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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

October 20, 2014

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

Retroactive

Requested Action

Authorize the Department of Safety, Division of Homeland Security and Emergency Management (HSEM), to **retroactively** pay unencumbered a SFY2013 invoice with SFY2015 funds in the amount of \$8,000.00 to New Hampshire Association of Broadcasters (NHAB) (VC #154938-B001), 707 Chestnut Street, Manchester, NH 03104 for the production phase of the non-commercial sustaining announcements (NCSAs) on emergency management and preparedness contract. This invoice will be paid upon Governor and Council approval. Funding Source: 32% Federal Funds, 57% Private & Local Funds and 11% Fire & EMS Funds.

Funding is available in the SFY2015 operating budget as follows:

02-23-23-236010-27400000	Dept. of Safety – Homeland Sec/Emer Mgmt – Emergency Mgmt Admin	
020-500247	Current Expenses-Advertising and Publication	<u>SFY2015</u> \$8,000.00

Explanation

This request is **retroactive** due to HSEM not receiving an invoice for services performed against a contract with NHAB that expired March 31, 2013. In accordance with the contract, the State could not make the payment until an invoice was received from the vendor. The vendor's invoice was received on September 8, 2014, after the vendor discovered the oversight during a company audit. HSEM has established a final review of expiring contracts to ensure invoicing and payment requirements have been met prior to closing out contracts.

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

Respectfully submitted,

John J. Barthelmes
Commissioner



NEW HAMPSHIRE ASSOCIATION OF BROADCASTERS

707 Chestnut Street, Manchester, NH 03104
603 627-9600 ■ FAX 603 627-9603 ■ www.nhab.org

September 8, 2014

Mr. Michael Todd
Public Information Officer
Division of Homeland Security and Emergency Management
33 Hazen Drive
Concord, NH 03305

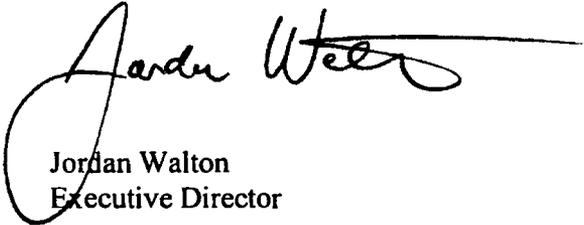
INVOICE

Pursuant to our contract approved by Governor and Council on August 8th 2012, the following payment is due for "Production" for play of NCSA spots as indicated in Exhibit B.

Amount due: \$8,000

Please remit to: New Hampshire Association of Broadcasters
707 Chestnut Street
Manchester, NH 03104

Thank You,



Jordan Walton
Executive Director

Cc: Pat Marino