



State of New Hampshire


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

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JOHN J. BARTHELMES
COMMISSIONER

October 16, 2016

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


Approved by Fiscal Committee 10/18/16
Date

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

Requested Action

1. Pursuant to RSA 124:15, contingent upon approval of Requested Action #2, authorize the Department of Safety, Office of the Commissioner, to **retroactively** continue one (1) temporary full-time position (labor grade 15) assigned to the Ignition Interlock Program within the Division of Motor Vehicles and to create one (1) temporary part-time class 050 position (labor grade 11) to assist with the detection of ignition interlock requirement violations by working closely with the interlock providers. 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, Office of the Commissioner, to **retroactively** accept and expend Interlock Ignition grant funds from the Department of Safety, Office of Highway Safety, in the amount of \$56,916.00. These grant funds allow for the continuation of training on interlock devices and for maintaining communications with associated division and agencies involved with the Ignition Interlock Program by funding the positions listed in Requested Action #1. Effective upon Governor and Council for the period of October 1, 2016 through June 30, 2017. Funding Source: 100% Agency Income.

Funds are to be budgeted in SFY 2017 in the following account:

02-23-23-231010-33130000		Dept. of Safety	Office of the Commissioner	Ignition Interlock Grant
Class	Description	Current SFY 2017 Adjusted Authorized	Requested Action	Revised SFY 2017 Adjusted Authorized
009-402983	Agency Income	(\$15,435.08)	(\$56,916.00)	(\$72,351.08)
020-500215	Current Expense	160.32	1,000.00	1,160.32
030-500311	Equipment	-	500.00	500.00
040-500800	Indirect Costs	1,610.81	4,769.00	6,379.81
050-500109	Personal Service Temp Appoint	-	10,000.00	10,000.00
059-500117	Salary Temporary Employees	12,377.53	27,908.00	40,285.53
060-500601	Benefits	1,285.40	7,739.00	9,024.40
070-500705	In State Travel Reimb	0.44	1,000.00	1,000.44
080-500710	Out of State Travel Reimb	0.58	4,000.00	4,000.58
Totals		\$ 15,435.08	\$56,916.00	\$72,351.08

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Explanation

This request is **retroactive** due to receiving the grant award after the beginning of the grant period. This grant funds one (1) temporary full-time position and one (1) temporary part-time position to coordinate the Ignition Interlock Program. These positions work closely with agencies such as the Administrative Office of the Courts, the Department of Safety's Bureau of Hearings, the Police Standards and Training Council, local police, local and county prosecutors, and interlock device providers to provide training on the device and to gather data on its use in order to actively coordinate and maintain an effective ignition interlock program.

At the time the State of New Hampshire FY 2016-17 budget was being developed, it was not anticipated that the State would receive funding for this grant. This item requests authorization for the SFY2017 portion of the grant award. The remaining grant award funds will be budgeted in SFY2018 and SFY2019.

These funds are to be budgeted as follows:

Funds in Class 020, Current Expense, will be used to provide office supplies for the program.

Funds in Class 030, Equipment, will be used to purchase a desktop printer.

Funds in Class 040, Indirect Costs, will be used to pay indirect costs on eligible expenses.

Funds in Class 050, Personal Service Temp, will be used to pay the salary for the new temporary part-time position.

Funds in Class 059, Temp Full Time, will be used to pay the salary for the existing temporary full-time position.

Funds in Class 060, Benefits, will be used to pay the benefits associated with these two positions.

Funds in Class 070, In State Travel, will be used to pay expenses for in state travel required for training and cooperative work with law enforcement agencies.

Funds in Class 080, Out of State Travel, will be used to pay expenses for out-of-state travel to attend training required for these positions.

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

- 1) *List of personnel involved:* One (1) current temporary full-time position of Program Assistant II (LG 15) and one (1) new temporary part-time position of Cash Terminal Operator I (LG 11).
- 2) *Nature, Need, and Duration:* These positions work closely with the DMV's Financial Responsibility Administration, the Administrative Office of the Courts, as well as Police Departments to educate and monitor the Ignition Interlock Program.
- 3) *Relationship to existing agency programs:* These positions provide Hearings Examiners in the Department of Safety's Bureau of Hearings with training regarding interlocks; maintain communications with the DMV's Financial Responsibility Administration to receive reports whenever a DWI conviction falls within the parameters requiring installation of an interlock but one was not ordered; monitor license restoration hearings to identify conditions in which the license of a person convicted of DWI was a suitable candidate for interlock installation but none was ordered and report this information to the Assistant Commissioner of Safety.
- 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?* At the time the budget was created it was unknown if grant funding would be received.

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


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6) *Can portions of the grant funds be utilized?* No.

7) *Estimate the funds required to continue this position:* In SFY 2018, salary and benefits for the full-time position are estimated at \$48,620.00 and at \$16,148.00 for the part-time position. In SFY 2019, salary and benefits for the full-time position are estimated at \$73,877.00.00 and at \$16,148.00 for the part-time position.

In the event that Agency Income funds are no longer available, additional 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
DOS Ignition Interlock Grant
Fiscal Situation**

Federal Funds Awarded:

FFY 2016 - DOS /DMV Ignition Interlock Program 10/1/2015 - 9/30/2016	\$54,973.87
FFY 2017 - DOS /DMV Ignition Interlock Program 10/1/2016 - 9/30/2017	<u>77,901.00</u>
Total Grant Funds Awarded	132,874.87

Less SFY 2016 expenses on FFY 2016 Grants	25,579.79
Less Adjustment for Closing Grant	<u>13,960.00</u>
Total	39,539.79

Net Grant Funds Remaining	93,335.08
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Less SFY 2017 Adjusted Authorized 02-23-23-231010-33130000	15,435.08
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Excess grant funds available to appropriate	<u>77,900.00</u>
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This Request	\$56,916.00
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**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

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

Date Received September 12, 2016	Project Number 308-17S-091
Date Approved September 13, 2016	PSP and Task # 17-02, 14

Part I

1. Project Title DOS Interlock Ignition Program	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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3. Applicant A. Name of Agency DUNS Number 060340564 NH Department of Safety NH Division of Motor Vehicles	B. Address of Agency 23 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2016 Termination Date: September 30, 2017	Functional Area M6OT - 405d Impaired Driving Low CFDA# 20.616 Program Title Impaired Driving Countermeasures Grant Funding Source National Highway Traffic Safety Administratio
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services	\$62,844.00	\$62,844.00			
b. Current Expense	\$1,500.00	\$1,500.00			
c. Equipment	\$500.00	\$500.00			
d. Indirect Costs Audit	\$8,057.00	\$8,057.00			
e. Contractual Services					
f. Travel	\$5,000.00	\$5,000.00			
Total Estimated Costs Including Non-Federal Share	\$77,901.00	\$77,901.00			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: 0% (\$0.00)
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**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

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

Date Received September 23, 2015	Project Number #308-16S-003
Date Approved September 23, 2015	PSP and Task # 16-02, 13

Part I

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

4. Contract Duration	Functional Area M6OT - 405d Impaired Driving Low
A. Contract Period	CFDA# 20.616
Start Date: October 1, 2015	Program Title Impaired Driving Countermeasures Grant
Termination Date: September 30, 2016	Funding Source National Highway Traffic Safety Administration

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services	\$42,096.85	\$42,096.85			
b. Current Expense	\$1,200.00	\$1,200.00			
c. Equipment	\$400.00	\$400.00			
d. Indirect Costs Audit	\$6,277.02	\$6,277.02			
e. Contractual Services					
f. Travel	\$5,000.00	\$5,000.00			
Total Estimated Costs Including Non-Federal Share	\$54,973.87	\$54,973.87			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100%</u> (\$54,973.87)
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