



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
DIVISION OF FORESTS AND LANDS

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 271-2214 Fax: 271-6488 www.nhdf.org

November 14, 2016

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorization is requested for the Department of Resources and Economic Development, Division of Forests and Lands to accept and expend \$17,500 from available federal grant funds for the Volunteer Fire Assistance (VFA) program upon Governor and Executive Council approval through June 30, 2017. 100% Federal Funds

| <b>03-35-35-351010-35220000<br/>VOLUNTEER FIRE ASSISTANCE</b> |                               | <b>FY 2017<br/>Current<br/>Budget</b> | <b>Requested<br/>Action</b> | <b>FY 2017<br/>Revised<br/>Budget</b> |
|---|-------------------------------|---------------------------------------|-----------------------------|---------------------------------------|
| 000-403934  | Federal Funds                 | (\$74,624)                            | (\$17,500)                  | (\$92,124)                            |
| 018-500106  | Overtime                      | 13,700                                | 0                           | 13,700                                |
| 040-500800  | Indirect Costs                | 4,739                                 | 3,500                       | 8,239                                 |
| 041-500801  | Audit Fund Set Aside          | 139                                   | 0                           | 139                                   |
| 050-500109  | Personal Services - Temporary | 16,330                                | 0                           | 16,330                                |
| 060-500612  | Benefits                      | 6,174                                 | 0                           | 6,174                                 |
| 072-500574  | Grants-Federal                | 36,000                                | 0                           | 36,000                                |
| 075-500590  | Grants Subsidies and Relief   | 61,924                                | 14,000                      | 75,924                                |
| Totals:   |                               | \$139,006                             | \$17,500                    | \$156,506                             |

**EXPLANATION**

The Volunteer Fire Assistance (VFA) program is administered by the United States Forest Service through the state forestry agencies, with the primary purpose of supporting the wildland firefighting capabilities of rural fire departments (population <10,000 residents). The New Hampshire Division of Forests and Lands has been using VFA funds for many years to support rural fire departments across the state with such things as training, federal excess property (FEPP), personal protective equipment, and firefighting equipment. This program has been instrumental in equipping and supplying our rural communities, many of which already have small budgets, with proper safety gear and tools for suppressing wildfires. The program requires a 50% match which comes from town funding.

The Division has three multi-year VFA grants currently open and is requesting to increase FY17 appropriations to disburse additional funds directly to rural communities through the normal competitive grant program process. A committee made up of division staff, several fire chiefs, and a representative of the National Volunteer Fire Council reviews all the grant applications and funding is awarded based on criteria.

The following appropriations are requested for Fiscal 2017:

Class 040 - Indirect Costs \$3,500, increase budget to accommodate rate increase; and  
Class 075 – Grants Subsidies and Relief \$14,000, amount needed for disbursement to rural fire departments for training, equipment and supplies.

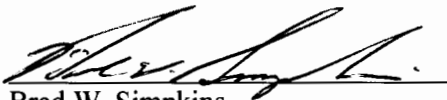
The current budget for FY17 is \$139,006. The requested additional amount of \$17,500 brings the overall FY17 budget to \$156,506.

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

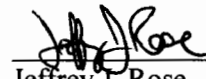
(CJM)

Respectfully submitted,

Concurred,



Brad W. Simpkins  
Director



Jeffrey J. Rose  
Commissioner

State of New Hampshire  
Department of Resources and Economic Development  
Division of Forests and Lands

**FISCAL SITUATION**

| <b>03-35-35-351010-35220000<br/>Volunteer Fire Assistance</b> | <b>Balance</b> |
|---|----------------|
| Federal Grant FFY 14 #14-DG-11420004-124                      | \$ 32,997      |
| Federal Grant FFY 15 #15-DG-11420004-198                      | 65,489         |
| Federal Grant FFY 16 #16-dg-11420004-202                      | 63,377         |
| Total Federal Grant Funds Available                           | \$ 161,863     |
| Current SFY 2017 Budget                                       | (139,006)      |
| Federal Grant Funds in Excess of Budget                       | \$ 22,857      |
| Funds Reserved for Future Periods                             | (5,357)        |
| Additional Appropriation Request                              | \$ 17,500      |

FEDERAL FINANCIAL ASSISTANCE  
AWARD OF DOMESTIC GRANT 16-DG-11420004-202  
Between The  
NEW HAMPSHIRE DEPARTMENT OF RESOURCES AND ECONOMIC  
DEVELOPMENT  
And The  
USDA, FOREST SERVICE  
NORTHEASTERN AREA STATE AND PRIVATE FORESTRY

Project Title: Volunteer Fire Program - VFA

Upon execution of this document, an award to New Hampshire Department of Resources and Economic Development, hereinafter referred to as "The Recipient," in the amount of ~~\$63,377~~, is made under the authority of Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended; Food, Agriculture, Conservation, and Trade Act of 1990, as amended, Public Law 101-624. The Catalog of Federal Domestic Assistance (CFDA) number and name are 10.664 Cooperative Forestry Assistance. NH DRED accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated June 10, 2016, and the attached Forest Service provisions, 'Forest Service Award Provisions,' are incorporated into this letter and made a part of this award.

This authority requires a match of 50/50, which your organization has agreed to meet, as shown in the attached application, financial plan and narrative.

All required reports and official correspondence must be sent to [nagrants@fs.fed.us](mailto:nagrants@fs.fed.us) for internal recordkeeping and processing.

A pen/ink change was made on the SF-424a, blocks #1 & #8 to reflect the correct CFDA Title: Cooperative Forestry Assistance.

This is an award of Federal financial assistance. Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFRs can be obtained at the following internet site: [www.ecfr.gov](http://www.ecfr.gov). If you are unable to retrieve these regulations electronically, please contact your Grants and Agreements Office at 610-557-4131, Vickie M. Caldwell.

The following administrative provisions apply to this award:

- A. LEGAL AUTHORITY. NH DRED shall have the legal authority to enter into this award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.



- B. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this award.

Principal Cooperator Contacts:

| <b>Cooperator Program Contact</b>   | <b>Cooperator Administrative Contact</b>   |
|---|--|
| Name: Brad Simpkins<br>Telephone: 603-271-2214<br>Email: <a href="mailto:brad.simpkins@dred.nh.gov">brad.simpkins@dred.nh.gov</a> | Name: Leslie Sherman<br>Telephone: 603-271-2214<br>Email: <a href="mailto:leslie.sherman@dred.nh.gov">leslie.sherman@dred.nh.gov</a> |

Principal Forest Service Contacts:

| <b>Forest Service Program Manager Contact</b>  | <b>Forest Service Administrative Contact</b>   |
|--|--|
| Name: Winnie Owens<br>Telephone: 610-557-4135<br>Email: <a href="mailto:wowens@fs.fed.us">wowens@fs.fed.us</a> | Name: Vickie M. Caldwell<br>Telephone: 610-557-4131<br>Email: <a href="mailto:vcaldwell@fs.fed.us">vcaldwell@fs.fed.us</a> |

- C. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). NH DRED shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or award term(s). For purposes of this award, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov).

REIMBURSABLE PAYMENTS – FINANCIAL ASSISTANCE. Reimbursable payments are approved under this award. Only costs for those project activities approved in (1) the initial award, or (2) modifications thereto, are allowable



- D. HEALTH & HUMAN SERVICES PAYMENT MANAGEMENT SYSTEM (HHS PMS). NH DRED identified for use of this payment system shall designate a financial institution or an authorized payment agent through which a direct deposit may be made in accordance with current HHS PMS system requirements. The Albuquerque Service Center is responsible for soliciting initial enrollment in the HHS PMS. Any questions concerning payments should be addressed to the Albuquerque Service Center at (877) 372-7248. Please ask for the Grants and Agreements Payments section. Any subsequent changes to banking information are made by NH DRED through the HHS PMS. The HHS sub-account number(s) for this award is/are:

| PROGRAM                   | HHS SUB-ACCOUNT | AMOUNT   |
|---------------------------|-----------------|----------|
| Volunteer Fire Assistance | G42692280001    | \$63,377 |

- E. INDIRECT COST RATES. The approved indirect cost rate at the time of execution is 10.97% as shown in the NICRA provided by the Cooperator.

Indirect cost rates must be formalized in a written agreement between the cognizant agency and Recipient. Requirements are set forth in appendices to 2 CFR 200.

(1) If NH DRED does not have a previously established indirect cost rate with a Federal agency, NH DRED shall follow the requirements and timeframes unique to their organization found in the appendices to 2 CFR 200. NH DRED will be reimbursed for indirect costs at the tentative rate reflected in the budget until the rate is formalized in a negotiated indirect cost rate agreement (NICRA) at which time, reimbursements for prior indirect costs may be subject to adjustment.

(2) As new NICRAs are agreed to between NH DRED and their cognizant audit agency, the revised provisional or final rate(s) are automatically incorporated into this award, as appropriate, and must specify (1) the agreed upon rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The award obligation will not increase as a result of indirect cost rate increases. Updates to NICRAs will not affect the total funds available for this award unless documented in a formally executed modification.

(3) If the NICRA is for a provisional rate, NH DRED shall be reimbursed at the established provisional rate(s), subject to appropriate adjustment when the final rate(s) for the fiscal year are established.

(4) Failure to provide a revised provisional or final NICRA could result in disallowed costs and repayment to the Forest Service.


- F. PRIOR WRITTEN APPROVAL. NH DRED shall obtain prior written approval pursuant to conditions set forth in 2 CFR 200.407.

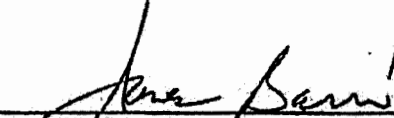
- G. MODIFICATIONS. Modifications within the scope of this award must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.
- H. PERIOD OF PERFORMANCE. This agreement is executed as of the date of the Forest Service signatory official signature.

The start date of this award **October 1, 2015**, pre-award costs are authorized pursuant to 2 CFR 200.458.

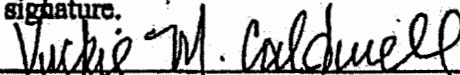
The end date, or expiration date is **September 30, 2018**. This instrument may be extended by a properly executed modification. *See Modification Provision H.*

- I. **AUTHORIZED REPRESENTATIVES.** By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this award. In witness whereof the parties hereto have executed this award as of the last date written below.

  
\_\_\_\_\_  
BRAD SIMPKINS  
Director, Division of Forests and Lands  
New Hampshire Department of Resources and  
Economic Development  
7/27/16  
Date

  
\_\_\_\_\_  
JAMES S. BARRESI, Acting Area Director  
Northeastern Area, State and Private Forestry  
7/25/16  
Date

The authority and the format of this award have been reviewed and approved for signature.

  
\_\_\_\_\_  
VICKIE M. CALDWELL  
Forest Service Grants Management Specialist  
7/25/16  
Date



**ATTACHMENT A: FOREST SERVICE AWARD PROVISIONS**

- A. COLLABORATIVE ARRANGEMENTS. Where permitted by terms of the award and Federal law, NH DRED may enter into collaborative arrangements with other organizations to jointly carry out activities with Forest Service funds available under this award.
- B. FOREST SERVICE LIABILITY TO THE RECIPIENT. The United States shall not be liable to NH DRED for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by NH DRED or any third party.
- C. NOTICES. Any notice given by the Forest Service or NH DRED will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in the award.

To NH DRED, at the address shown in the award or such other address designated within the award.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- D. SUBAWARDS. NH DRED shall notify Subrecipients under this award that they are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.330 through .332.
- E. USE OF FOREST SERVICE INSIGNIA. In order for NH DRED to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service, Program Manager, to the Office of Communications Assistant Director, Visual Information and Publishing Services prior to use of the insignia. The Forest Service Program Manager will notify NH DRED when permission is granted.
- F. BUILDING AND COMPUTER ACCESS BY NON-FOREST SERVICE PERSONNEL. NH DRED may be granted access to Forest Service facilities and/or computer systems to accomplish work described in the Operating Plan or Statement of Work. All non-government employees with unescorted access to Forest Service facilities and computer systems must have background checks following the procedures established by USDA Directives 3800 series. Those granted computer access must fulfill all Forest Service requirements for mandatory security awareness and role-based advance security training, and sign all applicable Forest Service statements of responsibilities.