through the Emergency Management Performance Grant.
- 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?* These funds were unanticipated at the time the budget was created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for this position.
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$13,667.00 for the duration of the MOA through September 30, 2016.

Respectfully submitted,


John J. Barthelmes
Commissioner