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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

January 4, 2016

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 State Police, to accept and expend \$5,854.00 of pass-through funds from the NH Department of Safety, Division of Homeland Security and Emergency Management for the purchase of communications equipment. Effective upon Governor and Council approval through September 2016. Funding source: 100% Agency Income.

Funds are to be budgeted as follows:

02-23-23-234010-74980000 Dept. of Safety Division of State Police HSEM Grants
RSRC: 407085
Amount: \$5,854.00

Class	Description	Current	Adjusted	Authorized	Requested Action	Revised Appropriation
009-407085	Agency Income	\$	(5,000.00)		\$ (5,854.00)	\$ (10,854.00)
020-500803	Current Expense	\$	5,000.00		\$ -	\$ 5,000.00
030-500311	Equipment	\$	-		\$ 5,854.00	\$ 5,854.00
	Total	\$	5,000.00		\$ 5,854.00	\$ 10,854.00

Explanation

The NH Department of Safety, Division of State Police, will use these federal pass-through funds to purchase base stations, batteries, wireless headsets, and training cables. This equipment will allow the communications specialists to speak with callers while dispatching emergency responders simultaneously. It will also allow trainers to monitor and, if necessary, take over communications by providing trainers with the ability to hear both the communication specialist and the caller. This project will enhance the safety of both the caller and emergency responders, as the phone will no longer have to be placed on hold so emergency services can be dispatched.

Funds are to be budgeted as follows:

Class 030, Equipment -- These funds will be used to purchase headsets and related equipment for State Police Communication.

These funds are from the FFY'14 Emergency Management Performance Grant (EMPG), 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 are to be used to measurably improve all-hazard planning and preparedness capabilities/activities, including mitigation, preparedness, response, and recovery initiatives at the state and local level. Grant guidance and applications are available to all Emergency Management Directors and other qualified organizations in the State. Grantees submit applications to this office, which are reviewed by the HSEM Planning Chief, Assistant Planning Chief, and

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and the Honorable Council
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Field Representatives and approved by the HSEM Director. The criteria for approval are based on grant eligibility in accordance with the grant's current guidance and the documented needs of the local jurisdictions.

The Emergency Management Performance Grants are 50% federally funded by FEMA with a 50% match requirement supplied by the grantee. The grantee acknowledges their match obligation as part of the attached Memorandum of Agreement.

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.

Respectfully submitted,


John J. Barthelme
Commissioner of Safety

**Department of Safety
HSEM Grants
Fiscal Situation**

Federal Funds Awarded:

FFY 2014 - School Bus Notification Software - 12/3/2014 - 9/30/2015	\$32,000.00
FFY 2014 - SP Communication Headsets Upon Approval - 9/30/2016	\$5,854.00
Total Grant Funds Awarded	\$37,854.00

Less SFY 2015 expenses on FFY 2014 Grants	(\$27,000.00)
Total	(\$27,000.00)

Net Grant Funds Remaining as of July 1, 2015 (SFY 2016)	\$10,854.00
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Less SFY 2016 Appropriation including prior year encumbrances 02-23-23-234010-74980000	(\$5,000.00)
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Excess grant funds available to appropriate	\$5,854.00
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This Request	\$5,854.00
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State of New Hampshire Department of Safety
John J. Barthelmes, Commissioner
Earl M. Sweeney, Assistant Commissioner
Homeland Security and Emergency Management
Perry E. Plummer, Director
Jennifer L. Harper, Assistant Director



December 4, 2014

Colonel Robert L. Quinn, Director
NH State Police
33 Hazen Drive
Concord, NH 03305

Dear Colonel Quinn:

The New Hampshire Department of Safety, Homeland Security and Emergency Management is pleased to provide your organization with an Emergency Management Performance Grant (CFDA #97.042). The amount of the Federal portion of this grant is **\$32,000.00** for **School Emergency Notification System**. This amount represents a maximum of 50% of approved eligible activities, as outlined in Section IV, Scope of Work in your Memorandum of Agreement (MOA). The remaining 50% match is to be supplied by you, the Grantee, also outlined in Section IV. I am enclosing a fully executed copy of the MOA for your file.

In accepting this grant your agency agrees that the project grant period ends September 30, 2015 and that a final expenditure and performance report will be sent to this office by October 31, 2015.

*I have enclosed a **Quarterly Report** that will need to be returned to me prior to January 15, 2015 for this current quarter (October 1 to December 31, 2014). Quarterly reports are an important way for us to monitor the progress of your project. Subsequent reports are to be returned within 15 days after the end of each quarter until the project is complete. **Failure to submit your reports on time can result in loss of funding for projects and future grant awards.***

Additionally, with the acceptance of this Federal money you are required to maintain financial records, supporting documents and all other pertinent records for a period of seven (7) years.

In accordance with your MOA, your project is required to be completed and invoices need to be dated on or before September 30, 2015; all requests for reimbursement/payment need to be made by October 31, 2015. Requests for reimbursement/payment must be submitted on your agency's letterhead and should include copies of invoices/bills, cancelled checks or copies of expense ledgers (if applicable) and sent here to my attention.

Lastly, I am enclosing a **Final Expenditure and Performance Report** that will need to be returned when your project is complete and all expenses in connection with this project are captured. **This form needs to be returned to this office no later than October 31, 2015.**

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964

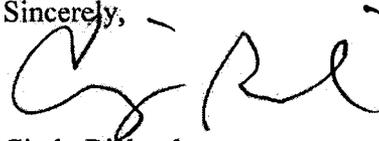
Colonel Robert L. Quinn, Director
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For your convenience, all of these forms can be found on our website at https://apps.nh.gov/blogs/hsem/?page_id=419.

If you have any questions concerning this grant, payment of it or about any of the required forms, please contact me at (603) 223-3627.

Thank you for your dedication and commitment to emergency management.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cindy Richard', written in a cursive style.

Cindy Richard
EMPG Program Manager

Enclosures

cc: Heidi Lawton, Field Representative, HSEM (w/o encl.)

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

FFY'14 Emergency Management Performance Grant – Communications Headsets

I. PURPOSE

The purpose of this Memorandum of Agreement (MOA) is to provide funding in the amount of \$5,854.00 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 enhance Communications Specialists ability to speak with callers and dispatch emergency responders simultaneously.

II. PARTIES

The parties to this agreement are the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (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 project associated with all-hazard planning and preparedness capabilities and activities, to include mitigation, preparedness, response, and recovery initiatives. The acquisition of base stations, wireless headsets and training cables will enhance the response capability by providing the ability to continually monitor calls and will improve the clarity of communications, enhancing the safety of citizens of New Hampshire and first responders, is an eligible project for funding under the EMPG Program.

IV. SCOPE OF WORK

This project will include the purchase of fifteen (15) base stations (which includes two batteries) for each dispatch station in the Incident Planning and Operations Center (IPOC) and in the troops with dispatch communications to include: Troop A/Epping, Troop C/Keene, Troop E/Tamworth and Troop F/Twin Mountain. The scope of work will also include fifty (50) wireless headsets for each communications specialist and fifteen (15) extra batteries so there is a fresh battery for each shift. Lastly, the project will include the purchase of six (6) training cables for the purpose of allowing trainers to monitor, and if necessary, take over communications without having to listen to only one side of the communications. This project will provide the communications specialist the ability to speak with callers, and dispatch emergency responders simultaneously. This will enhance the safety of both the caller and emergency responders as the phone will no longer have to be placed on hold so emergency services can be dispatched. This will allow the communications specialist the ability to continually monitor the call without the caller knowing what emergency responders are communicating. This will also enhance the clarity and safety of communications by eliminating the background noise so the communications specialist can clearly hear the radio and telephone communications.

HSEM agrees to provide \$5,854.00 in financial assistance to NHSP in support of the tasks listed above in Section IV, in accordance with Section V. The financial assistance to be provided by

HSEM under this MOA requires a 50% cash match contribution of the total project cost from NHSP. The amount of \$5,854.00 in matching funds will be obtained from NHSP's budget.

NHSP shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) 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 50% funding for this project totaling \$5,854.00. Funding will provide for equipment to enhance communications and the safety of both callers and first responders. This grant funding will be transferred to an account maintained for this project by NHSP.

VI. TERMINATION

This MOA may be terminated upon thirty (30) days written notice by either party. The 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 the Governor & Council approval until September 30, 2016, 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 & Executive Council of the State of New Hampshire approves the agreement.

NH Department of Safety, NHSP

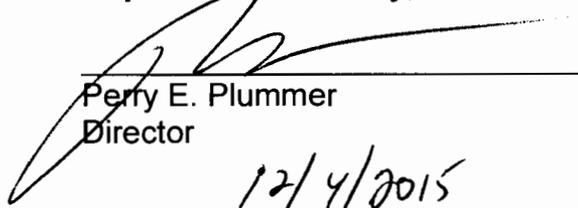


Colonel Robert L. Quinn
Director

12/15/15

Date

Department of Safety, HSEM

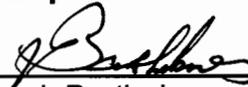


Perry E. Plummer
Director

12/4/2015

Date

NH Department of Safety



John J. Barthelme
Commissioner

12/15/15

Date

Approved by the Attorney General this _____ day of _____, 2015, as to form, execution and substance.

By (signature): _____
OFFICE OF THE ATTORNEY GENERAL