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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

July 28, 2017

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

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

Requested Action

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to **retroactively** accept and expend grant funds from the Department of Safety, Office of Highway Safety (OHS) in an amount not to exceed \$221,747.00 for the purpose of producing public safety messages. Effective upon Fiscal Committee and Governor and Council approvals for the period of July 1, 2017 through September 30, 2017. Funding source: 100% Agency Income.
2. Pursuant to RSA 124:15 and contingent upon approval of requested action #1, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to **retroactively** continue one (1) class 50 position temporary part-time Informational Representative II (Labor Grade 21) to assist the Department of Safety Public Information Officer (PIO). Effective upon Fiscal Committee and Governor and Council approvals for the period of July 1, 2017 through September 30, 2017. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-236010-08590000 Dept. of Safety – Div. of Homeland Security & Emer Mgt – HSEM Agency Income-Grant

<u>Class</u>	<u>Description</u>	<u>SFY18 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised SFY18 Adjusted Authorized</u>
009-407036	Agency Income	(\$59,493.17)	(\$221,747.00)	(\$281,240.17)
020-500200	Current Expense	\$0.00	\$1,492.00	\$1,492.00
037-500173	Technology Hardware	\$1,668.17	\$1,332.00	\$3,000.17
038-500177	Technology Software	\$32,000.00	\$0.00	\$32,000.00
040-500800	Indirect Costs	\$0.00	\$25,689.00	\$25,689.00
050-500109	Personal Serv-Temp	\$0.00	\$22,764.00	\$22,764.00
060-500601	Benefits	\$0.00	\$1,745.00	\$1,745.00
070-502970	In-State Travel	\$0.00	\$550.00	\$550.00
103-500735	Cont for Op Svcs	<u>\$25,825.00</u>	<u>\$168,175.00</u>	<u>\$194,000.00</u>
	Totals	\$59,493.17	\$221,747.00	\$281,240.17

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Explanation

This item is **retroactive** as the first scheduled Fiscal Committee meeting to authorize the acceptance of funds into the 2018-2019 budget occurs after the beginning of the new biennium. This item is to accept and expend a sub-grant from the Department of Safety, Office of Highway Safety (OHS) to extend a temporary part-time Informational Representative II (Labor Grade 21) media position to assist the Department of Safety Public Information Officer (PIO) with research, planning, executing and evaluating programs, acquiring paid advertising, producing messages and utilizing contract vendors to produce messages to the publish regarding highway safety. The position will also assist in the development of the OHS annual report; provide support as needed for OHS public information and education programs, campaigns and special events; assist the PIO with maintenance of the OHS website; and with development of the OHS newsletter. This position shall also assist the PIO with securing strategic partnerships to promote traffic safety at target venues.

Funds are to be budgeted as follows:

Funds in Class 020 will be used for office supplies and costs associated with managing the grant.

Funds in Class 037 will be used for technical hardware for the media position to perform tasks.

Funds in Class 040 will be used for indirect costs.

Funds in Class 050 will be used to pay the salary for the temporary part-time position.

Funds in Class 060 will be used to pay the benefits associated with the temporary part-time position.

Funds in Class 070 will be used for in-state travel associated within the scope of work.

Funds in Class 103 will be used for advertising contracts to produce highway safety related messages.

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

- 1) *List of personnel involved:* One (1) existing part-time temporary position titled Informational Representative II (Labor Grade 21).
- 2) *Nature, Need, and Duration:* This position is needed to assist the Department of Safety Public Information Officer (PIO) with implementing the State & Community Highway Safety Program. The proposed grant funding for this position ends on September 30, 2017.
- 3) *Relationship to existing agency programs:* This position provides support to the Dept. of Safety Public Information Officer (PIO)
- 4) *Has a similar program been requested of the legislature and denied?* No.
- 5) *Why wasn't funding included in the agency's budget request?* These funds were unanticipated at the time the budget was created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for this position.
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$24,503.31 for the duration of the grant through September 30, 2017.

Respectfully submitted,


John J. Barthelme
Commissioner

Homeland Security and Emergency Management
HSEM Agency Income Grants

7/28/2017

Fiscal Situation: Account 02-23-23-236010-08590000

Federal Funds Awarded:

Office of Highway Safety Grant - "Media Position" (through
September 30, 2017) \$260,250.00

Pease Development Authority - Division of Ports and Harbors
"Social Media Software Program" \$32,000.00

Total Grant Funds Awarded \$292,250.00

Less expenses in FY 2017 (11,009.11)

Total Prior Fiscal Year Actual Expenses (\$11,009.11)

Net Grant Funds Remaining \$281,240.89

Less: Current Adjusted Authorized Including Prior Year's
Encumbrances (\$59,493.17)

Available Funds \$221,747.72

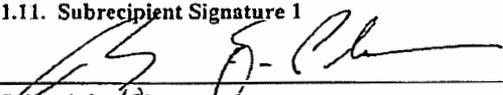
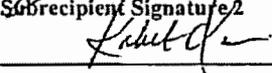
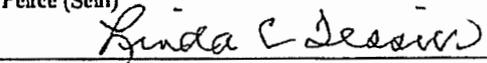
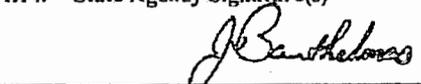
This Request \$221,747.00

OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

Project Title: DOS Media Position
1. Identification and Definitions.

Project #: 315-17S-127

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, Room 109A Concord, NH 03305	
1.3. Subrecipient Name Department of Safety Division of Homeland Security and Emergency Management		1.4. Subrecipient Address NH Department of Safety 33 Hazen Drive Concord NH 03305	
Chief's Email Address: N/A		Grant Contact Email: michael.todd@dos.nh.gov linda.tessier@dos.nh.gov	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify) State Government		1.4.2 DUNS 060340564	
1.5. Subrecipient Phone # 223-3641	1.6. Effective Date December 1, 2016	1.7. Completion Date September 30, 2017	1.8. Grant Limitation \$260,250.00 *
1.9. Grant Officer for State Agency John A. Clegg		1.10. State Agency Telephone Number 271-2893	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 Perry Plummer Director, Homeland Security and Emergency Management	
Subrecipient Signature 2 		Name & Title of Subrecipient Signor 2 Robert L. Quinn, DOS Assistant Commissioner	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of Merrimack on 12/07/16, before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) 		1.13.2 Name & Title of Notary Public or Justice of the Peace Linda C Tessier, Notary	
1.14. State Agency Signature(s) 		1.15. Name & Title of State Agency Signor(s) John J. Barthelmes, Commissioner NH Department of Safety Date: 1/24/17	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

MEMORANDUM OF UNDERSTANDING
FOR THE USE OF
PEASE DEVELOPMENT AUTHORITY – DIVISION OF PORTS AND HARBORS
RELEASE OF PORT SECURITY GRANT FUNDING

NOW COMES PEASE DEVELOPMENT AUTHORITY –DIVISION OF PORTS AND HARBORS, ("PDA-DPH"), a state agency with *"the authority to make all necessary arrangements with...agencies... for the security of ports, division property, and state tidal waters..."*, (RSA 12:G-42, I), with an address of 55 International Drive, Portsmouth, New Hampshire 03801 and, DEPARTMENT OF SAFETY – DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT ("NHHSEM") *"an agency of the state, under the executive direction of a commissioner of safety, responsible for homeland security and emergency management"*, (RSA 21-P:2, (g)), the director of which has, *"the authority to oversee and coordinate planning, response, and recovery efforts of all state agencies to terrorist events and natural and human-caused disasters and wide-scale threats to public safety"* (RSA 21-P:5-a, II), with an address of 110 Smokey Bear Boulevard, Concord, New Hampshire 03301; and

WHEREAS PDA-DPH has been awarded a DEPARTMENT OF HOMELAND SECURITY – FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION, PORT SECURITY GRANT PROGRAM (PSGP) monetary award for the use/reimbursement of NHHSEM for the purchase of a social media analysis program (PROGRAM); and

WHEREAS, NHHSEM has requested the release of/reimbursement in the amount of \$32,000 in order to enter into a service contract for the program and PDA-DPH has agreed to the same, subject to the terms and conditions of this Memorandum of Understanding ("MOU");

NOW THEREFORE PDA-DPH and NHHSEM agree as follows:

1. PDA-DPH has secured funding intended for the reimbursement of/use of NHHSEM for the purchase of the program.
2. NHHSEM agrees that it will assume all costs and expenses, if any, associated with accessing and using the program beyond what is called for within the original PSGP grant and that any additional services or agreements with the software provider will not result in any cost or expense to PDA-DPH.
3. NHHSEM agrees that it will supervise the use of the program by its employees and assignees and, restrict access to and use of the program for legitimate law enforcement, public safety and homeland security purposes.
4. NHHSEM and PDA-DPH are both state agencies, therefore any claims against either agency will be handled under RSA 99-D, unless insurance covering the activity exists.
Each agency is responsible for the use of the program by its employees, including any misuse.
5. NHHSEM agrees to, on a quarterly basis, advise representatives of PDA-DPH of;

- a. Total number of hours the software was utilized within the Port of Portsmouth and the surrounding area within the previous quarter.
 - b. Any technical, mechanical or operational problems it encounters when using the program.
 - c. Anecdotal reports of the programs successes, failures and use.
6. PDA-DPH agrees to reimburse/release the funding to NHHSEM once a Receipt/valid Order Form has been provided.

Pease Development Authority
Division of Ports and Harbors



By: David R. Mullen
Its: Executive Director

12/22/16

Date

Department of Safety

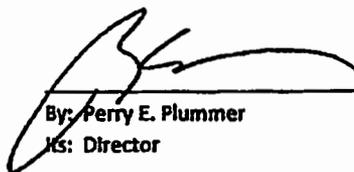


By: John J. Barthelmes
Its: Commissioner

2/20/17

Date

Department of Safety
Division of Homeland Security and Emergency Management



By: Perry E. Plummer
Its: Director

1/5/2017

Date