



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



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*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

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

Division of Operations  
 October 14, 2019

**REQUESTED ACTION**

Authorize the New Hampshire Department of Transportation to accept and expend revenue in the amount of \$30,000.00 from the Department of Homeland Security- 2019 State Agency Homeland Security Grant Awards – Portable Radios (SHSP) Program upon the date of Governor and Council approval through June 30, 2021. 100% Federal Revenue Transfers from Other Agencies.

In SFY 2020, funds shall be accepted and expended within 04-096-096-960515-5034 – Lift Bridge Operations, as follows:

| 04-096-096-960515-5034                    | Current Budget<br>FY2020 | Requested<br>Change | Revised Budget<br>FY2020 |
|---|--------------------------|---------------------|--------------------------|
| <b>Lift Bridge Operations</b>             |                          |                     |                          |
| <b>Expenses:</b>                          |                          |                     |                          |
| 010 500100 Personal Services Perm Class   | \$939,129                | \$0                 | \$939,129                |
| 018 500106 Overtime                       | 117,587                  | 0                   | 117,587                  |
| 019 500105 Holiday Pay                    | 22,495                   | 0                   | 22,495                   |
| 020 500200 Current Expense                | 67,300                   | 0                   | 67,300                   |
| 022 500255 Rents-Leases Other than State  | 26,666                   | 0                   | 26,666                   |
| 023 500291 Heat Electricity Water         | 125,100                  | 0                   | 125,100                  |
| 024 500225 Maint. Other than Bldg-Grounds | 397,982                  | 0                   | 397,982                  |
| 030 500305 Equipment New Replacement      | 38,399                   | 30,000              | 68,399                   |
| 037 500173 Technology – Hardware          | 100                      | 0                   | 100                      |
| 038 500175 Technology – Software          | 100                      | 0                   | 100                      |
| 039 500188 Telecommunication              | 8,500                    | 0                   | 8,500                    |
| 046 500463 Consultants                    | 5,601                    | 0                   | 5,601                    |
| 047 500240 Own Forces Maint Build-GRN     | 1,000                    | 0                   | 1,000                    |
| 048 500226 Contractual Maint Build-Grn    | 2,000                    | 0                   | 2,000                    |
| 050 500109 Personal Services – Temporary  | 125,000                  | 0                   | 125,000                  |
| 060 500601 Benefits                       | 595,833                  | 0                   | 595,833                  |
| 066 500546 Employee Training              | 7,700                    | 0                   | 7,700                    |
| 070 500704 In-State Travel                | 5,000                    | 0                   | 5,000                    |
| 103 500741 Contracts for Op Services      | 100                      | 0                   | 100                      |
| 400 500869 Construction Repair Material   | 100                      | 0                   | 100                      |
| <b>Total</b>                              | <b>\$2,485,692</b>       | <b>\$30,000</b>     | <b>\$2,515,692</b>       |

| <b>Source of Funds</b>                           |             |          |             |
|--|-------------|----------|-------------|
| <b>Revenue:</b>                                  |             |          |             |
| 000 000015 Highway Funds                         | \$1,781,544 | \$0      | \$1,781,544 |
| 00D 488523 Fed Rev Transfers from Other Agencies | 0           | 30,000   | 30,000      |
| 005 407213 Private Local Funds                   | 704,148     | 0        | 704,148     |
| Total  | \$2,485,692 | \$30,000 | \$2,515,692 |

**EXPLANATION**

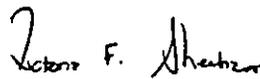
The Department is eligible to receive \$30,000.00 from the Department of Homeland Security to acquire portable radios for the lift bridge operator communications. The 2019 State Homeland Security funds will expire on August 31, 2022. All expenditures must be made and invoiced 30 days prior to the end date (by July 31, 2022).

**Lift Bridge Operations (5034) – 100% Fed Rev Transfers from Other Agencies**

Class 030      Increase Equipment New Replacement by \$30,000.00 to purchase portable radios for lift bridge operator communications.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments

# State of New Hampshire

ROBERT L. QUINN  
COMMISSIONER OF SAFETY



RICHARD C. BAILEY, JR.  
PERRY E. PLUMMER  
ASSISTANT COMMISSIONERS

## DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305

Tel: (603) 223-3889  
Speech/Hearing Impaired  
TDD Access Relay NH 1-800-735-2964

October 7, 2019

Commissioner Victoria F. Sheehan, PE,  
Department of Transportation  
110 Smokey Bear Blvd  
Concord, NH 03302

RECEIVED  
FINANCE AND CONTRACTS

OCT 11 2019

Re: 2019 State Agency Homeland Security Grant Awards – Portable Radios (SHSP)

NH DEPT OF TRANSPORTATION

Dear Commissioner Sheehan:

Congratulations! Your division has been approved for funding specific to enhancing your Homeland Security mission of Portable Radios for the Critical Lift Bridge Operator Communication. It is crucial for compliance with federal regulations that all requirements associated with this grant are adhered to. There are specific special conditions attached to your grant award Terms and Conditions that will need to be followed to ensure grant compliance and reimbursement of costs as approved. These funds expire on August 31, 2022. All expenditures must be completed 30 days in advance of this date.

The following funds have been awarded for specific equipment to the NH Department of Transportation:

2019 State Homeland Security Program: \$30,000.00

This award is for the following:

- Portable Radios \$30,000.00

### AWARD

Attached are the grant terms and conditions, special conditions, lobbying and assurances, and FFATA form. Please initial each page and complete and sign the last page of the grant terms and conditions. Also, please fill out the FFATA form and return both forms to GMU no later than October 30, 2019. These 2019 State Homeland Security funds will expire on August 31, 2022. All expenditures must be made and invoiced 30 days prior to that date (by July 31, 2022).

### REQUISITION

Once the signed award documents have been returned to our office, we will go to Governor and Council to sub-award the funds to the NH Department of Transportation. If the NH Department of Transportation has not budgeted for the receipt of these grant funds, the NH Department of Transportation will need to create an "accept and expend" item to complete the process of awarding and accepting these funds through Fiscal Committee and Governor and Council. Once this is completed the NH Department of Transportation may proceed with procurement for this project.

The following must be submitted to our office (Grants Management Unit - GMU - of DOS) prior to bidding:

- A copy of the RFP, RFB, etc. for these services. Federal Grant Terms and Conditions must be included with this solicitation.
- Once the contract has been awarded, a copy of the Fiscal and Governor and Council awarding item must be sent to GMU.
- Payments for these items are to be reimbursed by the Grant program after initial payment by Fish and Game for the same. Invoice and proof of payment must be submitted to GMU.

Please understand if the information listed above is incomplete, it will be returned to you to complete. Please also designate someone from your division, if needed, to assist our staff here on site if the requisition entry is rejected.

We look forward to working with you as you enhance your capabilities in Homeland Security prevention, protection, response and recovery.

Very truly yours,



Pam Urban-Morin  
Grant Administrator

Cc: Susan Klasen, Administrator  
✓ Marie Mullen, Director of Finance

Encl: Special Terms and Conditions  
Federal Terms and Conditions  
FFATA  
Assurances and Lobbying

**Department of Transportation**  
**FISCAL SITUATION FISCAL YEAR 2020**  
**04-096-096-960515-5034**

2019 State Agency Homeland Security Grant Awards –Portable Radios (SHSP) Program

|  |    |        |
|--|----|--------|
| Estimated revenue budgeted:                      | \$ | -      |
| Prior year carryforward revenue (SFY 2019):      | \$ | -      |
| Additional non-budgeted revenue:                 | \$ | 30,000 |
| <br>   |    |        |
| Amount available to budget:                      | \$ | 30,000 |
| Less current FY20 budget authorization:          | \$ | -      |
| <br>   |    |        |
| Total available for budgeting:                   | \$ | 30,000 |
| <br>   |    |        |
| Amount to be budgeted this request:              | \$ | 30,000 |
| <br>   |    |        |
| Amount available to budget with future requests: | \$ | -      |

| Source of Non-Budgeted Revenue | Amount           | Expenses through<br>10/17/2019 | Balance          |
|--------------------------------|------------------|--------------------------------|------------------|
| Homeland Security Grant        | \$ 30,000        | \$ -                           | \$ 30,000        |
| <b>Totals</b>                  | <b>\$ 30,000</b> | <b>\$ -</b>                    | <b>\$ 30,000</b> |

Amounts from Statement of Appropriations for AU 5034 Dated 10/17/2019