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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

June 27, 2013

The Honorable Mary Jane Wallner, 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

Retrospective

Requested Action

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Safety (DOS), Division of State Police, to amend Fiscal Item #FIS12-329 approved on November 08, 2012, and Item #72 approved by Governor and Council on October 17, 2012, for two Highway Safety Federal Grants by changing the end date **only**, with no increase in funding, **retroactive** from June 30, 2013, to a new end date of September 30, 2013, to align with the Federal grant end date. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2013 through September 30, 2013. Funding Source: 100% Agency Income.
2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to amend Fiscal Item #FIS12-329 approved on November 08, 2012, and Item #72 approved by Governor and Council on October 17, 2012, by changing the end date **only**, with no increase in funding, **retroactive** from June 30, 2013 to a new end date of September 30, 2013 to align with the Federal grant end date for the provision of continuing a consultant position for the purpose of creating a citation interface and a crash records management system to add to the existing J-one system. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2013 through September 30, 2013. Funding Source: 100% Agency Income

Funds are to be budgeted in the account titled:

02-23-23-234010-22110000 Dept. of Safety – Division of State Police – Highway Safety Equipment and Training Grants
RSRC: 405921

Explanation

This Requested Action to amend the end date only is for two Highway Safety Federal grants that end on September 30, 2013 and as such are not budgeted in the 2014/2015 biennium budget. These grants were not budgeted in the 2014/2015 biennium budget because the Division anticipated fully expending the funding prior the end of SFY 2013. This item is **retroactive** as the first scheduled Fiscal Committee meeting for the new biennium occurs after the original requested end date for this grant.

The State Police E-Ticketing (Phase II) grant is being used to fund the development of a citation interface that adds to the existing J-one system which currently allows for citations to be generated at the cruiser, and then sent to the database at the Division of Motor Vehicles, via the air cards, and entered into the electronic system. The data is then electronically sent on to the Court when necessary (a plea of not guilty or a 'must appear' violation). During this phase, the server at the Division of Motor Vehicles is being modified to accept electronic disposition data back from the court system and complete the electronic 'loop' of citation data. The State benefits both from more timely data received electronically from the Courts and on addition savings in time from not having to manually enter the disposition data into the DMV database.

The State Police Crash Records grant is being used to fund the continued development of a web-enabled Crash Records Management System to capture the data from the new accident reporting form in electronic form. In this phase the department

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

June 17, 2013

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is moving the electronic form into production, as well as making it available to other police departments in the State of New Hampshire. This will result in a repository of crash data, stop the redundant entry of data, and reduce the error rate.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) List of personnel involved: *Temporary consultants*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel in the development of the web-enabled Crash Records Management System and the development of an electronic citation interface within the Statewide J-One system.*
- 3) Relationship to existing agency programs: *Expands the capacity to achieve missions within the Division of State Police and other projects directly related to the particular project.*
- 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? *It was unclear at that time that there would be a potential need for consultants to complete these tasks.*
- 6) Can portions of the grant funds be utilized? *This request is 100% federally funded.*
- 7) Estimate the funds required to continue this position(s): *The temporary consulting positions are estimated at \$298,000.*

In the event that Agency Income becomes no longer available General and/or Highway funds will not be requested to support this program.

Respectfully Submitted,


John J. Barthelmes
Commissioner of Safety

SP-ADMIN-10-2012-02



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

October 3, 2012

Fiscal # F/S 12-329
11-08-2012

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

GNC # 72
10-17-2012

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

- Pursuant to RSA 14:30-a, VI authorize the Department of Safety, Division of State Police, to accept and expend two (2) grants for a total account of \$331,048.00 of federal funds from the NH Highway Safety Agency, one entitled NH State Police Crash Reduction Management System in the amount of \$164,413.20 for the continued development of software for the Crash Records Management System (CRMS) and one entitled NH State Police E-Ticketing in the amount of \$166,635.00 for the integration of those programs into the Statewide J-One System. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. Funding Source: 100% Agency Income.
- Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to establish class 046 consultant positions for the purpose of creating a citation interface and a crash records management system to add to the existing J-one system. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. Funding Source: 100% Agency Income.

Funds are to be budgeted in the account titled:

02-23-23-234010-22110000 Dept. of Safety – Division of State Police – Highway Safety Equipment and Training Grants
RSRC: 405921
Amount: \$331,048.00

<u>Class</u>	<u>Description</u>	<u>Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised Adjusted Authorized</u>
009	Agency Income	\$ (1,474,885.12)	\$ (331,048.00)	\$ (1,805,933.12)
020-500221	Current Expenses	\$ 294,592.86	\$ -	\$ 294,592.86
030-500311	Equipment	\$ 277,144.60	\$ -	\$ 277,144.60
037-500173	Technology - Hardware	\$ 20,000.00	\$ -	\$ 20,000.00
038-509038	Technology - Software	\$ 100,000.00	\$ -	\$ 100,000.00
040-500800	Indirect Cost	\$ 100,707.66	\$ 33,048.00	\$ 133,755.66
046-500465	Consultants	\$ 250,000.00	\$ 298,000.00	\$ 548,000.00
103-502664	Contracts for Op Services	\$ 432,440.00	\$ -	\$ 432,440.00
	Total	\$ 1,474,885.12	\$ 331,048.00	\$ 1,805,933.12

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court

His Excellency, Governor John H. Lynch
and the Honorable Council
October 3, 2012
Page 2 of 2

Explanation

The State Police E-Ticketing (Phase II) grant will be used to fund the development of a citation interface that would add to the existing J-one system that currently allows for citations to be generated at the cruiser, then sent to the database at the Division of Motor Vehicles, via the air cards, and entered into the electronic system. The data is then electronically sent on to the Court when necessary (a plea of not guilty or a 'must appear' violation). During this phase, the server at the Division of Motor Vehicles would be modified to accept electronic disposition data back from the court system and complete the electronic 'loop' of citation data. The State would benefit both from more timely data received electronically from the Courts and additional savings in time from not having to manually enter the disposition data into the DMV database.

The State Police Crash Records grant will be used to fund the continued development of a web-enabled Crash Records Management System to capture the data from the new accident reporting form in electronic form. In this phase the department is moving the electronic form into production, as well as making it available to other police departments in the State of New Hampshire. This will result in a repository of crash data, stop the redundant entry of data, and reduce the error rate.

The funds are to be budgeted as follows:

The funds in class 046 are needed for the development of the web-enabled Crash Records Management System, and the development of the return citation interface from the Courts to the Division of Motor Vehicles.

Funds in class 040 are needed to pay indirect costs to Administrative Services on all eligible expenses.

Funds in class 041 are not appropriated, because the department that receives the Federal grant from the federal granting agency is responsible for paying the audit fund set aside.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) List of personnel involved: *Temporary consultants*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel in the development of the web-enabled Crash Records Management System, and the development of an electronic citation interface within the Statewide J-One system.*
- 3) Relationship to existing agency programs: *Expands the capacity to achieve missions within the Division of State Police and other projects directly related to the particular project.*
- 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? *It was unclear at that time that there would be a potential need for consultants to complete these tasks.*
- 6) Can portions of the grant funds be utilized? *This request is 100% federally funded.*
- 7) Estimate the funds required to continue this position(s): *The temporary consulting positions are estimated at \$298,000.*

In the event that Agency Income becomes no longer available General and/or Highway funds will not be requested to support this program.

Respectfully Submitted,


John J. Barthelmes
Commissioner of Safety

Department of Safety
Highway Safety Equipment and Training Grants
Fiscal Situation

02-23-23-234010-22110000

Federal Funds Awarded:

FFY 2012 Grant - NH State Police Computer Air Cards - 10/1/11-9/30/12	•	\$194,940.00
FFY 2012 Grant - NH State Police TAR Equipment - 10/1/11-9/15/12	•	\$52,139.60
FFY 2012 Grant - NH State Police Crash Records - 11/1/11-9/30/12	•	\$236,600.00
FFY 2012 Grant - NH State Police E-Ticketing - 11/1/11-9/30/12	•	\$162,450.00
FFY 2012 Grant - NH State Police Media Campaign - 1/1/12-9/30/13	•	\$440,840.00
FFY 2012 Grant - NH State Police Laptop Conversion - 1/1/12-9/30/12	•	\$384,286.33
FFY 2013 Grant - NH State Police Computer Air Cards - 10/1/12-9/30/13		\$146,306.00
FFY 2013 Grant - NH State Police Crash Records - 11/1/12-9/30/13		\$164,413.20
FFY 2013 Grant - NH State Police E-Ticketing - 11/1/12-9/30/13		\$166,635.00
Total Grant Funds Awarded		\$1,948,610.13

Less SFY 2012 expenses on FFY 2012 Grants		<u>(\$142,675.88)</u>
	Total	(\$142,675.88)

Net Grant Funds Remaining as of July 1, 2012 (SFY 2013) **\$1,805,934.25**

Less: SFY 2013 Current Adjusted Appropriation **\$1,474,885.12**

Excess grant funds available to appropriate **\$331,049.13**

This Request **\$331,048.00**

*90 days are required after the expiration of the grant to close out all remaining expenditures

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

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

Date Received October 4, 2012	Project Number #310-13S-004
Date Approved October 4, 2012	PSP and Task # 13-04, 06

Part I

1. Project Title NH State Police E-Ticketing (Phase II)	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 State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2012 Termination Date: September 30, 2013	Functional Area K9 - 408 Data Program Incentive CFDA# 20.610 Program Title Traffic Safety Info System Improvements Grant Funding Source National Highway Traffic Safety Administration
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$16,635.00	\$16,635.00			
e. Contractual Services	\$150,000.00	\$150,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$166,635.00	\$166,635.00			

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

BUDGET AND PERSONNEL DATA

Personnel Services		
*See Proposed Solution (page 3) for explanation of pay rates		
b. Current Expenses		
c. Equipment		
d. Indirect Costs and Audit Expense Indirect cost @ 11.09 percent		16,635.00
e. Contractual Services Citation Interface Contractor (Main frame computer software design)		\$150,000.00
f. Travel Expenses		
Total		\$166,635.00

Part III

Terms and Conditions of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

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

Part IV (For HSA Use Only)

1. Approval Date October 4, 2012	2. Signature & Title  Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$166,635.00	

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

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

Date Received October 4, 2012	Project Number #310-135-005
Date Approved October 4, 2012	PSP and Task # 13-04, 06

Part I

1. Project Title NHSP Crash Records Management System	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 State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2012 Termination Date: September 30, 2013	Functional Area K9 - 408 Data Program Incentive CFDA# 20.610 Program Title Traffic Safety Info System Improvements Grant Funding Source National Highway Traffic Safety Administration
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$16,413.20	\$16,413.20			
e. Contractual Services	\$148,000.00	\$148,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$164,413.20	\$164,413.20			

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

Part II

BUDGET AND PERSONNEL DATA

Personnel Services		
*See Proposed Solution (page 3) for explanation of pay rates		
b. Current Expenses		
c. Equipment		
d. Indirect Costs and Audit Expense Indirect cost: \$148,000.00 x 11.09 percent		16,413.20
e. Contractual Services Web-enabled CRMS System Development Contractor		148,000.00
f. Other Expenses		
Total		\$164,413.20

Part III

Warranty of Conditions: It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature <i>X [Signature]</i>		5) Telephone Number 223-3850
B. Authorized Official		
1) Name John J. Barthelmes	2) Title Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature <i>X [Signature]</i>		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 4, 2012	2. Signature & Title <i>[Signature]</i> Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$164,413.20	

TITLE IX ACQUISITION OF LANDS BY UNITED STATES; FEDERAL AID

CHAPTER 124 FEDERAL AID

Miscellaneous

Section 124:15

124:15 Positions Restricted. –

I. In addition to the positions authorized by law, no new personnel positions, or consultants, or both may be created by the acceptance of federal moneys or moneys from any other source unless such positions, or consultants, or both are approved by the fiscal committee of the general court; provided, however, that the governor and council may accept all moneys available for any emergency or disaster as defined by the authority awarding such moneys; and provided further that all such moneys available to the general court or to either of its houses may be accepted by the respective presiding officers with the prior approval of the fiscal committee. Nothing herein shall be construed to affect the provisions of RSA 98:17-a.

II. Every board, agency, department or commission receiving such federal or other moneys shall attempt to apply them in whole or in part to the cost of personnel positions authorized by law so as to reduce the obligation of general funds, but if the salaries of such personnel positions cannot be paid out of such moneys then such positions shall be considered as specified in paragraph I.

III. All such moneys which fund personnel positions subject to the restrictions of this section shall be used only for the purposes or programs specified in the application for approval of the positions or as otherwise authorized by law, and all such moneys which are accepted in accordance with law are hereby appropriated.

Source. 1983, 469:84, eff. July 1, 1983.