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THE STATE OF NEW HAMPSHIRE

DEPARTMENT OF TRANSPORTATION



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William Cass, P.E.  
Commissioner

David Rodrigue, P.E.  
Assistant Commissioner

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Bureau of TSMO  
June 13, 2025

**REQUESTED ACTION**

Authorize the Department of Transportation (NHDOT) and the Department of Safety (NHDOS) to enter into a Memorandum of Agreement for \$335,128.89 to support the administration of the State of New Hampshire's Impaired Driving Safety Program, effective upon Governor and Executive Council approval through September 30, 2028. 100% Federal Funds .

Funding is available as follows for FY 2026:

04-96-96-962515-2945	<u>FY 2026</u>
Municipal Federal Aid	
085-588523	\$335,128.89
Inter-Agency Transfers out of Federal Funds	

**EXPLANATION**

The purpose of this MOA is to identify all of the roles and responsibilities of NHDOS and NHDOT as they relate to the administration of the Impaired Driving Safety Program funded by the Federal Highway Administration (FHWA) through NHDOT to NHDOS. NHDOT is the direct recipient this funding from FHWA, and NHDOT passes this funding through to NHDOS as the sub-recipient of funds.

The Impaired Driving Safety Program has been authorized in the 2024-2034 NHDOT Ten Year Transportation Improvement Plan (TYP) utilizing FHWA funds authorized under the CFR 23 163 amended through The Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21). The Impaired Driving Safety Program is designed to help educate the public on the safety consequences of impaired driving and to enforce the laws pertaining to impaired driving.

NHDOS has been designated as the state agency responsible for administering the State of New Hampshire's the Impaired Driving Safety Program as authorized by Title 23, United States Code (USC) Sections 163(e), Title 23, Code of Federal Regulations (CFR), Part 1225.

This Agreement has been approved by the Attorney General as to form and execution. The

Department has verified that the necessary funds are available. Copies of the fully executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

We respectfully request your approval.

Sincerely,

A handwritten signature in cursive script that reads "William Cass".

William J. Cass, P.E.  
Commissioner

Attachments

**MEMORANDUM OF AGREEMENT BETWEEN  
NEW HAMPSHIRE DEPARTMENT OF SAFETY AND  
NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION FOR THE IMPAIRED  
DRIVING SAFETY PROGRAM.**

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This Memorandum of Agreement (MOA) is entered into by the New Hampshire Department of Safety, hereinafter referred to as NHDOS and the New Hampshire Department of Transportation, hereinafter referred to as NHDOT.

**SECTION 1: PURPOSE**

The purpose of this MOA is to identify all of the roles and responsibilities of NHDOS and NHDOT as they relate to the administration of the Impaired Driving Safety Program funded by Federal Highway Administration (FHWA) through NHDOT to NHDOS.

**SECTION 2: PROGRAM BACKGROUND**

The Impaired Driving Safety Program has been authorized in the 2025-2034 NHDOT Ten Year Transportation Improvement Plan (TYP) utilizing FHWA funds authorized under the CFR 23 163 amended through The Moving Ahead for Progress in the 21st Century Act (MAP-21). The Impaired Driving Safety Program is designed to help educate the public on the safety consequences of impaired driving and to enforce the laws pertaining to impaired driving.

**SECTION 3: PROGRAM ADMINISTRATION**

NHDOS has been designated as the state agency responsible for administering the State of New Hampshire's the Impaired Driving Safety Program as authorized by Title 23, United States Code (USC) Sections 163(e), Title 23, Code of Federal Regulations (CFR), Part 1225.

NHDOT is the direct recipient of Impaired Driving Safety Program funding from FHWA, and NHDOT passes this funding through to NHDOS as the sub-recipient of funds.

As the sub-recipient of Federal-aid funds for the State of New Hampshire's Impaired Driving Safety Program through NHDOT, NHDOS is accountable to both NHDOT and the FHWA for the proper use of the Federal funds.

As a sub-recipient of funds, NHDOS shall use its Impaired Driving Safety Program funds in accordance with all applicable Federal legislation and regulations. NHDOS shall also follow all NHDOT Local Public Agency (LPA) processes and requirements (see link below), which are also reviewed and approved by FHWA.

<https://www.nh.gov/dot/org/projectdevelopment/planning/documents/LPAManual.pdf>

As the recipient of funds from FHWA, NHDOT shall be responsible to ensure proper compliance and oversight of the Impaired Driving Safety Program funds by NHDOS.

Therefore, all decisions regarding the use of Impaired Driving Safety Program funds shall be made by NHDOS under the oversight of NHDOT. Any audit or Federal-aid review that determines non-participation of NHDOS expenditures will require that NHDOS be responsible for all pay back to FHWA through NHDOT.

## **SECTION 4: PROGRAM FUNDING**

### STIP/TIP

23 U.S.C. 134 and 135 requires FHWA-funded Impaired Driving Safety Program projects to be included in the Statewide Transportation Improvement Program (STIP) and applicable Metropolitan Planning Organizations (MPOs) Transportation Improvement Plans (TIPs). NHDOS shall forward the approved Work Plan (how Federal funds will be used) for the Impaired Driving Safety Program determined eligible for funding to NHDOT's Bureau of Transportation System, Management & Operations (TSMO) for incorporation into the STIP, and to applicable TIPs.

Unless the Impaired Driving Safety Program project is determined to be regionally significant, it may be grouped and submitted as one line item to NHDOT for incorporation into the STIP, and to applicable MPOs for incorporation into their TIPs. If an Impaired Driving Safety Program project is determined to be regionally significant by NHDOT and/or through the interagency consultation process, it must be listed individually within the STIP and any applicable TIP.

All modifications to the individual listing of projects or to the line item as listed in the STIP and appropriate TIPs shall be subject to Federal STIP requirements and subjected to the FHWA approved STIP Revision Procedures that are used to guide NHDOT STIP actions.

### Obligation Limitation

The Impaired Driving Safety Program is subject to a limitation of \$335,128.89 in FY 26.

### Funds Availability

Under Title 23 U.S.C. 163(e), apportioned funds are available for obligation until expended, however the intent is to expend these funds within three years. Neither NHDOS nor NHDOT is required to fully use the Impaired Driving Safety Program funds made available through Congress and FHWA if sufficient progress has not been made on existing funded projects.

NHDOS has been designated as the state agency responsible for administering the State of New Hampshire's the Impaired Driving Safety Program as authorized by Title 23, United States Code (USC) Sections 163(e), Title 23, Code of Federal Regulations (CFR), Part 1225.

### Award Amount

NHDOT will provide funding in the amount of \$335,128.89 in state fiscal year 2026 to

NHDOS to support the administration of the State of New Hampshire's Impaired Driving Safety Program as authorized by Title 23, United States Code (USC) Sections 163(e), Title 23, Code of Federal Regulations (CFR), Part 1225.

#### Reimbursements

Upon approval of this MOA, NHDOT shall reimburse up to \$335,128.89 in state fiscal year 2026 to NHDOS upon receiving appropriate documentation of expended funds from NHDOS. Supporting documentation shall include appropriate proof of cost and proof of payment (e.g., purchase orders, receipts, sign-in sheets, etc).

### **SECTION 5: AGENCY RESPONSIBILITIES UNDER THIS MOA**

1. NHDOS shall manage the Impaired Driving Safety Program in accordance with all applicable FHWA rules and regulations governing the use of FHWA funding, as well as in accordance with LPA requirements outlined under the most recent NHDOT LPA Manual sections 6-12 and sections 28-30. NHDOS will be responsible for:
  - i. Develop program guidance that reflects the Federal Impaired Driving Safety Program guidance and is approved by FHWA – NH Division. An approved copy of this Program guidance and any additional FHWA Impaired Driving Safety Program guidance must be shared with NHDOT when it becomes available;
  - ii. Conducting a competitive bid process for distribution of the Impaired Driving Safety Program funds that is compliant with Impaired Driving Safety Program and other Federal requirements;
  - iii. If a competitive bid process will not be completed, submission of a Public Interest Finding (PIF)/ Proprietary/Patented Products Use Form (PPUF) to FHWA NH Division for approval will be required prior to proceeding with procurement;
  - iv. Reviewing and approving individual projects for compliance with Impaired Driving Safety Program and other Federal requirements; and
  - v. Ensure that acceptable supporting documentation is provided and maintained for expenditures for reimbursement through the Impaired Driving Safety Program.
  
2. NHDOS shall undertake the following activities for Impaired Driving Safety Program project and financial transactions through the NHDOT TSMO:
  - i. Initiate project setup and definition, to include defining the project term and other related details. Sufficient detail must be provided so that NHDOT staff can update their Project Management System completely.
  - ii. Request the obligation, de-obligation and/or re-obligation of project funds thru NHDOT TSMO for review and submission to the FHWA.
  - iii. Request reimbursement monthly for the Federal share of allowable project work completed through NHDOT TSMO. Submit copies of all supporting documentation to NHDOT for review and approval by NHDOT along with the reimbursement request.

- iv. Work with NHDOT TSMO to ensure that completed projects are closed (final voucher) within 90-days after completion of the project, in accordance with the current NHDOT and FHWA approved processes.
3. No more than two Term Projects are allowed to be open within FMIS at any one time. One project can be starting up as another is being completed and closed.
4. If required, coordinate all required reviews for the National Environmental Protection Act (NEPA) and submit all projects to the NHDOT Bureau of Environment for approvals, after consultation with the State Historical Preservation Office.
5. Meet annually or more as needed, with the NHDOT TSMO and the NHDOT Bureau of Finance and Contracts (F&C) about the program for billing reviews and other items if needed.
6. Maintain project files and further maintain expenditure support; documentation to include vendor contracts, procurement process, project ledgers and invoices. Such files shall be retained for a period of 3 years after final voucher.
7. NHDOS, as part of every project closeout process, shall utilize an internal auditor to verify that expenditures are allowable in accordance with FHWA guidelines. In the case that unallowable (non-participating) expenses are found through this audit or through a billing review initiated by NHDOT or FHWA, NHDOS shall be responsible for paying those funds back to NHDOT. Failure to do so will result in the current program being given a "Hold" or "Stop Work Order" until such funds are repaid. The auditor's report shall be forwarded to NHDOT TSMO with the request to close the project.
8. As the sub-recipient of Federal-aid funds for the State of New Hampshire's Impaired Driving Safety Program, NHDOS is accountable to the NHDOT as the recipient for the use of the Federal funds.

NHDOT shall undertake the following activities for the Impaired Driving Safety Program:

1. NHDOT TSMO shall process all initial project listings and projections through the NHDOT's Project Management System (Currently known as ProMIS) so that all projects will be included in the NHDOT's STIP and all appropriate MPO TIPs as part of the NHDOT's normal required processes.
2. NHDOT TSMO shall process all project setups and modifications through ProMIS, including but not limited to scope, schedule and budget and term end dates as provided to NHDOT from NHDOS.
3. NHDOT TSMO shall process all requests for obligation, de-obligation and/or re-obligation of project funds through ProMIS and NHDOT processes for review and submission to the FHWA.
4. NHDOT Bureau of Finance and Contracts (F&C) – Project Programming will

program FMIS for obligation, de-obligation and/or re-obligation of project funds and other required project information.

5. NHDOT F&C shall process all of NHDOS's approved reimbursement requests of project work completed within State and Federal requirements through its Current Billing System (CBS). NHDOT F&C will direct the revenue received from FHWA through NHFIRST to a revenue account designated by NHDOS.
6. NHDOT F&C shall provide CBS and other financial system history when requested to document revenue activity for a project.
7. NHDOT TSMO shall work with NHDOS on STIP amendments and/or minor revisions, if necessary, for the Impaired Driving Safety Program providing that any amendments and/or minor revisions do not negatively impact NHDOT projects.
8. As the recipient of Federal-aid funds for the State of New Hampshire, NHDOT is accountable to the FHWA for the proper use of the Federal funds.

#### **SECTION 6: ADDITIONAL PROVISIONS OF AGREEMENT**

##### Effective Date

This MOA shall be effective upon the signatures of NHDOS and NHDOT authorized officials and Governor and Council approval.

##### Amendments

Amendments to this MOA shall only be made in writing and shall be signed and dated by authorized officials from both NHDOS and NHDOT.

#### **SECTION 7: PRINCIPAL CONTACTS FOR THIS MOA**

##### NHDOS

Commander  
NH State Police, HQ  
Impaired Driving Safety Program  
33 Hazen Drive  
Concord, NH 03301  
Tel.: 603-223-4381

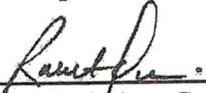
##### NHDOT

Administrator III  
Bureau of Transportation Systems,  
Management and Operations  
110 Smokey Bear Boulevard  
Concord, NH 03301  
Tel.: 603-271-6862

**AUTHORIZED OFFICIALS**

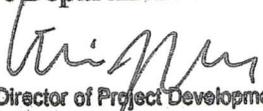
By signature below, the Commissioners certify that the individuals listed as the principal contacts in this document, or their duly appointed successors, are their representatives and are authorized to act in their respective areas for matters related to this agreement.

**New Hampshire Department of Safety**

By:   
Robert L. Quinn, Commissioner

6/19/25  
Date

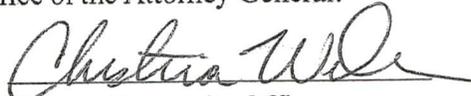
**New Hampshire Department of Transportation**

By:   
Director of Project Development  
~~Sir~~ William J. Cass, Commissioner

7/14/25  
Date

Approved as to form, substance and execution by the Office of the Attorney General:

7/29/25  
Date

  
Attorney General's Office

~~\_\_\_\_\_~~  
Date

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Attorney General's Office