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# State of New Hampshire

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

ROBERT L. QUINN  
 COMMISSIONER OF SAFETY

July 27, 2019

The Honorable Mary Jane Wallner, 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

**Requested Action**

1. Pursuant to RSA 124:15, and contingent on the approval of request numbers two and three, authorize the Department of Safety, Division of State Police, to retroactively amend Fiscal Item #FIS 18-237, approved on November 16, 2018, and Governor and Council Item #92, approved on December 5, 2018, 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 approval for the period of July 1, 2019 through September 30, 2019. Funding source: 100% Agency Income.
2. Authorize the Department of Safety, Division of State Police, to retroactively amend Fiscal Item #FIS 18-237, approved on November 16, 2018, and Governor and Council Item #92, approved on December 5, 2018 by extending the end date to provide uninterrupted assistance to 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 July 1, 2019 through September 30, 2019. Funding source: 100% Agency Income.
3. Authorize the Department of Safety, Division of State Police, to retroactively accept and expend funds from the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) in an amount of \$7,519.00 for providing continued administrative support and assistance to the NHIAC through the existing part-time Program Assistant II (15) position. Effective upon Governor and Council approval for the period of July 1, 2019 through September 30, 2019. 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

<u>Class</u>	<u>Description</u>	<u>Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised Adjusted Authorized</u>
009-407085	Agency Income	\$ 0.00	\$ (7,519.00)	\$ (7,519.00)
050-500109	Personal Services - Temp	\$ 0.00	\$ 6,615.00	\$ 6,615.00
060-500614	Benefits	\$ 0.00	\$ 904.00	\$ 904.00
	<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 7,519.00</b>	<b>\$ 7,519.00</b>

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

July 27, 2019

Page 2 of 3

### Explanation

This request is retroactive due to the timing of fiscal year close-out and Fiscal Committee meeting schedules. 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 part-time position to perform administrative support functions for the NHIAC Director. 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.

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.

Listed below are answers to standard questions required of all Fiscal Committee item requests related to RSA 9:16-a, “Transfers Authorized”, RSA 14:30-a, VI, “Expenditure of Funds Over \$100,000 from any Non State Source”, or RSA 124:15, “Positions Authorized”, and all emergency requests pursuant to “Chapter 145, subparagraph I (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire”:

- 1) *Is the action required of this request a result of the Continuing Resolution for FY 2020?* Yes.
- 2) *If this request is retroactive, what is the significance and importance of the action being effective from an earlier date?* The prior item had an end date of June 30, 2019 as the Department was not able to extend it past the end of the biennium even though the grant end date is September 30, 2019.
- 3) *Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)* Yes.
- 4) *Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?* No.
- 5) *Is this program, in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied?* It is part of the proposed SFY 2020-2021 budget.
- 6) *Does this program include either positions or consultants and, if so, are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)* Yes, Program Assistant II part time position.
- 7) *What would be the effect should this program be discontinued or not initiated as a result of this request being denied?* The position would be eliminated and the Federal funds would be returned and unused.

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 2019.

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
July 27, 2019  
Page 3 of 3

- 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 \$30,000.00 for the duration of the MOA through September 30, 2019.

Respectfully submitted,



Robert L. Quinn  
Commissioner



# State of New Hampshire

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

JOHN J. BARTHÉLMES  
 COMMISSIONER

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

October 10, 2018

*Fiscal # FIS 18-237  
 11-16-2018*

*GC # 92  
 12-05-2018*

Requested Action

1. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to retroactively amend Fiscal Item #FIS 17-158, approved on September 29, 2017 and Governor and Council Item #63, approved on September 27, 2017, to continue one existing temporary part-time Program Assistant II (LG 15) position that provides needed administrative support to the New Hampshire Information and Analysis Center (NHIAC) under the supervision of its Director. Effective upon Fiscal Committee and Governor and Council approvals for the period of October 1, 2018 through June 30, 2019. Funding source: 100% Agency Income.

2. Pursuant to RSA 21-P:43, the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) requests authorization to retroactively enter into a Memorandum of Agreement (MOA) with the Department of Safety, Division of State Police (VC#177878-B001) for providing continued administrative support to the NHIAC with a part-time Program Assistant II (LG 15) in the amount of \$30,000.00. Effective upon Governor and Council approval for the period of October 1, 2018 through June 30, 2019. Funding source: 100% Federal Funds.

Funding is available in the SFY 2019 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: 23EMPG 2017			\$30,000.00

3. Authorize the Department of Safety, Division of State Police, to retroactively accept and expend funds from the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) in an amount not to exceed \$22,500.00 for providing continued administrative support and assistance to the NHIAC through the existing part-time Program Assistant II (15) position. Effective upon Governor and Council approval for the period of October 1, 2018 through June 30, 2019. 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

<u>Class</u>	<u>Description</u>	<u>SFY 2019 Current Adjusted Authorized</u>	<u>Requested Action #3</u>	<u>SFY 2019 Revised Adjusted Authorized</u>
009-407085	Agency Income	\$ (31,593.03)	\$ (22,500.00)	\$ (54,093.03)
038-500177	Technology - Software	24,675.00	0.00	24,675.00
050-500109	Personal Services - Temp	6,443.89	20,901.00	27,344.89
060-500614	Benefits	474.14	1,599.00	2,073.14
	Total	\$ 31,593.03	\$ 22,500.00	\$ 54,093.03

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

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
October 10, 2018  
Page 2 of 2

Explanation

This request is retroactive due to waiting for clarity regarding the exact amount of requested funds along with the time required for various review processes. This Memorandum of Agreement (MOA) provides the State Police with funds for a part-time Program Assistant II to continue to support the New Hampshire Information and Analysis Center (NHIAC). This position performs administrative support functions, working under the supervision of the NHIAC Director. The 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'17 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 V of the MOA.

Funds will be budgeted as follows:


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

Funds in Class 060, Benefits, 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 existing temporary part-time Program II (15) position.
- 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.
- 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 \$30,000.00 for the duration of the MOA.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

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

FFY'17 Emergency Management Performance Grant – Part Time Program Assistant II

*CFDA #97.042*

**I. PURPOSE**

The purpose of this Retroactive Memorandum of Agreement (MOA) is to provide funding in the amount of \$30,000.00 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 for a part-time Program Assistant II to support the New Hampshire Information and Analysis Center (NHIAC) for the performance period of October 1, 2018 to September 30, 2019.

**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. A part-time Program Assistant II enhances 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 supports 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:

- Maintaining all-source IAC situational awareness and providing situation reports to appropriate state agency leaders and stakeholders on local/national incidents that are related to security and safety.
- Answering phones and monitoring IAC email accounts, logging requests for information, conducting minor criminal case support, and assigning more comprehensive case support to an IAC analyst.
- Providing information to staff, other state employees, local officials, stakeholders, and the general public in various forms, including electronic mail and telephone inquiries.
- Assuring new or revised SOPs, guidelines, directories, rosters, contact lists and related materials are promptly and accurately maintained, distributed and filed.
- Managing correspondence, updating databases, developing schedules, and ordering supplies.
- Ensuring that documents, forms, files, plans and procedures are properly maintained and current.
- Coordinating activities for the IAC personnel to include: planning meetings, facilitating travel, accommodations and registration for meetings and conferences, and other administrative duties necessary to support the day-to-day activities of the IAC.

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% co-share required by this grant and agreed upon by HSEM.

**V. FUNDING**

HSEM will provide funding for this project totaling \$30,000.00 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 \$30,000.00 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 October 1, 2018 until September 30, 2019, 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.

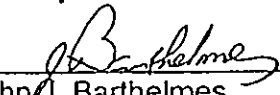
NH Department of Safety, NHSP

  
Colonel Christopher Wagner  
Director

Date

9/19/18


NH Department of Safety

  
John J. Barthelme  
Commissioner

Date

10/15/18


NH Department of Safety, HSEM

  
Perry E. Plummer  
Director

Date

9/17/2018

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

By: , Assistant Attorney General on, 10/17/2018

Approved 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 - 9/30/2018	\$36,905.00
Emergency Renewal Software	\$24,675.00
FFY 2017- SP Part Time Program Assistant II Grant -10/1/2018 - 9/30/2019	<u>\$30,000.00</u>
Total Grant Funds Awarded	\$91,580.00
Less SFY 2017 expenses	\$1,605.36
Less SFY 2018 expenses	<u>\$28,380.97</u>
Total	\$29,986.33
Net Grant Funds Remaining as of July 1, 2018 (SFY 2019)	\$61,593.67
Less SFY 2019 Appropriation including prior year encumbrances 02-23-23-234010-74980000	(\$31,593.03)
Excess grant funds available to appropriate	<u><u>\$30,000.64</u></u>
This Request	\$30,000.00



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

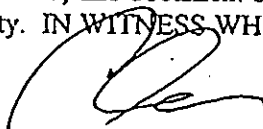
Request for Additional Funding

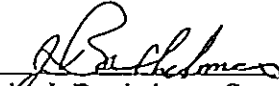
NH Department of Safety, Division of State Police (Subrecipient)

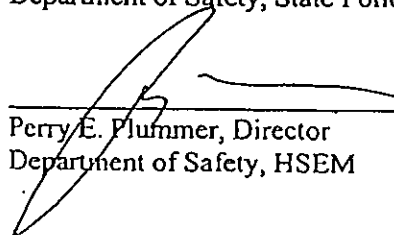
It is hereby agreed that the initial Memorandum of Agreement (MOA) approved by the Governor and Council on October 5, 2016, Item # 41, and then amended on September 27, 2017, Item #5A, between the NH Department of Safety, Division of Homeland Security & Emergency Management and the NH Department of Safety, 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. Section I. PURPOSE  
Change the amount of the grant limitation from \$27,000.00 to \$36,905.00. ✕
2. Section V. FUNDING  
Change the amount of the grant limitation from \$27,000.00 to \$36,905.00 (in two locations).
3. All other provisions of the MOA, approved by Governor and Council on October 5, 2016 and as amended on September 27, 2017, shall remain in full force and effect.

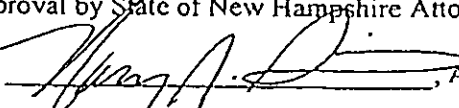
EFFECTIVE DATE OF THE AMENDMENT: This retroactive amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party. IN WITNESS WHEREOF,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

  
\_\_\_\_\_  
Colonel Christopher J. Wagner, Director  
Department of Safety, State Police

  
\_\_\_\_\_  
John J. Barthelmes, Commissioner  
Department of Safety

  
\_\_\_\_\_  
Perry E. Plummer, Director  
Department of Safety, HSEM

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

By:  Assistant Attorney General, on June 7, 2018.

Approval by State of New Hampshire Governor and Executive Council:

By: \_\_\_\_\_, on \_\_\_\_\_.

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

FFY'16 Emergency Management Performance Grant (EMPG)  
School Emergency Notification System Project

CFDA #97.042

**I. PURPOSE**

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$24,675.00 from the New Hampshire Department of Safety, Division of Homeland Security & Emergency Management to the New Hampshire Department of Safety, Division of State Police for the cost to renew the subscription and licensing fee for school emergency notification software for 270 devices.

**II. PARTIES**

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

**III. AUTHORITY**

The Emergency Management Performance Grant (EMPG), awarded by HSEM, supports activities associated with all-hazard planning and preparedness capabilities and activities, to include mitigation, preparedness, response, and recovery initiatives. The State Police personnel are responsible for preventing and responding to active shooter incidents in schools statewide either as a first responder in communities with populations under 3,000 or as a resource in larger communities. The purchase of renewing the subscription and licensing fee for the school emergency notification software qualifies for funding under the EMPG program.

**IV. SCOPE OF WORK**

This software enhances public school security and communication between participating schools and the NHSP by enabling school computers and other devices to connect to and alert nearby NHSP vehicles and personnel (via a desktop icon) immediately decreasing response times, thereby mitigating an active shooter situation quicker and possibly saving many lives.

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 in-kind match through the previous purchase cost of the subscription fee for this current year and through non-federal salary and benefit costs of agency personnel.

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 NHSP.

V. FUNDING

Upon approval of this MOA, HSEM shall reimburse up to \$24,675.00 to NHSP after the project is complete and upon receiving appropriate documentation of expended funds from NHSP. Supporting documentation shall show proof of cost and proof of payment (in the amount of \$24,675.00). NHSP agrees to document \$24,675.00 in matching expenditures.

VI. TERMINATION

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


VII. DURATION

This agreement shall continue in effect from the date of Governor and Council approval until September 30, 2018, unless terminated earlier by either party.

VIII. AGREEMENT

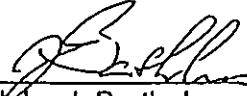
In WITNESS THEREOF, the parties hereto have executed this agreement, which shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve the agreement.

NH Department of Safety, NHSP

  
\_\_\_\_\_  
Colonel Christopher J. Wagner, Director


1/31/18  
\_\_\_\_\_  
Date

NH Department of Safety

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

2/1/18  
\_\_\_\_\_  
Date

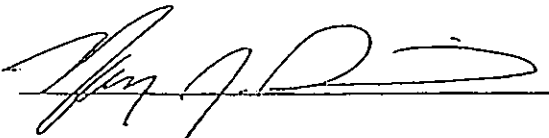
NH Department of Safety, HSEM

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

1/17/2018  
\_\_\_\_\_  
Date

Approved by the Attorney General this 2/1/2018 day of February, 2018, as to form, execution and substance.

OFFICE OF THE ATTORNEY GENERAL

  
\_\_\_\_\_

SP- ADMIN-08-2017-04



# 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 17-158  
09-27-2017

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

GC #63  
09-27-2017

### 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		Requested Action	Revised Appropriation
			Authorized		
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  
Page 2 of 2

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.

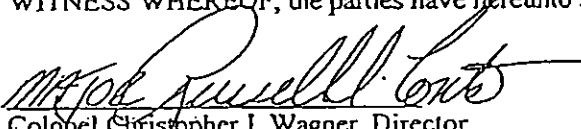
2. VII. Duration


Delete this section in its entirety and replace with:

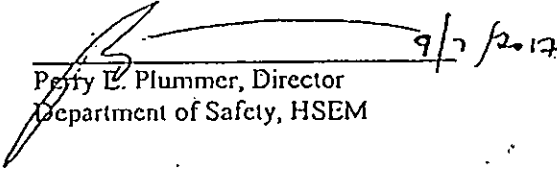
This agreement shall continue in effect from the starting date of this MOA until September 30, 2018, unless terminated earlier by either party.

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.

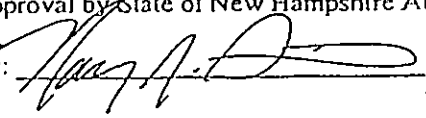
EFFECTIVE DATE OF THE AMENDMENT: This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party. IN WITNESS WHEREOF, the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

  
Colonel Christopher J. Wagner, Director  
Department of Safety, State Police

  
John J. Barthelmes, Commissioner  
Department of Safety

  
Perry E. Plummer, Director  
Department of Safety, HSEM

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

By: , 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>\$25,394.64</u>
This Request	\$25,394.00

SP-ADMIN-09-2016-02



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:

02-23-23-234010-7498000 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  
Page 2 of 2

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* 9/12/16  
Colonel Robert Quinn  
Director Acting  
9/12/16  
Date

NH Department of Safety

*John A. Barthelme*  
John A. Barthelme  
Commissioner  
9/13/16  
Date

NH Department of Safety, HSEM

*Perry E. Plimmer*  
Perry E. Plimmer  
Director  
9/2/2016  
Date

Approved by the Attorney General this 18<sup>th</sup> 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  
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
March 18, 2016  
Page 2 of 2

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.

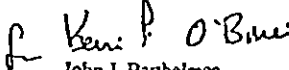
Class 050 – Personal Serv-Temp Funds will be used to pay the salary of one temporary part-time position – Program Assistant II – LG 15.

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 NHAC 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. Barbeimes  
Commissioner

SP-ADMIN-08-2017-04



# 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 17-158  
09-27-2017*

August 30, 2017

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

*GC #63  
09-27-2017*

His Excellency, Governor Christopher T. Sununu  
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 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		Requested Action	Revised Appropriation
			Authorized		
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  
Page 2 of 2

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. Barthelms  
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.

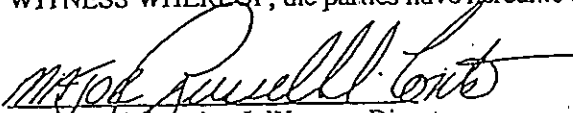
2. VII. Duration

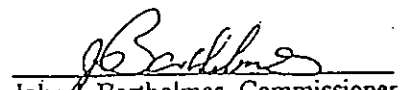
Delete this section in its entirety and replace with:

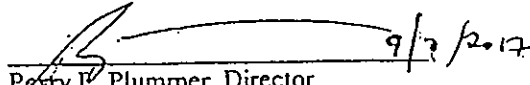
This agreement shall continue in effect from the starting date of this MOA until September 30, 2018, unless terminated earlier by either party.

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.

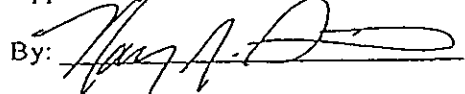
**EFFECTIVE DATE OF THE AMENDMENT:** This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party. IN WITNESS WHEREOF,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

  
Colonel Christopher J. Wagner, Director  
Department of Safety, State Police

  
John J. Barthelmes, Commissioner  
Department of Safety

 9/12/2017  
Perry E. Plummer, Director  
Department of Safety, HSEM

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

By: , 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
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Less SFY 2018 Appropriation including prior year encumbrances 02-23-23-234010-74980000	\$0.00
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Excess grant funds available to appropriate	<u><u>\$25,394.64</u></u>
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This Request	\$25,394.00
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SP-ADMIN-09-2016-02



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  
Page 2 of 2

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

NH Department of Safety

Robert Quinn  
Colonel Robert Quinn  
Director Acting

John D. Barthelme  
John D. Barthelme  
Commissioner

9/12/16  
Date

9/17/16  
Date

NH Department of Safety, HSEM

Perry E. Plummer  
Perry E. Plummer  
Director

9/2/2016  
Date

Approved by the Attorney General this 18<sup>th</sup> 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 (NIHAC) 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 NIHAC 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 NIHAC Director. Duties include, but are not limited to, managing Information Sharing Agreements, maintaining all-source NIHAC situational awareness reports and providing those

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

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

March 18, 2016

Page 2 of 2

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.

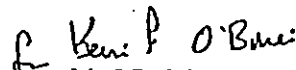
Class 050 – Personal Serv-Temp Funds will be used to pay the salary of one temporary part-time position – Program Assistant II – LG 15.

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 NHAC 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. Barbelmes  
Commissioner