STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

HIGHWAY SAFETY AGENCY

78 REGIONAL DRIVE, BUILDING 2
CONCORD, N.H. 03301-8530

TDD Access: Relay NH 1-800-735-2964
603-271-2131
FAX 603-271-3790

Margaret Wood Hassan
GOVERNOR

Peter M. Thomson
COORDINATOR

January 10, 2014

AN IMPORTANT NOTICE TO: Mayors/Chairmen, Board of Selectmen
City/Town Managers
Police Chiefs
County Sheriffs

FROM: Peter M. Thomson, Coordinator, NH Highway Safety Agency

SUBJECT: **IMPORTANT NOTICE: FY 2015 FINANCIAL ASSISTANCE FOR CITITES AND TOWNS**

The NH Highway Safety Agency is now implementing the planning process for the allocation of federal funds starting October 1, 2014 – the beginning of the Federal Fiscal Year 2015. If you are interested in federal funding during the period October 1, 2014, through September 30, 2015, it is imperative that you submit to us information pertaining to your community's highway safety needs by March 3, 2014.

Moving Ahead for Progress in the 21st Century Act (MAP-21) requires that the Highway Safety Agency's Strategic Action Plan (SAP) for FY 2015 is evidence-based and supported by data. Projects must relate directly to problems that are identified through the analysis of traffic records data. Based on cost effectiveness and impact on traffic crashes, projects will be included in the SAP and submitted to the National Highway Traffic Safety Administration (NHTSA) for approval. I must stress the importance that your Highway Safety Committee return their plans to us as soon as possible **but no later than March 3, 2014.** Failure to provide the information WILL result in the unavailability of federal highway safety funds for your community during the federal Fiscal Year running from October 1, 2014, through September 30, 2015.

The Federal government limits the programs areas eligible for funding and has placed particular emphasis on 1) speeding, 2) occupant protection, 3) alcohol or drug impaired driving, 4) motorcycles, 5) bicycle and pedestrian safety, 6) aggressive, fatigued, and distracted driving, 7) driver performance, 8) traffic records, 9) school bus safety, and 10) emergency medical services (EMS). We are unable to provide assistance for some pieces of equipment such as ambulances and police cruisers. Federal funds cannot be used for construction projects.

I have enclosed a copy of our Fundable Program Areas which will help provide you the information you need for planning and addressing the highway safety concerns of your community. Also enclosed is a copy of our Annual Highway Safety Programs Plans form for FY 2015 which must be returned to us by March 3, 2014. The information you provide on this form will be used for planning purposes only and will not constitute any commitment on your part or our part, either expressed or implied. Individual applications will be required for specific funding requests and should be submitted as close to the beginning of the federal fiscal year as possible.

If you wish further information or need our assistance please do not hesitate to contact one of our highway safety field representatives by calling us at 271-2131. Your cooperation in this important matter is very much appreciated.

/df
Enclosures

ANNUAL HIGHWAY SAFETY PROGRAM PLANS FOR FY 2015

FOR THE TOWN/CITY OF: _____

Submitted By: _____ Date: _____

Our Highway Safety Committee has met and proposes the following project(s) for the upcoming federal fiscal Year (October 1, 2014 – September 30, 2015). (Please give a brief description of the project(s) planned for the upcoming fiscal year.)

Project Description	*Overtime Rate (include possible rate increase)*	*Number of Patrol Hours*	*Equals Total Officer Pay*	*Plus 30 Percent For Payroll Benefits*	*Equals Total Amount of Project*
Example: Enforcement Patrols – Speed	*$30.00 X*	*88 hours =*	*$2,640.00 +*	*$792.00 =*	*$3,432.00*
Example of Equipment Purchases and how many	*Cost of Equipment*	*Local Share From Town.City **	*NHHSA Share (Federal)*	*Total Amount of Project*	
Radar x 1 =	*$5,500.00*	*$3,000.00*	*$2,500.00*	*$5,500.00*	

*Maximum matching allowed – 50% of total project cost for equipment. In some instances, the federal share will be reduced to the highway safety related portion of the project, resulting in less than 50% of federal funds for the total project.

For further information or an explanation of overtime rate, payroll benefits or percentage of equipment reimbursement, please contact your Highway Safety Field Representative.

Please return by March 3, 2014, to:

NH Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301

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HIGHWAY SAFETY COMMITTEE

FOR

_____

(Name of City or Town)

Submitted By: _____ Date: _____

(Note: There is a required minimum number of 3 members)

Name of Member	Title or Position

Chairperson of the Highway Safety Committee is:

Name: _____

Title: _____

Address: _____

_____

Telephone: _____

Please return to:
NH Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301-8530

HS-2 (1/10)

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FUNDABLE PROGRAM AREAS

(October 1, 2014 – September 30, 2015)

Federal Highway Safety funds are "seed" monies awarded to state and local government agencies to initiate highway safety related activities. Through an application process, agencies must **clearly identify a specific problem,** propose a solution, and state the anticipated results. Final approval is contingent upon the availability of funds, federal funding guidelines and Highway Safety Agency policies.

1. Overtime Enforcement Patrols. Departments must identify their town's priority enforcement problem area (i.e. alcohol, speed enforcement, pedestrian/bicycle) based on statistics and local needs. Funds will not be provided for concurrent overtime patrols.

A. DWI Over-Time Patrols. A maximum of 120 hours of **overtime** patrols dedicated to enforcement of the drinking laws can be funded at time and a half for full-time and regular pay for part-time officers. Police departments must identify those times, based on local situations and conditions, when problems exist with impaired drivers. These patrols must be in addition to those patrols normally conducted during the project period. **Please be sure to include in the price 30% for benefits (i.e. cost per highest hour of patrol plus 30% for benefits.)**

Applications must include a clear description of the alcohol problem, and quantitative goals and objectives for the patrol project (i.e. # of DWI arrests, illegal possession, open container, illegal transportation, etc., anticipated during project period).

B. Selective Traffic Enforcement Over-Time Patrols. Funds can be provided for a maximum of 90 hours of **overtime** patrol activity to address specific traffic problems in your community (i.e. speed, child seat/seat belt, traffic lights or pedestrian/bicycle patrols). Examples of patrol objectives which have been funded are commuter time speed enforcement, school zone speed enforcement, and enforcement in high crash locations. You must identify and substantiate the need for overtime activity, and submit a proposed schedule of patrol times to address the identified problem. **Please be sure to include in the price 30% for benefits (i.e. cost per highest hour of patrol plus 30% for benefits.)**

* **Note: Patrol grants are limited to no more than 120 hours for DWI Patrols and 90 hours for enforcement patrols within an agreed dollar amount and patrols must be conducted during the agreed upon time periods. Patrols will be conducted on an overtime basis and officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate. Please be sure to include in the price 30% for benefits (i.e. cost per highest hour of patrol plus 30% for benefits.)**

C. Low Staffing Sobriety Checkpoints. Funds can be provided for a maximum of 6 hours of **overtime** for 8 officers per night (which includes 1 officer-in-charge and 1 safety officer) to conduct sobriety checkpoints in accordance with state guidelines. **Officers will be paid at their overtime (1.5) rate for work exceeding their normal 40 hours per week. Part-time officers will be paid at their normal hourly rate.** The officer-in-charge (OIC) must have attended a sobriety checkpoint training offered by the NH Highway Safety Agency. **Please be sure to include in the price 30% for benefits (i.e. cost per highest hour of patrol plus 30% for benefits.)**

Patrol activity must be recorded on Form HS-200 provided by this Agency. We will reimburse the wages of the officer(s) based on receipt of a covering letter signed by the chief requesting reimbursement and supported by completed original patrol activity reports (HS-200). However, monthly reports (HS-7b) must be submitted by the 15th of the month following the period covered.

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2) Radar Equipment. 50% reimbursement, up to $2,500.00, for the purchase of radar units to outfit existing patrol units without radar capability. We cannot fund more radar units than the department has patrol vehicles. You must document the number of patrol vehicles and radar units currently owned by the department for enforcement. We can replace equipment in accordance with established criteria (see #14 below).

3) Radar Display/Traffic Monitoring Devices. 50% reimbursement, up to $6,000.00, for the purchase of radar display boards or trailers, traffic data collection devices, etc.

4) Video Equipment. 50% reimbursement, up to $2,500.00, for video equipment to be used to record DWI booking procedures, accident reconstruction/investigation activities or in-cruiser video equipment. Reimbursement of purchase of the in-cruiser video is limited to outfitting existing patrol units that do not have this capability. We can replace equipment in accordance with established criteria (see #14 below).

5) PBT Devices. 50% reimbursement for the purchase of preliminary breath testing devices to be purchased and distributed by the Bureau of Enforcement, NH Liquor Commission.

6) Computer Software. 50% reimbursement, up to $2,500.00, to purchase computer software related to highway safety issues (i.e. crash investigation, reporting or reconstruction).

7) Mobile Data Terminal Software. 50% reimbursement, up to $6,000.00, to purchase computer software related to mobile data terminals (i.e. mobile digital communicator, computer aided dispatch, state interface computer software programs, etc.) including first-year annual support.

8) Laptop Computers. 50% reimbursement, up to $2,500.00,for purchase of tough-book type laptop computer to outfit existing patrol units that do not have this capability. We can replace equipment in accordance with established criteria (see #14 below). However, we cannot fund more laptop computers than the department has patrol vehicles. You must document the number of patrol vehicles and laptop computers currently owned by the department for enforcement.

9) Extrication Equipment. 50% reimbursement, up to $4,500.00, to purchase equipment to assist in extrication of victims of motor vehicle crashes. These projects are usually conducted through the municipal fire department or rescue organization.

10) Motorcycle Leases. Funds can be provided for the lease of a police motorcycle for up to six (6) months (effective April 1 – September 30) with reimbursement of the monthly cost limited to a maximum of $250.00 per month.

11) Tire Deflation Devices. 50% reimbursement for purchase of pursuit stopping spike devices.

12) Traffic Accident Reconstruction Equipment (TAR). 50% reimbursement for reconstruction equipment to include total station computer/laser equipment.

13) Bicycle Helmets. Available through application to the NH Highway Safety Agency. To be used in conjunction with a community bike safety program. Limited to a maximum of 25 per community at no charge.

14) Replacement Equipment. Purchase of replacement equipment is limited to two of each type of equipment per year (i.e. two radar, two in-cruiser video, etc.) and must meet the following criteria: a) state will not certify equipment or equipment cannot be calibrated; b) equipment cannot be repaired/replacement parts are no longer available; and/or c) cost of repair exceeds value of equipment.

We will consider any other highway safety related request which addresses a specific identified highway safety problem through additional manpower or equipment and through public information & education campaigns. Federal guidelines do not allow us to fund road improvements, signs or lighting, bridge repair, or other construction/engineering projects. It is up to you to identify and substantiate the need/or intervention and to propose a solution which can be monitored for effectiveness in reducing highway crashes, injuries, and deaths. Usually we can pay 100% of overtime wages and/or 50% of highway safety equipment. All of our financial involvement is based on reimbursement, most commonly within 4-6 weeks of presentation of a written request for reimbursement supported by copies of checks and invoices.

Should you have any questions or if you would like to discuss programs, please feel free to call the Highway Safety Agency at 271-2131.