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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

April 24, 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

### Requested Action

1. Pursuant to RSA 9:16-c, Transfer of Federal Grant funds, authorize the Department of Safety, Division of Motor Vehicles, to transfer \$27,150.00 within the federal grant entitled "NH Motorcycle Rider Training Program Media Campaign" from the NH Highway Safety Agency. This request to transfer funds is to re-align appropriated funds to meet grant guidelines. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2013. Funding source: 100% Agency Income.

2. Authorize the Department of Safety, Division of Motor Vehicles, to accept and expend "NH Motorcycle Rider Training Program Media Campaign" funds in the amount of \$21,750.00 from the NH Highway Safety Agency to conduct a public information campaign for the creation, production, distribution, and promotion of radio non-commercial announcements that focus on the importance of "sharing the road" and motorcycle training courses that will be aired on New Hampshire radio stations. Effective upon Governor and Council approval through June 30, 2013. Funding source: 100% Agency Income.

Funds will be budgeted in an account titled Motorcycle Safety Grant:

02-23-23-233010-74490000 Dept. of Safety Div of Motor Vehicles Motorcycle Safety Grant

Class	Description	Current Adjusted Authorized	Requested Action #1	Requested Action #2	Revised Adjusted Authorized
009-407668	Agency Income	\$ (183,305.25)	\$ -	\$ (21,750.00)	
020-500200	Current Expense	10,000.00	(9,150.00)		850.00
030-500331	Equipment	128,960.00	(16,800.00)		112,160.00
037-500173	Technology - Hardware	1,200.00	(1,200.00)		-
040-500800	Indirect Cost	4,230.00	3,900.00		8,130.00
103-502664	Contracts for Ops Services	38,915.25	23,250.00	21,750.00	83,915.25
	Org 7449 Totals	\$ 183,305.25	\$ -	\$ 21,750.00	\$ 205,055.25

### Explanation

The primary objective of the Motorcycle Safety Grant is to enable the NH Motorcycle Rider Training Program to contract with a communications/public relations firm to conduct a public information campaign for the creation, production, distribution, and

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promotion of radio non-commercial announcements that focus on the importance of "sharing the road" and motorcycle rider training courses that will be aired on New Hampshire radio stations.

In order to reduce the number of motorcycle crashes and resulting injury and death, there is a need to educate the motoring public regarding the importance of motorcyclists and other vehicles "sharing the roads", as well as the importance of motorcycle operators getting the proper training in the operation of their motorcycles. This program will result in an informed and educated motoring public and a decrease in motorcycle crashes, injury, and death.

The request to transfer and accept additional federal funds in SFY 2013 is to enable the Division of Motor Vehicles to begin the media campaign as soon as possible. With warm weather approaching, the number of motorcycles on the roadways is increasing. The media campaign focuses on sharing the road and promotes the motorcycle rider training courses offered to beginners as well as experienced riders.

Funds in class 040 are based on an indirect rate of 10.43% of the class 103 expense total.

Funds in class 041 are not appropriated because the department that receives the Federal grant from the Federal granting agency is responsible for paying audit fees.

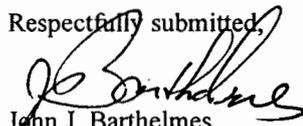
Funds in class 103 will be used for a contract for radio advertising services to promote motorcycle rider training program and safety throughout the state.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

- 1) *Does transfer involve continuing programs or one-time projects?* This transfer involves a one-time grant project.
- 2) *Is this transfer required to maintain existing program level, or will it increase the program level?* This transfer is required to increase the program level in order to complete the grant objectives.
- 3) *Cite any requirements which make this program mandatory.* There are no requirements that make this program mandatory. However, this program has been approved and is 100% Agency Income received from NH Highway Safety Agency through a federally funded program.
- 4) *Identify the source of funds on all accounts listed on this transfer.* 100% Agency Income.
- 5) *Will there be any effect on revenue if this transfer is approved or disapproved?* No, but if not approved the funds necessary to complete the grant objectives will not be available when needed.
- 6) *Are funds expected to lapse if this transfer is not approved?* No, any unspent funds will be returned to the granting agency.
- 7) *Are personnel services involved?* No.

Highway Funds or General Funds will not be used should agency income funds become unavailable.

Respectfully submitted,

  
John J. Barthelme  
Commissioner

**Department of Safety  
Motorcycle Safety Grant**

**Fiscal Situation: Account 02-23-23-233010-7449**

**Federal Funds Awarded:**

FFY 2012 Media Grant 1/1/2012 - 9/30/2012	\$47,652.00
FFY 2012 Motorcycle Trailer Grant 1/18/12 - 9/15/2012	\$26,000.00
FFY 2013 Motorcycle Rider Training Program Media Campaign 1/1/2013 - 9/15/2013	\$49,990.50
FFY 2013 Motorcycle Equipment Grant	\$92,803.71
<b>Total Grant Funds Awarded</b>	<b>\$216,446.21</b>

Less: SFY 2012 Expenses on FFY 2012 Grants (\$5,506.78)

**Grant Funds Remaining as of July 1, 2012 (SFY 2013) \$210,939.43**

Less: Balance of FFY 2012 Grants Budgeted in SFY13 and no longer available (\$5,875.35)

**Net Grant Funds Remaining for SFY 2013 \$205,064.08**

Less: SFY 2013 Appropriation including Balance Forwards **(\$183,305.25)**

**Balance of Federal Funds Available \$21,758.83**

**This Request \$21,750.00**

# STATE OF NEW HAMPSHIRE

## Inter-Department Communication

TO: Director Richard C. Bailey  
NH Department of Safety

DATE: January 17, 2013

FROM: Peter M. Thomson, Coordinator  
NH Highway Safety Agency

SUBJECT: Motorcycle Rider Training Program Media Campaign  
Project #303-13S-001

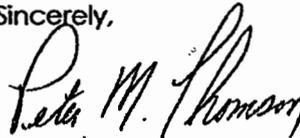
Dear Director Bailey:

It is my pleasure to inform you that the NH Highway Safety Agency has approved your highway safety grant contract entitled "Motorcycle Rider Training Program Media Campaign".

This approval obligates federal funds in the amount of \$49,990.50 with an effective date of **February 1, 2013**.

Transmittal of this is understood to require submission of the contract by you to Governor and Council for their acceptance of funds and approval for the establishment of appropriation codes and controls by the Division of Administrative Services.

Sincerely,



Peter M. Thomson  
Coordinator

/djf  
Enclosure  
cc: Commissioner John J. Barthelmes

**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 January 16, 2013	Project Number #303-13S-001
Date Approved January 17, 2013	PSP and Task # 13-08, 03

Part I

1. Project Title Motorcycle Rider Training Program Media Campaign	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: February 1, 2012 Termination Date: September 15, 2013	Functional Area K6 - 2010 Motorcycle Safety Incentive CFDA# 20.612 Program Title Motorcycle Safety Incentive 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					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$4,990.50	\$4,990.50			
e. Contractual Services	\$45,000.00	\$45,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$49,990.50	\$49,990.50			

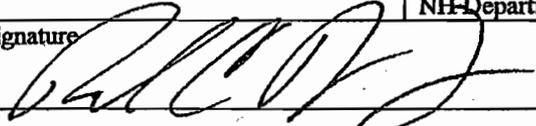
7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100%</u> (\$49,990.50)
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Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services	
b. Current Expenses	
c. Equipment	
d. Indirect Costs and Audit Expense Indirect costs: \$45,000.00 x 11.09 percent	\$ 4,990.50
e. Contractual Services Contract with communications/public relations firm to conduct public information campaign	45,000.00
f. Travel Expenses	
<b>Total</b>	<b>\$49,990.50</b>

Part III

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

<b>A. Project Director</b>		
1) Name Richard C. Bailey	2) Title Director, NH Division of Motor Vehicles NH Department of Safety	3) Address 23 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number 227-4050
<b>B. Authorized Official</b>		
1) Name John J. Barthelmes	2) Title Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number 271-2791

Part IV (For HSA Use Only)

1. Approval Date January 17, 2013	2. Signature & Title   Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$49,990.50	

**SCHEDULE A  
GENERAL PROJECT INFORMATION**

Description of Project

**STATEMENT OF PROBLEM/NEED:**

The NH Motorcycle Rider Education Program, located within the Division of Motor Vehicles, NH Department of Safety, is responsible for offering the 20-hour Basic Rider Course (BRC), the one-day Intermediate Rider Course (IRC), and the one-day Experienced Rider Course (ERC) in seven of the state's ten counties (2012). In order to make the courses available to more riders, the State also contracts with three private vendors that offer these training courses in accordance with state rules and regulations.

Motorcycle Rider Training Courses			
Year	Course Type and Attendees		
	Basic Rider Course (BRC)	Intermediate Rider Course (IRC)	Experienced Rider Course (ERC)
2006	2,751	160	118
2007	2,807	130	82
2008	2,816	105	70
2009	2,727	130	70
2010	2,690	89	71
2011	2,751	113	50
2012	2,858	101	68

As the number of course attendees has fluctuated slightly in recent years, so have the number of motorcycle crashes, injuries, and fatalities. However, statistics reveal that motorcycle fatalities for the four-year period 2007-2010 average 20.5 percent of all motor vehicle fatalities during that period.

NH MOTORCYCLE FATALITIES/HELMET USE/NH RESIDENTS 2007 - 2011						
Year	Operators	Passengers	Total	Percent of Fatalities	No. Victims Wearing Helmets	No. Victims NH Residents
2007	23	2	25	19.4	12	20
2008	28	1	29	21.7	11	24
2009	16	5	21	19.1	8	11
2010	26	2	28	21.9	20	26
2011	14	0	14	15.5	4	6
Total	107	10	117		55	87
5-Year Average	21	2	23		11	17

MOTORCYCLE CRASHES & INJURIES ALCOHOL-RELATED 2007-2011						
Year	All Motorcycle Crashes			Injury Crashes Involving Motorcycles		
	Total Motorcycle Crashes	Alcohol-Related Crashes	Percent Alcohol-Related	Motorcycle Injury Crashes	Alcohol-Related Injury Crashes	Percent Alcohol-Related
2007	876	53	6.1	641	45	7.0
2008	910	57	6.3	634	30	4.7
2009	851	35	4.1	626	30	4.8
2010	782	23	2.9	626	21	3.4
2011	662	23	3.5	524	18	3.4
Total	4,081	191	4.7	3,051	144	4.7

In order to reduce the number of motorcycle crashes and the resulting injuries and deaths, there is a need to educate the motoring public through a public awareness radio campaign of the importance of motorcyclists and operators of all types of vehicles "sharing the roads", as well as the importance of motorcycle operators being properly trained to operate their motorcycles. There is a need to increase awareness about the Motorcycle Rider Program courses for new, intermediate, and experienced riders.

**PROPOSED SOLUTION:** Funds provided under this contract will enable the NH Motorcycle Rider Training Program to contract with a communications/public relations firm (in accordance with state guidelines) for the creation, production, distribution and promotion of radio non-commercial sustaining announcements focusing on the importance of "sharing the road" and motorcycle training courses which will be aired on radio stations throughout New Hampshire. The attached "Guidance for States Using Section 402 Funds for Purchasing Advertising for Highway Safety Messages" will be reviewed and incorporated when developing the contract with the communications/public relations firm.

**ANTICIPATED RESULTS:** As a result of the creation, production, distribution and promotion of radio announcements, public awareness of "sharing the road" with motorcycles and the importance of motorcycle rider education programs will be greatly enhanced. This program will result in an informed and educated motoring public and a decrease in motorcycle crashes and the resulting deaths and life-changing injuries.

**ADDITIONAL PROJECT CONDITIONS:** It is agreed that the NH Motorcycle Rider Training Program will work with the NH Highway Safety Agency in developing the Request for Proposal (RFP), will review the attached "Guidance for States Using Section 402 Funds for Purchasing Advertising for Highway Safety Messages", and work closely with the NH Highway Safety Agency throughout the contract process. It is further agreed that any materials and publicity relating thereto shall state "this project is being supported in part through a grant from the NH Highway Safety Agency with federal funds provided by the National Highway Traffic Safety Administration" or words to that effect.

See attached addendum for additional information that is hereby made a part of this contractual agreement.

NH Highway Safety Agency  
78 Regional Drive, Building #2  
Concord, NH 03301-8530  
Telephone 603-271-2131

#### ADDENDUM TO THE APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT

**PROJECT REPORTS:** It is agreed that quarterly reports will be made to the NH Highway Safety Agency for one year summarizing the progress being made in implementing the project and identifying any problems being encountered. A final report will be made upon completion of the project. Monthly reports will be submitted within 20 days of the project termination date.

**PROJECT TERMS:** All purchases and expenditures under this project will be subject to audit procedures satisfactory to Federal regulations. It is understood that no monies provided under this project will be used for the replacement of any existing equipment which currently meets Federal Highway Safety Standards. If any existing equipment is sold or traded during the project period, in order to reduce the actual outlay of funds for equipment which is provided under this project, the proceeds will be applied in pro-rated amounts to the Federal and local shares of the costs of the project.

**PROCUREMENT AND EQUIPMENT COST:** State agencies receiving federal funds for the purchase of equipment are required to process orders through the Division of Plant and Property Management in accordance with state regulations. Items of equipment requiring testing and certification to verify their accuracy (i.e. breath testing devices and traffic control radar) must be selected from the State approved devices.

**EQUIPMENT:** Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CRF 1200.21).

**PROJECT INVENTORY:** An inventory of each item of equipment having a useful life of more than two years and a cost of five thousand dollars (\$5,000.00) or more will be provided to the NH Highway Safety Agency during the period in which it is in use. Before such equipment is disposed of, either by trade-in or write-off, authorization will be obtained from the Highway Safety Agency, acting as agent for the National Highway Traffic Safety Administration.

**PROJECT CREDIT:** All publications, public information or publicity released in conjunction with this project shall state that "this project is being supported in part through a grant from the NH Highway Safety Agency with federal funds provided by the National Highway Traffic Safety Administration, US Department of Transportation", or words to that effect.

**AUDIT REPORTS:** The grantee agrees to provide the NH Highway Safety Agency with a copy of the audit report including this project which was conducted under provisions of Circular A-133 - Audit of State and Local Governments and Non-Profit Organizations.

#### Certifications and Assurances

##### Section 402 Requirements (as amended by Pub. L. 112-141)

(a) The Governor is responsible for the administration of the State highway safety program through the NH Highway Safety Agency (NH RSA 238) which has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program (23 USC 402(b) (1) (A)); (b) The political subdivisions of this State are authorized, under NH RSA 238:6, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation (23 USC 402(b) (1) (B)); (c) At least 40 percent of all Federal funds apportioned to this State under 23 USC 402 for this fiscal year will be expended by or for the benefit of the political subdivision of the State in carrying out local highway safety programs in accordance with 23 USC 402(b) (1) (C), unless this requirement is waived in writing; (d) This State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks throughout the state in accordance with 23 USC 402(b) (1) (D); (e) The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State as identified by the State highway safety planning process, including: 1) National law enforcement mobilizations; 2) Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits; 3) An annual statewide safety belt use survey in accordance with criteria established by the Secretary for the measurement of State safety belt use rates to ensure that the measurements are accurate and representative; 4) Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources. 5) Coordination of its highway safety plan, data

collection, and information systems with the state strategic highway safety plan as defined in section 148 (a). (23 USC 402 (b) (1) (E)); (f) The State shall actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 USC 402 (1)).

#### Other Federal Requirements

(g) All NH Highway Safety Agency employee's time which is charged to federal funds utilize Section 402 funds. All Time and Attendance charges from federal sources come from that single cost objective which brings the State of New Hampshire into compliance with the applicable federal regulation as stated in 2 CFR 225, Appendix B, h(3). An additional certification will be provided by the NH Highway Safety Agency each year in April in order to meet the federal requirement for biennial certification. (h) Cash drawdowns will be initiated only when actually needed for disbursement (49 CFR 18.20); cash disbursements and balances will be reported in a timely manner as required by NHTSA (49 CFR 18.21); the same standards of timing and amount, including the reporting of cash disbursement and balances, will be imposed upon any secondary recipient organizations (49 CFR 18.41); failure to adhere to these provisions may result in the termination of drawdown privileges. (i) The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs); (j) Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CFR 1200.21). (k) The State will comply with all applicable State procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20; (l) The State's highway safety program has been specifically exempted from the provisions of Circular A-95 by the Governor of the State of New Hampshire. (m) Federal Funding Accountability and Transparency Act (FFATA). The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, ([https://www.fsrs.gov/documents/OMB\\_Guidance\\_on\\_FFATA\\_Subaward\\_and\\_Executive\\_Compensation\\_Reporting\\_08272010.pdf](https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf)) by reporting to FSRS.gov for each sub-grant awarded. 1) Name of the entity receiving the award; 2) Amount of the award; 3) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source; 4) Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country, and an award title descriptive of the purpose of each funding action; 5) A unique identifier (DUNS); 6) The names and total compensation of the five most highly compensated officers of the entity if, of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity; (i) The entity in the preceding fiscal year received—(I) 80 percent or more of its annual gross revenues in Federal awards; and (II) \$25,000,000 or more in annual gross revenues from Federal awards; and ii) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986; 7) Other relevant information specified by the Office of Management and Budget in subsequent guidance or regulation. (n) The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; and, (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

#### The Drug-Free Workplace Act of 1988(41 U.S.C. 702)

In accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 702) and former Governor Judd Gregg's Executive Order No. 89-6, the State will provide a drug-free workplace by: a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; b. Establishing a drug-free awareness program to inform employees about: 1) The dangers of drug abuse in the workplace; 2) The grantee's policy of maintaining a drug-free workplace; 3) Any available drug counseling, rehabilitation, and employee assistance programs; and 4) The penalties that may be imposed upon employees for drug violations occurring in the workplace. c. Making it a requirement that each employee engaged in the performance

of the grant be given a copy of the statement required by paragraph (a). d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will: 1) Abide by the terms of the statement; and 2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. e. Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted: 1) Taking appropriate personnel action against such an employee, up to and including termination; or 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

#### Buy America Act

The State will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the State determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

#### Political Activity (Hatch Act)

The State will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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#### Certification Regarding Federal Lobbying

##### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that: 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

### Certification Regarding Debarment and Suspension

In accordance with the provision of 49 CFR Part 29, the State agrees that it shall not knowingly enter into any agreement under its Highway Safety Plan with a person or entity that is barred, suspended, declared ineligible, or voluntarily excluded from participation in the Section 402 program, unless otherwise authorized by NHTSA. The State further agrees that it will include a clause in all lower tier covered transactions and in solicitations for lower tier covered transactions.

#### Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below. 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction. 3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default. 4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations. 6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction. 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. 8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs. 9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. 2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below. 2. The

certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations. 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. 6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below) 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs. 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Policy to Ban Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to: 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving: a) Company-owned or -rented vehicles, or Government-owned, leased or rented vehicles; or b) Privately-owned when on official Government business or when performing any work on behalf of the Government. 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as: a) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and b) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Environmental Impact

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year highway safety planning document and hereby declares that no significant environmental impact will result from implementing this Highway Safety Plan. If, under a future revision, this Plan will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

HS-4(a) (9/12)



NH Highway Safety Agency  
78 Regional Drive, Building #2  
Concord, NH 03301-8530  
Telephone 603-271-2131

**ADDENDUM TO THE APPLICATION  
FOR HIGHWAY SAFETY PROJECT GRANT**

**FEDERAL REGULATIONS**

2 CFR Part 25 (formerly Circular A-87). This provides principles for determining the allowable costs of programs administered by State, local and federally-recognized Indian tribal governments under grants from and contracts with the Federal Government. They are designed to provide the basis for a uniform approach to the problem of determining costs and to promote efficiency and better relationships between grantees and the Federal Government. The principles are for determining costs only and are not intended to identify the circumstances nor to dictate the extent of Federal and State or local participation in the financing of a particular project. They are designed to provide that federally-assisted programs bear their fair share of costs recognized under these principles except where restricted and prohibited by law.

**COMMON RULE (49 CFR Part 18)** (Effective October 1988) This rule establishes the Uniform Administrative Requirements for Grants and Cooperative Agreements and Sub-awards to state and local governments and Indian tribal governments. Administrative rules set forth include:

18.10	Forms for Applying for Grants	18.32	Equipment
18.11	State Plans	18.33	Supplies
18.20	Standards for Financial Management Systems	18.34	Copyrights
18.21	Payment	18.35	Sub-awards to Debarred and Suspended Parties
18.22	Allowable Costs	18.36	Procurement
18.23	Period of Availability of Funds	18.37	Subgrants
18.24	Matching or Cost Sharing	18.40	Monitoring and Reporting Program Performance
18.25	Program Income	18.41	Financial Reporting
18.26	Non-Federal Audits	18.42	Retention and Access Requirements for Records
18.30	Changes	18.50	Closeout
18.31	Real Property		

**CIRCULAR A-133** (June 1997). This Circular establishes audit requirements for State and local governments that receive Federal aid, and defines Federal responsibilities for implementing and monitoring those requirements.

Further information concerning these Circulars may be obtained by contacting the Financial Management Branch, Budget Review Division, Office of Management & Budget, Washington, DC 20503. Telephone 202-395-4773.

**FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT.** *Data Universal Numbering System (DUNS) Numbers Requirement.* As the recipient of federal highway safety funds, the applicant agency must have a DUNS number. This is a unique nine-character number that identifies the applicant agency and is used by the federal government to track how federal funds are distributed. If the applicant agency is authorized to make sub-awards under this contract, it must: 1) notify potential sub-recipients that no entity may receive a sub-award unless that entity has provided the applicant agency with its DUNS number; and 2) the applicant agency may not make a sub-award to an entity unless the entity has provided its DUNS number to the applicant agency. (<http://fedgov.dnb.com/webform>)



# Guidance for States Using Section 402 Funds for Purchasing Advertising for Highway Safety Messages

### Background

State Highway Safety Offices have had the authority to use funds apportioned to States to purchase advertising a variety of mediums including television and radio, cinema, internet, print, outdoor and sports marketing for highway safety messages. While the TEA-21 reporting requirement was not continued in SAFETEA-LU, States are still required to report on the purchase of media with Federal funds and its effectiveness in their Annual Reports. This guidance will help those interested in purchasing advertising.

Based on several years of research from conducting national, regional and local campaigns, NHTSA has created guidance on implementing a strategic communications approach to promote traffic safety. Research clearly shows that the cornerstone of any successful traffic safety program is high visibility enforcement. While the current High Visibility Enforcement (HVE) model of chiefly promoting issues once a year has made record gains possible in safety, in a number of States and/or localities it has nearly been maximized. (For example, States that have achieved high safety belt use rates such as 90 percent and above.)

NHTSA is advocating the use of a sustained HVE model that focuses on strategically deploying enforcement and communications resources at targeted times and locations throughout the year based on state problem identification. The objective is to influence and sustain year-round behavioral change while getting higher return on investment and further improvements in traffic safety.

The following is an outline of the revised strategic communications guidelines. These fundamental guidelines can be applied universally to all traffic safety enforcement campaigns:

- o Safety belts
- o Impaired driving
- o Speed
- o Teen driving
- o Pedestrians
- o Motorcycle

### Implementation Guidance

The intent of this document is to provide guidance to any State using Section 402 and other highway safety grant funds to purchase advertising for highway safety messages.

Paid advertising can be a very powerful tool when used in conjunction with other known effective countermeasures. By itself, there is no known persistent effect on traffic safety related behavior  at least nothing powerful enough to result in crash or injury reductions. However, there are some countermeasures that

have been proven to have a bottom line effect on traffic safety related behaviors in a variety of situations. Examples of these include new laws, improved/more enforceable laws, and enforcement itself. However, these countermeasures can work only when the public is aware of them. In order to maximize the effectiveness of media, it should be used only in conjunction with proven, effective programs, and when the message of the media is designed to call attention to these countermeasures.

When a state plans to use funds for this purpose the state shall document in their annual Highway Safety Plan (HSP) information describing:

- (a.) what program/policy the advertising is supporting;
- (b.) how the advertising will be implemented to support an on-the-ground program;
- (c.) the amount allocated for paid advertising; and
- (d.) the measures that will be used to assess message recognition.

As with other activities in the HSP, paid advertising must be part of a comprehensive program designed to address specific highway safety goals identified in the state's Performance Plan. This clearly means that advertising should not be a stand alone program or activity. For example, the communications plan should be preceded by the enforcement plan. If promotional items/giveaways are part of the overall strategy they must be justified as furthering the program and be distributed in a systematically planned manner. Similarly, if the state enters into a sponsorship agreement it must be justified as furthering the program.

### **Recommendations for Developing State Communication Plans**

#### **o Conduct Analysis to Identify Priority Market**

- Statewide  Use research and analysis to determine the marketing mix and media mix that allow you to focus your limited resources in a cost effective manner to make the greatest statewide gain
- The goal is to tighten your focus on strategically targeted markets in your state in order to stretch your limited ad buying dollars and enforcement resources.
- The goal is NOT to buy in every market or reach every person in the state unless that approach is firmly supported by your State's problem ID.

#### **o Policy, Program & Communications Approach**

- Review percentage of state's problem
  - FARS and other traffic & enforcement data
  - Census & population data (also track where they live, not just where they died to ensure you will reach them)
- Assess enforcement resources availability & willingness
- Establish/review policies specific to the countermeasure
- Assess political/community support
- Review Designated Marketing Area (DMA)  size, location, media channels & price
- Price of overall effort (enforcement overtime, ad buy, earned media, etc.)

#### **o Conduct Mobilizations**

- May (Click It Or Ticket) & Labor Day (Over the Limit, Under Arrest) continue as the major National mobilizations, in addition to the traditional impaired driving crackdown in December

- Link State enforcement plans to national buy plan and flights
- Use national tag to brand program
- Consider conducting additional well-coordinated supporting mobilizations at strategically selected times of the year in targeted locations that include at a minimum of:
  - 1 week paid advertising flight
  - 1 week of enforcement
  - Earned media
  - Evaluations for each mobilization
  - Refinements for next effort

○ **Evaluation**

- Develop evaluation plan that tracks against your overall program, not just media
- Consider pre- post DMV surveys for understanding of knowledge and attitude
- Conduct observation surveys, as appropriate
- Review citation and adjudication data
- Monitor press clips
- Get tracking data on impressions from PR firm
- Refine □ based on evaluation data

○ **NHTSA Communications Support**

- TrafficSafetyMarketing.gov
- StopImpairedDriving.org
- Media Forum □ November 2006
- Strategic Communications Training □ Beginning in 2007 .

Technical Assistance will continue to be available from NHTSA's Office of Communications and Consumer Information (OCCI) on a variety of communication/marketing issues, as follows:

- reviews of creative briefs, scripts and storyboards;
- review of media buy plans;
- advice on cause marketing, sponsorships, and sports marketing; and
- guidance on newly emerging strategies, technologies and tools.

**Contact your Regional Office to obtain technical assistance from OCCI.**



**CONTRACTUAL AGREEMENT  
FOR HIGHWAY SAFETY PROJECT GRANT**

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

For HSA Use Only

Date Received December 21, 2011	Project Number #303-12S-002
Date Approved December 21, 2011	PSP and Task # 12-08, 04

Part I

1. Project Title Motorcycle Rider Training Program Media Campaign  2012	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: January 1, 2012 Termination Date: September 30, 2012	Functional Area K6 - 2010 Motorcycle Safety Incentive CFDA# 20.612 Program Title Motorcycle Safety Incentive 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					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$3,652.00	\$3,652.00			
e. Contractual Services	\$44,000.00	\$44,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$47,652.00	\$47,652.00			

7. Local Benefit:  It is anticipated that the federal share for local benefit will be: 100% (\$47,652.00)
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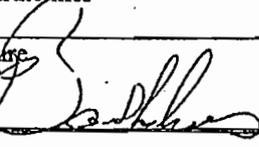


Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services *See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment	
d. Indirect Costs and Audit Expense Indirect costs: \$44,000.00 x 8.3 percent	\$ 3,652.00
e. Contractual Services Contract with communications/public relations firm to conduct public information campaign	44,000.00
f. Travel Expenses	
<b>Total</b>	<b>\$47,652.00</b>

Part III

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

<b>A. Project Director</b>		
1) Name Richard C. Bailey	2) Title Director, NH Division of Motor Vehicles NH Department of Safety	3) Address 23 Hazen Drive Concord, NH 03305
4) Signature 		5) Telephone Number 227-4050
<b>B. Authorized Official</b>		
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 271-2791

Part IV (For HSA Use Only)

1. Approval Date December 21, 2011	2. Signature & Title   Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$47,652.00	



**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 January 18, 2012	Project Number #303-12S-003
Date Approved January 18, 2012	PSP and Task # 12-08, 04

Part I

1. Project Title DMV Mobile Motorcycle Trailer  2012	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
---	---

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: January 1, 2012 Termination Date: September 15, 2012	Functional Area K6 - 2010 Motorcycle Safety Incentive CFDA# 20.612 Program Title Motorcycle Safety Incentive 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					
b. Current Expense					
c. Equipment	\$26,000.00	\$26,000.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$26,000.00	\$26,000.00			

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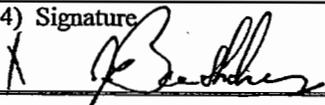


Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services	
*See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment One custom built mobile trailer including graphics wrap capable of accommodating two (2) Smart Trainers, two (2) Instructors and four (4) motorcycles	\$26,000.00
d. Indirect Costs and Audit Expense	
e. Contractual Services	
f. Travel Expenses	
<b>Total</b>	<b>\$26,000.00</b>

Part III

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

<b>A. Project Director</b>		
1) Name Richard C. Bailey	2) Title Director, Division of Motor Vehicles NH Department of Safety	3) Address 23 Hazen Drive Concord, NH 03305
4) Signature 		5) Telephone Number 271-2484
<b>B. Authorized Official</b>		
1) Name John J. Barthlemes	2) Title Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature 		5) Telephone Number 271-2791

Part IV (For HSA Use Only)

1. Approval Date January 18, 2012	2. Signature & Title   Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement:  \$26,000.00	



**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 January 16, 2013	Project Number #303-13S-001
Date Approved January 17, 2013	PSP and Task # 13-08, 03

Part I

1. Project Title Motorcycle Rider Training Program Media Campaign  2013	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
--	---

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: February 1, 2012 Termination Date: September 15, 2013	Functional Area K6 - 2010 Motorcycle Safety Incentive CFDA# 20.612 Program Title Motorcycle Safety Incentive 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					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$4,990.50	\$4,990.50			
e. Contractual Services	\$45,000.00	\$45,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$49,990.50	\$49,990.50			

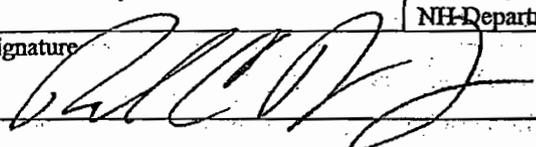
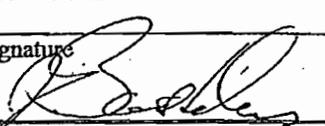
7. Local Benefit: It is anticipated that the federal share for local benefit will be: 100% (\$49,990.50)
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Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services	
b. Current Expenses	
c. Equipment	
d. Indirect Costs and Audit Expense Indirect costs: \$45,000.00 x 11.09 percent	\$ 4,990.50
e. Contractual Services Contract with communications/public relations firm to conduct public information campaign	45,000.00
f. Travel Expenses	
<b>Total</b>	<b>\$49,990.50</b>

Part III

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

<b>A. Project Director</b>		
1) Name Richard C. Bailey	2) Title Director, NH Division of Motor Vehicles NH Department of Safety	3) Address 23 Hazen Drive Concord, NH 03305
4) Signature 		5) Telephone Number 227-4050
X		
<b>B. Authorized Official</b>		
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 271-2791
X		

Part IV (For HSA Use Only)

1. Approval Date January 17, 2013	2. Signature & Title  Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$49,990.50	

**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 April 15, 2013	Project Number #303-13S-002
Date Approved April 16, 2013	PSP and Task # 13-08, 03

Part I

1. Project Title NH Motorcycle Rider Training Program Motorcycles  2013	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: April 1, 2013 Termination Date: September 15, 2013	Functional Area K6 - 2010 Motorcycle Safety Incentive CFDA# 20.612 Program Title Motorcycle Safety Incentive 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					
b. Current Expense					
c. Equipment	\$92,711.00	\$92,711.00			
d. Indirect Costs Audit	\$92.71	\$92.71			
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$92,803.71	\$92,803.71			

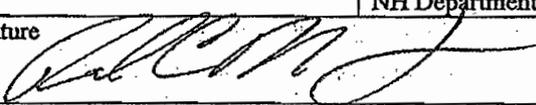
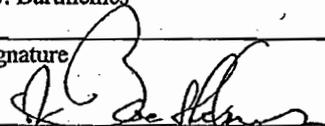
7. Local Benefit: It is anticipated that the federal share for local benefit will be: 100% (\$92,803.71)
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Part II

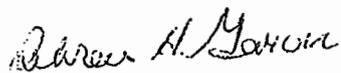
BUDGET AND PERSONNEL DATA		
a. Personnel Services		
*See Proposed Solution (page 3) for explanation of pay rates		
b. Current Expenses		
c. Equipment		
Twenty-one (21) training motorcycles @ \$4,375.00 each (estimated)	\$91,875.00	
Twenty-two (22) batteries @ \$38.00 each (estimated)	836.00	\$92,711.00
d. Indirect Costs and Audit Expense		
Indirect cost 11.09 percent (batteries only)		92.71
e. Contractual Services		
f. Travel Expenses		
<b>Total</b>		<b>\$92,803.71</b>

Part III

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

<b>A. Project Director</b>		
1) Name Richard C. Bailey	2) Title Director, Division of Motor Vehicles NH Department of Safety	3) Address 23 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number 227-4050
<b>B. Authorized Official</b>		
1) Name John J. Barthlemes	2) Title Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number 271-2791

Part IV (For HSA Use Only)

1. Approval Date April 16, 2013	2. Signature & Title   Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$92,803.71	