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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

Retroactive

June 30, 2014

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

Requested Action

Authorize the Department of Safety, Division of Homeland Security and Emergency Management, and Division of State Police to **retroactively** revise the end date **only** in the requested actions of the letter originally approved by the Governor and Council on September 18, 2013, item #66, from May 31, 2014, to September 30, 2014, for the purpose of aligning the approved end date with the completion date of the Memorandum of Agreement. Effective upon Governor and Council approval.

Explanation

This request is **retroactive** due to an error in document control and a misunderstanding among personnel from several DOS divisions regarding the end date of the FFY'12 Emergency Management Grant that reimbursed State Police for the cost of advanced cyber security and incident response training along with equipment for the Risk Assessment & Security Operations Center. It was determined that, because multidivisional agreements occur infrequently, clear guidelines for creating/processing these agreements were needed. Process guidelines and a refined method of document control are currently being established based on the input of the involved personnel.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety



State of New Hampshire

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

JOHN J. BARTHELMES
 COMMISSIONER

August 12, 2013

SAC # 66
09-18-2013

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

Requested Action

1. Pursuant to RSA 21-P:43, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to enter into a Memorandum of Agreement (MOA) with the Department of Safety, Division of State Police (VC#177878-B001) for a total amount of \$54,558.00 for the purpose of reimbursing the cost for advanced cyber security and incident response training and Risk Assessment & Security Operations Center equipment. Effective upon Governor and Council approval through May 31, 2014. Funding Source: 100% Federal Funds.

Funding is available in an account titled "100% EMPG Local Match" as follows:

02-23-23-236010-80920000 -072-500576
 Activity Code: 23EM128092

SFY 2014
 \$54,558.00

2. Authorize the Department of Safety, Division of State Police, upon approval of requested action #1, to accept and expend \$54,558.00 of federal funds from the NH Department of Safety, Division of Homeland Security and Emergency Management for the purpose of reimbursing the cost for advanced cyber security and incident response training and incident response training and Risk Assessment & Security Operations Center equipment. Effective upon Governor and Council approval through May 31, 2014. Funding source: 100% Agency Income.

Funds are to be budgeted as follows:

02-23-23-234010-3321000 Dept. of Safety Division of State Police Cyber Security Enhancement Training
 RSRC: 403283
 Amount: \$54,558.00

Class	Description	Current Adjusted Authorized	Requested Action	Revised Appropriation
009	Agency Income	\$ (7,741.99)	\$ (54,558.00)	\$ (62,299.99)
020-500803	Current Expense	\$ 2,900.00	\$ -	\$ 2,900.00
030-500311	Equipment	\$ -	\$ 26,410.00	\$ 26,410.00
066-500555	Employee Training	\$ -	\$ 23,148.00	\$ 23,148.00
080-500710	Out-of State Travel	\$ 4,841.99	\$ 5,000.00	\$ 9,841.99
	Total	\$ 7,741.99	\$ 54,558.00	\$ 62,299.99

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 12, 2013
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Explanation

The New Hampshire Division of State Police highly trained personnel are required to design and manage secure networks and information systems. Technical security training requires personnel with specific skill sets; therefore this project will provide the funding for IT security personnel to attend advanced information security training, workshops and seminars. Personnel training will, in turn, return and provide training to other Safety and DoIT personnel utilizing a "train the trainer" concept.

Funds are to be budgeted as follows:

Class 030 funds, Equipment – These funds will be used to purchase Risk Assessment & Security Operations Center equipment.

Class 066 funds, Employee Training – These funds will be used to purchase "on demand" training for the IT personnel.

Class 080 funds, Out-of-State Travel – These funds will be used to send IT personnel to attend advanced information security workshops and seminars.

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

The Memorandum of Agreement listed above is funded from the FFY '12 Emergency Management Performance Grant, which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA). The grant funds may be used to measurably improve all-hazard planning and preparedness capabilities/activities, to include mitigation, preparedness, response, and recovery initiatives at the State and local levels. Applications are submitted to the HSEM office, which are reviewed and approved by the HSEM Planning Chief, Assistant Planning Chief, and Field Representatives. The criteria for approval are based on grant eligibility in accordance with the FFY '12 grant guidance and the documented needs of the State or local jurisdiction; a copy of this guidance is attached.

The Emergency Management Performance Grant is 50% federally funded by FEMA with a 50% match requirement supplied by the Division of State Police. The Division of State Police acknowledges their match obligation in section IV of the Memorandum of Agreement.

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

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

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

FFY '12 Emergency Management Performance Grant – Cyber Terrorism / Cyber Security Enhancement Training program.

I. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$54,558.00 from the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management to the New Hampshire Department of Safety, Division of State Police to further advance their Computer Security and Incident Response Capabilities.

II. PARTIES

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

III. AUTHORITY

The Emergency Management Performance Grant (EMPG) awarded by HSEM supports activities associated with all-hazard mitigation training and equipment. Personnel responsible for preventing and responding to a cyber attack on Department of Safety and other State information technology resources will receive advanced cyber security training. Equipment purchased in this project will be deployed to maximize both incident detection capabilities AND prevention capabilities. The purchase of training and equipment qualify for project funding under the EMPG program.

IV. SCOPE OF WORK

The purpose of this project is further expand cyber security capabilities developed in the 2011 EMPG "Cyber Terrorism/Cyber Security Enhancement Training" project by enhancing the information security posture of critical Dept. of Safety and other State information technology information assets. The New Hampshire State Police will work collaboratively with the Department of Information Technology (hereinafter referred to as "DoIT") and other agencies to identify personnel who are responsible for protecting critical cyber assets. Personnel with these responsibilities will receive advanced training in areas of cyber security such as: system hardening, perimeter defense, penetration testing, and incident response. Additionally, equipment purchased in this project will be used by computer security and incident response personnel to: (1) Proactively conduct scans of critical systems to identify vulnerabilities; and (2) enhance incident detection capabilities and response via a centralized security operations center.

HSEM agrees to provide \$54,558.00 in financial assistance to NHSP in support of the task listed above and in accordance with Paragraph V. The financial assistance to be provided by HSEM under this MOA requires a 50% match contribution of the total project cost from NHSP, DoIT, and other agency personnel. The match requirement will be met through salary and benefit cost analysis of agency personnel attending the training and utilizing the equipment.

NHSP agrees to maintain financial records, supporting documents, and all other pertinent records for a period of seven (7) years. In these records, NHSP shall maintain documentation of the 50% cost share required by this MOA and agreed upon by NHSP.

V. FUNDING

HSEM will provide funding for this project totaling \$54,558.00. Funding will provide for both advanced cyber security training and equipment to enhance proactive and reactive cyber security capabilities. Funding will be transferred to an account maintained for this project by NHSP. NHSP agrees to document \$54,558.00 in matching expenditures.

VI. TERMINATION

This MOA may be terminated upon thirty (30) days written notice by either party. The funds (or pro-rated funds) must be returned if the MOA is terminated prior to the completion of the project.

VII. DURATION

This MOA shall continue in effect from the date of Governor and Council approval through September 30, 2014, unless terminated earlier by either party.

VIII. AGREEMENT

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

NH Department of Safety, NHSP



Colonel Robert Quinn
Director

8/13/13

Date

NH Department of Safety, HSEM

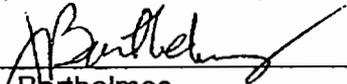


Perry E. Plummer
Director

8/13/2013

Date

NH Department of Safety



John J. Barthelme
Commissioner

Date

Approved by the Attorney General this 26th day of August, 2013, as to form, substance and execution.

OFFICE OF THE ATTORNEY GENERAL

