



# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE  
ASSISTANT COMMISSIONER

ROBERT L. QUINN  
COMMISSIONER

March 8, 2024

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

## REQUESTED ACTION

Authorize the Department of Safety, Division of State Police, to accept and expend an additional \$65,376.00 from the US Department of Justice, Office of Justice Programs for the purpose of reducing DNA backlog cases within the State Police Forensic Lab. Effective upon Governor & Council approval through June 30, 2025. 100% Federal Funds.

Funds are available in SFY2024 in the following account:

02-23-23-234010-31270000 Dept. of Safety - Division of State Police - Backlog Reduction Program.

Class	Description	Current	Requested Action	Revised
		Appropriation SFY 2024		Appropriation SFY 2024
000-404755-16	Federal Funds	\$ (1,019,041.40)	\$ (65,376.00)	\$ (1,084,417.40)
018-500106	Overtime	\$ 107,106.00	\$ -	\$ 107,106.00
020-500220	Current Expense	\$ 234,515.19	\$ -	\$ 234,515.19
030-500311	Equipment	\$ 102,082.00	\$ -	\$ 102,082.00
037-500173	Technology - Hardware	\$ 12,500.00	\$ -	\$ 12,500.00
038-500177	Technology - Software	\$ 152,199.60	\$ 65,376.00	\$ 217,575.60
041-500801	Audit Funds Set Aside	\$ 1,083.00	\$ -	\$ 1,083.00
060-500602	Benefits	\$ 22,877.00	\$ -	\$ 22,877.00
066-500554	Employee Training	\$ 23,410.00	\$ -	\$ 23,410.00
080-500713	Out-Of-State Travel	\$ 25,903.00	\$ -	\$ 25,903.00
103-502664	Contracts For Operational Services	\$ 337,365.61	\$ -	\$ 337,365.61
		\$ 1,019,041.40	\$ 65,376.00	\$ 1,084,417.40

## EXPLANATION

The New Hampshire State Police Forensic Laboratory is the sole provider of forensic services within the State. This grant provides funding for DNA backlog reduction and capacity enhancement, and to assist labs with maintaining compliance with the FBI Quality Assurance Standards for DNA Laboratories. Currently, cases requiring DNA analysis are taking more than 10 months to analyze. This grant provides funding for DNA laboratory consumables, analyst overtime, and required annual continuing education for analysts. Additionally, it will allow the purchase of additional instrumentation and validation services to increase throughput. Funding will also be used to purchase

67  
CSG

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
March 8, 2024  
Page 2 of 2

tablets for digital documentation, thereby improving workflow efficiency in the laboratory unit by providing a more convenient way to maintain records.

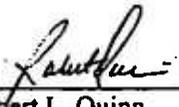
Although the Department included this grant in the SFY 2024 and SFY 2025 budget, the amount of the Federal grant received is higher than what was budgeted, therefore requiring the above-requested action. If this request is not approved Federal funds could be lost, therefore the above-requested action is needed to fully utilize the Federal funds.

Additional funds are to be budgeted as follows:

Funds in Class 038, Technology-Software, are needed for required laboratory software licenses.

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

Respectfully submitted,

  
\_\_\_\_\_  
Robert L. Quinn  
Commissioner of Safety

**Fiscal Situation  
Backlog Reduction Program  
02-23-23-234010-31270000**

FFY 2020 DNA Backlog Reduction Grant - 10/1/2020-3/31/2023	392,216.00
FFY 2021 DNA Backlog Reduction Grant - 10/1/2021-9/30/2023	\$ 412,972.00
FFY 2022 DNA Backlog Reduction Grant - 3/15/2022-3/31/2024	\$ 432,991.00
FFY 2023 DNA Backlog Reduction Grant - 10/1/2023-9/30/2025	\$ 650,000.00
<b>Total Federal Grants Authorized</b>	<b><u>\$ 1,888,179.00</u></b>
Prior Fiscal Year(s) Actual Expenditures:	
FFY 2020 Federal Grant spending State Fiscal Year 2022	(\$195,903.01)
FFY 2020 Federal Grant spending State Fiscal Year 2023	(\$95,078.43)
FFY 2021 Federal Grant spending State Fiscal Year 2023	(\$309,462.52)
FFY 2022 Federal Grant spending State Fiscal Year 2023	(\$158,588.56)
<b>Total Prior Fiscal Year(s) Actual Expenditures:</b>	<b><u>(\$759,032.52)</u></b>
Balance of FFY 2020 Federal Grant Authorized/Unspent as of 7/1/2023	\$ 35,858.96
<b>FY24 Budgeted Appropriations Including encumbrances and carry forward amounts</b>	<b>(\$1,019,041.40)</b>
<b>Additional Federal Available</b>	<b><u>\$ 74,246.12</u></b>
<b>This Request</b>	<b><u>\$ 65,376.00</u></b>



Department of Justice (DOJ)  
Office of Justice Programs  
Bureau of Justice Assistance

Grant

PAGE 1 OF 18

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Safety 33 Hazen Drive Concord, NH 03305-0011		4. AWARD NUMBER: 2020-DN-BX-0013	
		5. PROJECT PERIOD: FROM 10/01/2020 TO 09/30/2022 BUDGET PERIOD: FROM 10/01/2020 TO 09/30/2022	
2a. GRANTEE IRS/VENDOR NO. 026000618		6. AWARD DATE	7. ACTION Initial
2b. GRANTEE DUNS NO. 060340564		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE Statewide DNA Backlog Reduction Program		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 392,216	
		11. TOTAL AWARD \$ 392,216	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY20(BJA - DNA-CBR) Pub. L. No. 116-93, 133 Stat 2317, 2408			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.741 - DNA Backlog Reduction Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Katharine T. Sullivan Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Robert Quinn Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OPC. REG. SUB. FOMS AMOUNT X B DN 80 00 00 392216		21. VDNUG74082	

OJP FORM 40002 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 40002 (REV. 4-88)

**✓ Award Letter**

December 7, 2021

Dear STEVEN LAVOIE,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by SAFETY, NEW HAMPSHIRE DEPARTMENT OF for an award under the funding opportunity entitled 2021 BJA FY 21 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program. The approved award amount is \$412,972.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

Congratulations, and we look forward to working with you.

Amy Solomon  
Acting Assistant Attorney General

**Office for Civil Rights Notice for All Recipients**

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the

✓ **Award Letter**

September 16, 2022

Dear Megan O'Donnell,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by SAFETY, NEW HAMPSHIRE DEPARTMENT OF for an award under the funding opportunity entitled 2022 FY 22 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program (Formula). The approved award amount is \$432,991.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Maureen Hennesberg  
Deputy Assistant Attorney General

**Office for Civil Rights Notice for All Recipients**

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that



**Department of Justice (DOJ)**

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

<b>Name and Address of Recipient:</b>	NEW HAMPSHIRE DEPARTMENT OF SAFETY 33 HAZEN DR
<b>City, State and Zip:</b>	CONCORD, NH 03305
<b>Recipient UEI:</b>	V9GSW38ZEVC5
<b>Project Title: DNA Backlog Reduction Grant- Statewide Impact</b>	<b>Award Number: 15PBJA-23-GG-01317-DNAX</b>
<b>Solicitation Title: BJA FY 23 Formula DNA Capacity Enhancement for Backlog Reduction (CEBR) Program</b>	
<b>Federal Award Amount: (\$850,000.00)</b>	<b>Federal Award Date: 9/8/23</b>
<b>Awarding Agency:</b>	Office of Justice Programs Bureau of Justice Assistance Grant
<b>Funding Instrument Type:</b>	
<b>Opportunity Category: D</b>	
<b>Assistance Listing:</b> 18.741 - DNA Backlog Reduction Program	
<b>Project Period Start Date: 10/1/23</b>	<b>Project Period End Date: 9/30/25</b>
<b>Budget Period Start Date: 10/1/23</b>	<b>Budget Period End Date: 9/30/25</b>
<b>Project Description:</b>	
<p>The New Hampshire State Police Forensic Laboratory (NHSPFL) is the sole provider of forensic services in the State of New Hampshire. The laboratory's Forensic Biology Unit performs all serological and DNA analyses associated with criminal investigations in the state. The Forensic Biology Unit is also responsible for the analysis and entry of offender and casework samples into the CODIS database.</p>	
<p>The NHSPFL is experiencing hardship related to aging equipment, limited space with no ability to expand, and continuing budgetary limitations. The Federal funding from this award will be used for the following goals:</p>	
<ol style="list-style-type: none"><li>1. Maintain and make improvements to the turnaround time for forensic biology casework</li><li>2. Reduce the current DNA database backlog and make significant improvements to turnaround time of samples for CODIS entry</li><li>3. Ensure continuity of operations</li><li>4. Ensure continuing adherence to the FBI's Quality Assurance Standards</li><li>5. Replace permanently out of service equipment as well as equipment that is aging toward failure</li><li>6. Improve efficiency by converting interpretation software to a license server available on all analysts desktops with DNA analysis software</li><li>7. Reconfigure and remodel DNA laboratory layout to better fit new instrumentation, better utilize the space for analysis, and increase the square footage in the post-amplification area.</li></ol>	