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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

December 18, 2012

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, NH 03301

[Signature] 2/1/13
 Approved by Fiscal Committee Date

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

Requested Action

1. Pursuant to RSA 14:30-a VI, authorize the Department of Safety, Division of Motor Vehicles to amend prior Fiscal Item #12-272 approved on 9/14/2012, and Governor and Council Item #99 approved on 9/19/2012 to reduce the authorized amount in class 040 – Indirect Cost by \$88.00 to realign the state appropriations with a revised grant budget as approved by FEMA. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. Funding source: 100% Federal Funds.

2. Pursuant to RSA 14:30-a VI, subject to the approval of action item #1 to amend the prior Fiscal and Governor and Council item, authorize the Department of Safety, Division of Motor Vehicles, to accept and expend an additional \$152,741.00 into the account entitled NH Licensing Security Program in order to fund the previously approved consultant position to assist with a video security monitoring system and funding to cover security monitoring systems at the additional full time substations. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. Funding source: 100% Federal Funds.

Funds will be budgeted in an account titled NH Licensing Security Project:

02-23-23-233010-59700000 Dept. of Safety Div of Motor Vehicles NH Licensing Security Program

SFY 2013					
Class	Description	Current Adjusted Authorized	Requested Action #1	Requested Action #2 Add'l Funds	SFY 2013 Revised Adjusted Authorized
000-408165	Federal Funds	(\$573,512.00)	\$88.00	(\$152,741.00)	(\$726,165.00)
024-500230	Maint Other Build-Grnds	30,870.00		-	30,870.00
030-500311	Equipment	283,124.00		-	283,124.00
038-509038	Technology - Software	40,078.00		-	40,078.00
040-500800	Indirect Costs	6,778.00	(88.00)	-	6,690.00
041-500801	Audit Fund Set Aside	662.00		63.00	725.00
046-500464	Consultants	212,000.00		152,678.00	364,678.00
	Org 5970 Totals	573,512.00	(88.00)	\$ 152,741.00	\$726,165.00

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
December 18, 2012
Page 2 of 2

Explanation

This request is a revision of the previously submitted Fiscal Item #12-272 approved on 9/14/2012, and Governor and Council Item #99 that was approved on 9/19/2012. Since the approval of this item, a hold has been removed on remaining grant funds as well as realignment to the federal budget. This request will bring the State appropriations in line with the approved federal grant budget.

This grant funds the installation, setup, and integration of a video security monitoring system, which will be linked to the state's Wide Area Network (WAN) to enable DMV management to monitor operations at the main office, as well as at selected remote substation locations. Recent events have demonstrated that we need the ability to monitor our staff and the customer service area to ensure the integrity and security of the licensing process. This will allow DMV supervisors to identify possible improper practices by DMV staff and/or license applicants. DMV personnel and State Police will investigate any apparent violations during the testing process or other activity that suggests fraudulent activity by state personnel or license applicants. Monitoring of DMV facilities outside normal business hours will enable division staff to identify any actual or potential security breaches and/or compromises to the security of licensing information, materials and supplies.

Org 5970 SFY 2013

- Class 024 Increased to purchase maintenance/support on video cameras, routers and PC software.
- Class 030 Increased to purchase video cameras, routers and PCs.
- Class 038 Increased to purchase software for the video camera system.
- Class 040 Increased to pay indirect costs expense.
- Class 041 Increased to pay audit fund set aside expense.
- Class 046 Increased to pay for consultants to set-up and test the video camera system.

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

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

**Department of Safety
NH Licensing Security Project
Fiscal Situation**

Federal Funds Awarded:

FFY 2010 - 2010 NH Licensing Security Project 6/1/2010 -9/30/2013	\$800,677.00
Total Grant Funds Awarded	\$800,677.00

Less SFY 2010 expenses on FFY 2010 Grants	\$0.00
Less SFY 2011 expenses on FFY 2010 Grants	\$0.00
Less SFY 2012 expenses on FFY 2010 Grants Estimate	<u>(\$74,511.38)</u>
Total	<u>(\$74,511.38)</u>

Net Grant Funds Remaining as of July 1, 2012 (SFY 2013)	\$726,165.62
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Less SFY13 Appropriations	(\$573,512.00)
Add: Requested Action #1	\$88.00

Excess grant funds available to appropriate	<u>\$152,741.62</u>
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Request Action #2	\$152,741.00
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U.S. Department of Homeland Security
FEMA Region 1
99 High Street
Boston, MA 02110



FEMA

May 2, 2012

Mr. John Barthelmes
Commissioner
New Hampshire Department of Safety
33 Hazen Drive
Concord, NH 03305

Re: Grant Adjustment Notice; FY10 Driver's License Security Grant Program (DLSGP) Grant
Award: 2010-DL-T0-0007A

Dear Commissioner Barthelmes:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved your budget realignment and extension request for the New Hampshire Department of Safety's FY10 DLSGP award. As requested, award funds in the amount of \$55,241.84 will remain on hold. The hold will be lifted upon review and approval of a revised budget and Scope of Work by regional Grants Management Division (GMD) staff. The new period of performance is June 1, 2010 through September 30, 2013. Please include this notice in your official grant file.

Should you have any questions or concerns, please do not hesitate to contact Betsy Snell, Program Analyst, at 617-956-7516 or betsy.snell@fema.dhs.gov, or Glen Josephson, Grants Management Specialist, at 617-832-4708 or glen.josephson@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Don R. Boyce".

Don R. Boyce
Regional Administrator

DRB:gjj

cc: Robert Lussier, Business Administrator, Department of Safety, DMV.
Betsy Snell, Program Analyst, FEMA
Glen Josephson, Grants Management Specialist, FEMA
Official Grant File



**U.S. Department of Homeland Security
Grants Program Directorate**

GRANT ADJUSTMENT NOTICE

1. GRANTEE NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Safety 33 Hazen Drive Concord, NH 03305	3. GRANT NUMBER 2010-DL-T0-0007A
	4. ADJUSTMENT NUMBER 4
1A. GRANTEE IRS/VENDOR NUMBER 026000618	5. DATE 05/02/12
2. PROJECT TITLE 2010 Driver's License Security Grant Program	6. GRANT MANAGER Betsy Snell

SECTION I. DEOBLIGATIONS & REOBLIGATIONS

7. ACCOUNTING CLASSIFICATION CODE FISCAL YEAR FUND CODE BUD. ACT. OFC. DIV.REG. SUB. MBO	9. PREVIOUS GRANT AWARD AMOUNT \$ 800,677
	10. REOBLIGATION AMOUNT \$ 0
DOCUMENT CONTROL NUMBER	11. ADJUSTED AWARD AMOUNT \$ 800,677

SECTION II. CHANGES

12. CHANGE GRANT MANAGER	FROM: _____	TO: _____
13. CHANGE GRANT PERIOD	FROM: <u>06/01/2010-05/31/2013</u>	TO: <u>06/01/2010-09/30/2013</u>

SECTION III. OTHER ADJUSTMENTS & INFORMATION

14:
The proposed budget modifications and period of performance extension have been approved. A total of \$55,241.84 (included under Other in revised budget) remains on hold. Funds will be released upon regional approval of a revised budget and SOW.

Cost Category	Current Budget	Modification	New Budget
Personnel (Salary)	0.00	60,567.00	60,567.00
Fringe Benefits	0.00	29,378.17	29,378.17
Travel	0.00	0.00	0.00
Equipment	392,300.00	0.00	392,300.00
Protect Supplies	0.00	0.00	0.00
Consultants & Contracts	247,800.00	0.00	247,800.00
Other	153,479.55	(98,237.71)	55,978.98
Direct Costs	\$793,579.55	(\$7,555.39)	\$786,024.16
Indirect Costs	7,097.45	7,555.39	14,652.84
TOTAL:	800,648.51		800,677.00

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL Don R. Boyce, Regional Administrator	16. SIGNATURE OF AUTHORIZED OFFICIAL
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U.S. Department of Homeland Security
FEMA Region I
99 High Street
Boston, MA 02110



FEMA

November 19, 2012

Mr. John Barthelmes
Commissioner
New Hampshire Department of Safety
33 Hazen Drive
Concord, NH 03305

Re: Grant Adjustment Notice; FY10 Driver's License Security Grant Program (DLSGP) Grant
Award: 2010-DL-T0-0007A

Dear Commissioner Barthelmes:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved your budget realignment request for the New Hampshire Department of Safety's FY10 DLSGP award. The hold of \$55,241.84 has been removed. You may now obligate, expend and draw down award funds, in the amount of \$800,677, for payment requests under grant number 2010-DL-T0-0007A. Please include this notice in your official grant file.

Should you have any questions or concerns, please do not hesitate to contact Betsy Snell, Program Analyst, at 617-956-7516 or betsy.snell@fema.dhs.gov, or Glen Josephson, Grants Management Specialist, at 617-832-4708 or glen.josephson@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel C. McElhinney".

Daniel C. McElhinney
Director
Grants Management Division

DCM:gjj

cc: Robert Lussier, Business Administrator, Department of Safety, DMV
Betsy Snell, Program Analyst, FEMA
Glen Josephson, Grants Management Specialist, FEMA



U.S. Department of Homeland Security
Grants Program Directorate

GRANT ADJUSTMENT NOTICE

1. GRANTEE NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Safety 33 Hazen Drive Concord, NH 03305	3. GRANT NUMBER 2010-DL-T0-0007A
	4. ADJUSTMENT NUMBER 5
1A. GRANTEE IRS/VENDOR NUMBER 026000618	5. DATE 11/19/12
2. PROJECT TITLE 2010 Driver's License Security Grant Program	6. GRANT MANAGER Betsy Snell

SECTION I. DEOBLIGATIONS & REOBLIGATIONS

7. ACCOUNTING CLASSIFICATION CODE FISCAL YEAR FUND CODE BUD. ACT. OFC. DIV. REG. SUB. MBO	9. PREVIOUS GRANT AWARD AMOUNT \$ 800,677
	10. REOBLIGATION AMOUNT \$ 0
DOCUMENT CONTROL NUMBER	11. ADJUSTED AWARD AMOUNT \$ 800,677

SECTION II. CHANGES

12. CHANGE GRANT MANAGER	FROM: _____	TO: _____
13. CHANGE GRANT PERIOD	FROM: _____	TO: _____

SECTION III. OTHER ADJUSTMENTS & INFORMATION

14
The proposed budget modification has been approved. The hold of \$55,241.84 has been removed. The full amount of this award is now available to obligate, expend and draw down for payment requests.

Cost Category	Current Budget	Modification	New Budget
Personnel (Salary)	60,567.00	(60,667.00)	0.00
Fringe Benefits	29,378.17	(29,378.17)	0.00
Travel	0.00	0.00	0.00
Equipment	392,300.00	0.00	392,300.00
Project Supplies	0.00	0.00	0.00
Consultants & Contracts	247,800.00	152,879.67	400,679.67
Other	55,978.88	(55,179.10)	799.86
Direct Costs	\$786,024.16	\$7,555.39	\$793,579.55
Indirect Costs	14,652.84	(7,555.39)	7,097.45
TOTAL:	800,677.00	0.00	800,677.00

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL Daniel C. McElhinney, Grants Management Division	16. SIGNATURE OF AUTHORIZED OFFICIAL
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