



State of New Hampshire

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

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FIS 16 023 *DM*

JOHN J. BARTHELMES
COMMISSIONER

January 22, 2016

The Honorable Neal M. Kurk, 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

[Signature]
Approved by Fiscal Committee Date 2/12/16

Requested Action

- Pursuant to RSA 14:30-a, VI, authorize the Department of Safety, Division of State Police, to accept and expend a grant from the Department of Safety, Office of Highway Safety (formerly the NH Highway Safety Agency), entitled NH State Police Crash Records Management System, in the amount of \$109,960.00 for the continued development of software for the Crash Records Management System (CRMS). Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2016. Funding Source: 100% Agency Income.
- Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to establish class 046 consultant positions for the purpose of enhancing the previously developed crash records management system to add to the existing J-One system. Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2016. Funding Source: 100% Agency Income.

Funds are to be budgeted in the account titled:

02-23-23-234010-22110000 Dept. of Safety – Division of State Police – Highway Safety Equipment and Training Grants
RSRC: 405921
Amount: \$109,960.00

Class	Description	Current Adjusted		Revised Adjusted	
		Authorized	Requested Action	Authorized	
009-405921	Agency Income	\$ (571,762.68)	\$ (109,960.00)	\$ (681,722.68)	
018-500106	Overtime	\$ 2,000.00	\$ -	\$ 2,000.00	
019-500105	Holiday Pay	\$ 1,000.00	\$ -	\$ 1,000.00	
020-500221	Current Expenses	\$ 0.22	\$ -	\$ 0.22	
030-500311	Equipment	\$ 0.41	\$ -	\$ 0.41	
039-500180	Telecommunications	\$ 0.60	\$ -	\$ 0.60	
040-500800	Indirect Cost	\$ 40,654.95	\$ 12,555.00	\$ 53,209.95	
046-500465	Consultants	\$ 365,392.50	\$ 97,405.00	\$ 462,797.50	
059-500117	Temp - Full Time	\$ 105,513.00	\$ -	\$ 105,513.00	
060-500602	Benefits	\$ 57,201.00	\$ -	\$ 57,201.00	
	Total	\$ 571,762.68	\$ 109,960.00	\$ 681,722.68	

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
January 22, 2016
Page 2 of 2

Explanation

The State Police Crash Records Management System grant will be used to fund the continued development of a web-enabled Crash Records Management System to capture the data from the new accident reporting form in electronic form. In this phase the Division enhancements will be made, as proposed by users in the field, to improve the usability and to improve the capturing of the data. The existing CRMS program has been successful for the NH State Police in increasing the amount of data that has been collected, as well as the timeliness of capturing that data.

These funds are Federal funds to the Department of Safety, Office of Highway Safety, then become pass-through funds (Agency Income) to the Department of Safety (DOS), Division of State Police.

The funds are to be budgeted as follows:

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

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

Funds in class 046 are needed for the enhancements to the web-enabled Crash Records Management System.

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

- 1) List of personnel involved: *Temporary consultants*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased need for subject matter experts beyond the limited resources of in-house personnel in the development of the web-enabled Crash Records Management System within the Statewide J-One system.*
- 3) Relationship to existing agency programs: *It expands the capacity to achieve missions within the Division of State Police and other projects directly related to the particular project.*
- 4) Has a similar program been requested of the legislature and denied? *No.*
- 5) Why wasn't funding included in the agency's budget request? *It was unclear at that time that there would be a potential need for consultants to complete these tasks.*
- 6) Can portions of the grant funds be utilized? *This request is 100% federally funded.*
- 7) Estimate the funds required to continue this position(s): *The temporary consulting positions are estimated at \$97,405.00.*

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

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

Department of Safety
Highway Safety Equipment and Training Grants
Fiscal Situation

02-23-23-234010-22110000

SFY 2016

Federal Funds Awarded:

FFY 2015 Grant - VPN Installation Assistance - 11/15/2014 - 9/30/2015	\$143,881.00
FFY 2015 Grant - NHSP CRMS Grant - 2/1/2015- 9/30/2015	\$149,518.40
FFY 2016 Grant - NH State Police Captain Position - 10/1/2015- 9/30/2016	\$165,714.00
FFY 2016 Grant - NH State Police VPN Installation - 10/1/2015- 9/30/2016	\$165,977.65
FFY 2016 Grant - NHSP CRMS Grant - 10/1/2015- 9/30/2016	\$109,960.50

Total Grant Funds Awarded \$735,051.55

Less SFY 2015 expenses on FFY 2015 Grants (\$53,327.50)

Less Balance of FFY 2014 Grants Budgeted in SFY15 Completed \$0.00

Total (\$53,327.50)

Net Grant Funds Remaining as of July 1, 2015 (SFY 2016) \$681,724.05

Less SFY 2016 Appropriation including prior year encumbrances
02-23-23-234010-22110000 (\$240,073.68)

Additional Funds accepted through G&C SFY 2016 (\$331,689.00)

Grant Funds Available \$109,961.37

This Request \$109,960.00

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

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

Date Received October 28, 2014	Project Number #310-15S-002
Date Approved October 28, 2014	PSP and Task # 15-04, 05

Part I

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

4. Contract Duration A. Contract Period Start Date: November 15, 2014 Termination Date: September 30, 2015	Functional Area M3DA - 405c Data Program CFDA# 20.616 Program Title Traffic Safety Info System Improvement 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	\$13,009.00	\$13,009.00			
e. Contractual Services	\$130,872.00	\$130,872.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$143,881.00	\$143,881.00			

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

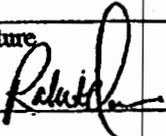
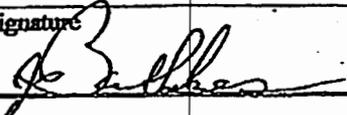
Part II

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 @ 9.94 percent		\$ 13,009.00
e. Contractual Services VPN Installation Contractor (to provide assistance to county/local law enforcement for design, configuring, and deploying VPN)		\$130,872.00
f. Other Expenses		
Total		\$143,881.00

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.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X 		5) Telephone Number 223-8813
B. Authorized Official		
1) Name John J. Barthelmes	2) Title Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X 		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 28, 2014	2. Signature & Title  Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$143,881.00	

**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 December 23, 2014	Project Number 310-15S-005
Date Approved December 23, 2014	PSP and Task # 15-04, 08

Part I

1. Project Title NH State Police Crash Records Management System	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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3. Applicant: A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: February 1, 2015 Termination Date: September 30, 2015	Functional Area K9 - 408 Data Program Incentive CFDA# 20.610 Program Title Traffic Safety Info System Improvements Grant Funding Source National Highway Traffic Safety Administration
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$13,518.40	\$13,518.40			
e. Contractual Services	\$136,000.00	\$136,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$149,518.40	\$149,518.40			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: 100% (\$149,518.40)
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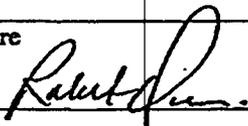
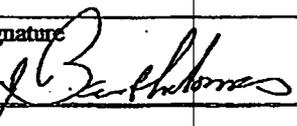
Part II

BUDGET AND PERSONNEL DATA

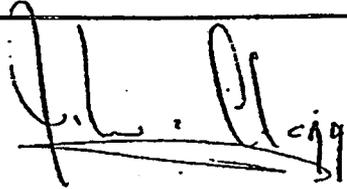
a. Personnel Services		
*See Proposed Solution (page 3) for explanation of pay rates		
b. Current Expenses		
c. Equipment		
d. Indirect Costs and Audit Expense Indirect cost: \$136,000.00 x 9.94 percent		\$13,518.40
e. Contractual Services Web-enabled CRMS System Development Contractor		136,000.00
f. Other Expenses		
Total		\$149,518.40

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 regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X  12/23/14		5) Telephone Number 223-3850
B. Authorized Official		
1) Name John J. Barthelmes	2) Title Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X 		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date December 23, 2014	2. Signature & Title  Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: 149,518.40	

**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 September 29, 2015	Project Number #300-16S-002
Date Approved September 29, 2015	PSP and Task # 16-08, 01

Part I

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

4. Contract Duration	Functional Area PA - Planning & Administration
A. Contract Period	CFDA# 20.600
Start Date: October 1, 2015	Program Title State & Community Highway Safety
Termination Date: September 30, 2016	Funding Source National Highway Traffic Safety Administratio

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	\$165,714.00	\$165,714.00			
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$165,714.00	\$165,714.00			

7. Local Benefit:

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

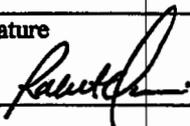
Part II

BUDGET AND PERSONNEL DATA

a. Personnel Services Salary	\$102,856.00	\$105,513.00	
	Holiday Pay	1,000.00	
	Overtime	2,000.00	
Benefits:		57,201.00	\$165,714.00
b. Current Expenses			
c. Equipment			
d. Indirect Costs and Audit Expense			
e. Contractual Services			
f. Travel Expenses			
Total			\$165,714.00

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.

A. Project Director		
1) Name Robert L. Quinn	2) Title Director of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 	5) Telephone Number	
B. Authorized Official		
1) Name Kevin P. O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 	5) Telephone Number	

Part IV (For HSA Use Only)

1. Approval Date September 29, 2015	2. Signature & Title  John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$165,714.00	

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

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

Date Received October 8, 2015	Project Number #310-16S-002
Date Approved October 8, 2015	PSP and Task # 16-04, 07

Part I

1. Project Title VPN Installation	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 NH Department of Safety Division of State Police	DUNS Number 060340564 B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2015 Termination Date: September 30, 2016	Functional Area K9 - 408 Data Program Incentive CFDA# 20.610 Program Title Traffic Safety Info System Improvements Grant Funding Source National Highway Traffic Safety Administration
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$18,951.65	\$18,951.65			
e. Contractual Services	\$147,026.00	\$147,026.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$165,977.65	\$165,977.65			

7. Local Benefit:

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

Part II

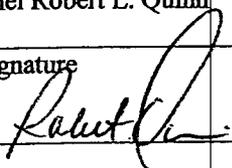
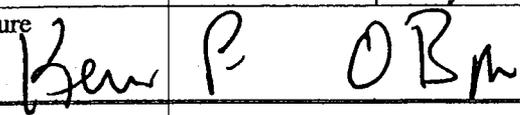
BUDGET AND PERSONNEL DATA

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 @ 12.89 percent		\$ 18,951.65
e. Contractual Services VPN Installation Contractor (to provide assistance to county/local law enforcement for design, configuring, and deploying VPN)		\$147,026.00
f. Other Expenses		
Total		\$165,977.65

The In Kind Match For This Project = \$41,494.41 (408 funds)

The match requirement shall be met through salary and benefits cost analysis of agency personnel performing traffic records related work using state funds.

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.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X  10/5/15		5) Telephone Number 223-8813
B. Authorized Official		
1) Name Kevin O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X 		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 8, 2015	2. Signature & Title  John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$165,977.65	

CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

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

Date Received October 22, 2015	Project Number #310-16S-003
Date Approved October 22, 2015	PSP and Task # 16-04, 02

Part I

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

4. Contract Duration A. Contract Period Start Date: October 1, 2015 Termination Date: September 30, 2016	Functional Area M3DA - 405c Data Program CFDA# 20.616 Program Title Traffic Safety Info System Improvement 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	\$12,555.50	\$12,555.50			
e. Contractual Services	\$97,405.00	\$97,405.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$109,960.50	\$109,960.50			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100%</u> (\$109,960.50)
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Part II

BUDGET AND PERSONNEL DATA

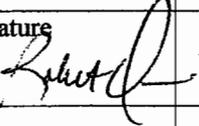
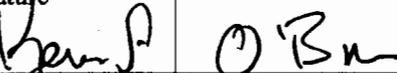
Personnel Services	00	
b. Current Expenses		
c. Equipment		
d. Indirect Costs and Audit Expense Indirect Cost: \$97,405.00 x 12.89 percent		\$12,555.50
e. Contractual Services Web-enabled CRMS System Development Contractor		\$97,405.00
f. Travel Expenses		
Total		\$109,960.50

The in kind match for this project = \$27,490.13 (405C Funds)

The match requirement shall be met through salary and benefits cost analysis of agency personnel performing traffic records related work using state funds.

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.

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

Part IV (For HSA Use Only)

1. Approval Date October 22, 2015	2. Signature & Title  John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$109,960.50	