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# State of New Hampshire

FIS 18 231



DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

October 23, 2018

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

*[Signature]*  
Approved by Fiscal Committee DATED

### Requested Action

1. Pursuant to RSA 14:30-A VI, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to retroactively accept and expend funds from the Substance Abuse and Mental Health Services Administration (SAMHSA) grant, entitled First Responder Comprehensive Addiction and Recovery Act, in the amount of \$720,870.00 for the continuation of the subrecipient grant program for first responders and communities, with the goal of reducing opioid overdoses and fatalities throughout the State. Effective upon Fiscal Committee and Governor and Council approvals for the period of October 1, 2018 through June 30, 2019. Funding source: 100% Federal Funds.

2. Pursuant to RSA 124:15 and contingent upon approval of requested action #1, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to retroactively continue two existing temporary full-time positions, a Program Specialist IV (LG25) and a Program Specialist II (LG 21), originally approved by Fiscal Committee on January 19, 2018 as Item #FIS 17-207 and by Governor and Council on February 7, 2018, as Item #44, for the purpose of implementing and supporting the Substance Abuse and Mental Health Services Administration (SAMHSA) grant, entitled First Responder Comprehensive Addiction and Recovery Act. Effective upon Fiscal Committee and Governor and Council approvals for the period of October 1, 2018 through June 30, 2019. Funding source: 100% Federal Funds.

Funds are to be budgeted as follows:

02-023-023-237010-44570000 Dept. of Safety – Fire Standards-TRNG-EMS – Nat'l Fire Academy Grant

<u>Class</u>	<u>Description</u>	<u>SFY19 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised SFY19 Adjusted Authorized</u>
.000-404365	Federal Funds	(\$170,004.20)	\$720,870.00	(\$890,874.20)
018-500106	Overtime	0.00	1,000.00	1,000.00
020-500200	Current Expenses	85,212.91	85,406.00	170,618.91
030-500331	Equipment	.56	1,500.00	1,500.56
037-500173	Technology Hardware	1,933.00	4,167.00	6,100.00
038-50177	Technology-Software	0.00	28,000.00	28,000.00
039-500191	Telecommunications	140.00	1,600.00	1,740.00
040-500800	Indirect Costs	18,001.29	39,726.00	57,727.29
041-500801	Audit Fund Set Aside	164.77	748.00	912.77
049-584995	Transfer to other State	0.00	3,300.00	3,300.00
050-500109	Personal Service Temp	15,812.72	45,000.00	60,812.72
059-500117	Full Time Temp	29,463.00	82,558.00	112,021.00
060-500601	Benefits	18,615.32	55,715.00	74,331.32

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October 23, 2018

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070-500704	In State Travel Reimb	659.00	1,650.00	2,309.00
072-500574	Grants Federal	0.00	366,000.00	366,000.00
080-500710	Out of State Travel	0.63	4,500.00	4,500.63
Totals		\$170,004.20	\$720,870.00	\$890,874.20

Explanation

This item is retroactive to October 1, 2018 due to the timing of the federal fiscal year end and related September 30, 2018 expiration of year one funding. A reconciliation of year one funds was required to be completed in order to accurately prepare this request to accept and expend year two grant funds.

The NH First Responders Initiating Recovery Support & Treatment (FIRST) project is designed to reduce opioid overdoses and fatalities across the state by utilizing specially trained first responders to connect at-risk individuals with treatment and recovery programs; train at-risk individuals and their support systems on overdose emergency care including the use of naloxone; and increase the number of first responders who can administer naloxone. Project FIRST will link at-risk individuals to local treatment programs or one of the nine hubs being established as part of the statewide opioid response model implemented by the NH Department of Health and Human Services (DHHS). Local first responders may participate in this voluntary program through an application process to encourage locally designed programs to meet specific community resources and needs.

This grant continues two existing temporary full-time positions responsible for developing and delivering training; collect and analyzing data; purchasing and distributing naloxone overdose kits; and for monitoring and reporting. During year one these positions established the framework for the program including grant guidance, application, and grant agreement documentation; met with several pilot programs and stakeholders; and hosted the first advisory committee meeting. Several communities have applied to participate as pilots for the program during year two and additional communities are expected to apply before the end of December 2018. These local programs will receive training and supplies, including naloxone overdose kits, and will implement their community-specific, post-overdose home visit and community training event model.

The funds are to be budgeted as follows:

- Funds in class 018, Overtime, will be used for overtime for the two existing full-time temporary positions.
- Funds in class 020, Current Expenses, will be used to purchase Naloxone, overdose kit carry bags, protective equipment, brochures and training materials, general office and warehouse supplies, postage and shipping, and copies.
- Funds in class 030, Equipment, will be used to purchase office chairs, table, and white board.
- Funds in class 037, Technology Hardware, will be used to purchase one computer, two scanners, and one network printer.
- Funds in class 038, Technology Software, will be used to purchase software for documenting home visits.
- Funds in class 039, Telecommunications, will be used for telephone costs including cell phone and office phone service.
- Funds in class 040, Indirect Costs, will be used for indirect costs on all eligible expenses.
- Funds in class 041, Audit Fund Set Aside, will be used for audit fund set aside on all eligible expenses.
- Funds in class 049, Transfer to other State Agencies, will be used to provide NH Department of Health and Human Services with overtime in order to support the implementation of the programs and provide subject matter expertise to DOS to support subrecipient communities.
- Funds in class 050, Personal Services-Temp, will fund existing part-time staff to develop and deliver first responder training.
- Funds in class 059, Temp Full Time, will fund two existing full-time temporary positions titled Program Specialist IV (LG 25) and Program Specialist II (LG 21).

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
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October 23, 2018

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Funds in class 060, Benefits, will be used to pay benefits costs associated with the existing part-time and full-time temporary staffing.

Funds in class 070, In-State Travel Reimbursement, will be used for local travel expenses.

Funds in class 072, Grants-Federal, provide funding for grants to local subrecipients.

Funds in class 080, Out-of-State Travel Reimbursement, will be used for two employees to attend programs related to the grant.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

1) *List of personnel involved:* Two existing full-time temporary positions titled Program Specialist IV (LG 25) and Program Specialist II (LG 21)

2) *Nature, Need, and Duration:* These positions are needed to implement the grant's objectives, coordinate and deliver training, develop and collect grant program data, develop grant reports and communicate with SAMHSA, and collaborate with the NH Department of Health and Human Services. The proposed grant funding for these positions ends on September 29, 2021.

3) *Relationship to existing agency programs:* These existing positions were established in June of 2018 and support the major objectives of the grant.


4) *Has a similar program been requested of the legislature and denied?* No.

5) *Why wasn't funding included in the agency's budget request?* These funds were unanticipated at the time the budget was created.

6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for these positions.

7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$138,273:00 for the duration of the grant through June 30, 2019.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

Division of Fire Standards & Training & Emergency Medical Services  
 Nat'l Fire Academy Grant

Fiscal Situation: Account 02-23-23-237010-44570000

Federal Funds Awarded:

FFY 2017 First Year SAMHSA grant(1H79SP080286-01) 9/30/17-9/29/2018	\$ 799,797.00
FFY 2018 Second Year SAMHSA grant(1H79SP080286-01) 9/30/2018-09/29/2019	\$ 787,551.00
FFY2017 AFG Grant(EMW-2017-FZ-00036) 8/13/18-8/12/19	\$ 308,902.00
FFY 2017 NFA Grant (EMW-2017-GR-00011) 9/1/2017-8/31/2018	\$ 20,000.00
FFY 2018 NFA grant (EMW-2018-GR-S00022) 8/1/18-07/31/19	\$ 20,000.00
<b>Total Grant Funds Awarded</b>	<b>\$ 1,936,250.00</b>
Less SFY 2018 State expenses on First Year SAMHSA grant (1H79SP080286-01)	\$ (8,569.27)
Less Unspent Balance of First Year SAMHSA grant (1H79SP080286-01)	\$ (635,257.14)
Less SFY 2018 State expenses on FFY 2017 NFA Grant (EMW-2017-GR-00011)	\$ (1,412.00)
Less Unspent Balance State expenses on FFY 2017 NFA Grant (EMW-2017-GR-00011)	\$ (4,559.00)
<b>Total Prior Fiscal Year Actual Expenditures and Unspent Balances</b>	<b>\$ (649,797.41)</b>
<b>Net Grant Funds Remaining</b>	<b>\$ 1,286,452.59</b>
Less: SFY19 State Appropriation including prior year encumbrances:	\$ (170,004.20)
	<b>\$ 1,116,448.39</b>
<b>This Request</b>	<b>\$ 720,870.00</b>

U.S. Department of Homeland Security  
Washington, D.C. 20472



Jeffrey Phillips  
NH Div. of Fire Standards & Training and EMS  
33 Hazen Drive  
Concord, NH 03305 - 0000

Re: Grant No. EMW-2018-GR-00022

Dear Jeffrey Phillips:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2018 State Fire Training Systems Grant Program has been approved in the amount of \$20,000.00. You are not required to match this award with any amount of non-Federal funds.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2018 State Fire Training Systems Grant Program Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help use to make the necessary updates and avoid any interruptions in the payment process.

Obligating Document for Award/Amendment

1a. AGREEMENT NO. EMW-2018-GR-00022-S01  
 2. AMENDMENT NO. \*\*\*  
 3. RECIPIENT NO. 026000618A  
 4. TYPE OF ACTION AWARD  
 5. CONTROL NO. WX03761N2018T

6. RECIPIENT NAME AND ADDRESS  
 NH Div. of Fire Standards & Training and EMS  
 33 Hazen Drive  
 Concord, NH, 03305 - 0000  
 7. ISSUING FEMA OFFICE AND ADDRESS  
 FEMA-GPD  
 400 C Street, SW, 3rd floor  
 Washington, DC 20472-3645  
 POC: 866-927-5646  
 8. PAYMENT OFFICE AND ADDRESS  
 FEMA Finance Center  
 430 Market Street  
 Winchester, VA 22603

9. NAME OF RECIPIENT PROJECT OFFICER  
 Jeffrey Phillips  
 10. NAME OF FEMA PROJECT COORDINATOR  
 Central Scheduling and Information Desk  
 Phone: 800-368-6498  
 Email: Askcsid@dhs.gov

11. EFFECTIVE DATE OF THIS ACTION  
 08/01/2018  
 12. METHOD OF PAYMENT PARS  
 13. ASSISTANCE ARRANGEMENT  
 Cost Reimbursement  
 14. PERFORMANCE PERIOD  
 From: 08/01/2018 To: 07/31/2019  
 Budget Period  
 08/01/2018 07/31/2019

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
State Fire Training Systems Grant Program	97.043	2018-FA-EE30-U350-4101-D	\$0.00	\$20,000.00	\$20,000.00	See Totals
<b>TOTALS</b>			\$0.00	\$20,000.00	\$20,000.00 *	\$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
 N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

State Fire Training Systems Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)

DATE

18. FEMA SIGNATORY OFFICIAL (Name and Title)

DATE

*Deborah S. Scott*

Wed Jul 25 15:48:57 GMT 2018

DEBORAH SUSAN SCOTT, Assistance Officer



First Responders  
 Department of Health and Human Services  
 Substance Abuse and Mental Health Services Administration

Notice of Award  
 Issue Date: 09/14/2017

1199A

*Banking*

Center for Substance Abuse Prevention

Grant Number: 1H79SP080286-01  
 FAIN: SP080286  
 Program Director: Nick Mercuri

Project Title: NH EMS training and outreach grant, this grant will provide naloxone and devices and training to first responders and persons at risk for an opioid overdose.

Grantee Address	Business Address
NEW HAMPSHIRE STATE DEPARTMENT OF SAFETY NH Div. of Fire Standards & Training and EMS 33 Hazen Drive Concord, NH 03305	Leonard, Kyra NH Department of Safety 33 Hazen Drive Concord, NH 03305

Budget Period: 09/30/2017 – 09/29/2018  
 Project Period: 09/30/2017 – 09/29/2021

Dear Grantee:

\* The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$799,797 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NEW HAMPSHIRE STATE DEPARTMENT OF SAFETY in support of the above referenced project. This award is pursuant to the authority of Section 546 of the Public Health and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,  
 Eileen Bermudez  
 Grants Management Officer  
 Division of Grants Management

See additional information below

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Notice of Award

First Responders  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration

Issue Date: 06/29/2018

Center for Substance Abuse Prevention

Grant Number: 5H79SP080286-02  
FAIN: H79SP080286  
Program Director: Nick Mercuri

Project Title: NH EMS training and outreach grant, this grant will provide naloxone and devices and training to first responders and persons at risk for an opioid overdose.

Grantee Address	Business Address
NEW HAMPSHIRE STATE DEPARTMENT OF SAFETY Nick Mercuri 33 HAZEN DR  CONCORD, NH 03305	Kyra Leonard NH Department of Safety 33 Hazen Drive Concord, NH 03305

Budget Period: 09/30/2018 – 09/29/2019  
Project Period: 09/30/2017 – 09/29/2021

Dear Grantee:

\* The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$787,551 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NEW HAMPSHIRE STATE DEPARTMENT OF SAFETY in support of the above referenced project. This award is pursuant to the authority of Section 546 of the Public Health and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,  
Eileen Bermudez  
Grants Management Officer  
Division of Grants Management

See additional information below



4457- AFG 2017

\$308,902.00

8/13/18 - 8/18/19

Mrs. Deborah Pendergast  
 NH Division of Fire Standards and Training and EMS  
 33 Hazen Dr.  
 Concord, New Hampshire 03305-0002

Re: Award No. EMW-2017-FZ-00036

Dear Mrs. Pendergast:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Assistance to Firefighters Grant has been approved in the amount of \$308,902.00. As a condition of this award, you are required to contribute a cost match in the amount of \$46,335.00 of non-Federal funds, or 15 percent of the Federal contribution of \$308,902.00. ✕

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun! If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says Update 1199A in the Action column. Click this link. This link will take you to the SF-1199A, Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments on-line.

U.S. Department of Homeland Security  
 Washington, D.C. 20472



FEMA

U.S. Department of Homeland Security  
Washington, D.C. 20472



Jeffrey Phillips  
NH Div. of Fire Standards & Training and EMS  
33 Hazen Drive  
Concord, NH 03305 - 0000

Re: Grant No.EMW-2017-GR-00011

Dear Jeffrey Phillips:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 State Fire Training Systems Grant Program has been approved in the amount of \$20,000.00. You are not required to match this award with any amount of non-Federal funds. \*

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 State Fire Training Systems Grant Program Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help use to make the necessary updates and avoid any interruptions in the payment process.



State of New Hampshire

DEPARTMENT OF SAFETY  
 OFFICE OF THE COMMISSIONER  
 33 HAZEN DR. CONCORD, NH 03305  
 603/271-2791

JOHN J. BARTHELMES  
 COMMISSIONER

Fiscal # FIS 17-207

November 14, 2017 01-19-2018

The Honorable Neal M. Kurk, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, New Hampshire 03301

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

CC # 44  
 02-07-2018

Requested Action

1. Pursuant to RSA 14:30-A VI, authorize the Department of Safety, Fire Standards and Training and Emergency Medical Services, to amend Item # FIS 17-121, approved by the Fiscal Committee on August 25, 2017, and Item #96, approved by Governor and Council on August 23, 2017, by reallocating grant funds in the amount of \$14,137.00 from the Assistance to Firefighters Grant in order to re-align appropriated funds with the awarded budget for the First Responder Comprehensive Addiction and Recovery (PR-CARA) grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). Effective upon Fiscal Committee and Governor and Council approvals through September 29, 2018. Funding source: 100% Federal Funds.

2. Pursuant to RSA 14:30-A VI, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to accept and expend funds from the Substance Abuse and Mental Health Services Administration (SAMHSA), entitled First Responder Comprehensive Addiction and Recovery grant, in the amount of \$785,660.00 for continuing and increasing the number of first responders capable of administering naloxone; for equipping first responders; for establishing a community grant process statewide where first responders, in collaboration with the New Hampshire Department of Health and Human Services, develop a referral process so that first responders facilitate at-risk individuals connection with treatment and recovery programs; and for delivering education on basic lifesaving skills and administration of naloxone to at-risk individuals and their support systems. Effective upon Fiscal Committee and Governor and Council approvals through September 29, 2018. Funding source: 100% Federal Funds.

3. Pursuant to RSA 124:15 and contingent upon approval of requested action #2, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to create two (2) temporary full-time positions, a Program Specialist IV (LG 25) and Program Specialist II (LG 21), for the purpose of implementing a community grant approval process; for developing and coordinating training for first responders and at-risk individuals; their family, or friends in the life-saving skills of rescue breathing and naloxone administration; for creating a data collection and evaluation system; and for coordinating a first responder referral process to facilitate at-risk individuals entry into treatment and recovery programs. Effective upon Fiscal Committee and Governor and Council approvals through September 29, 2018. Funding source: 100% Federal Funds.

Funds are to be budgeted as follows:

02-023-023-237010-44570000 Dept. of Safety - Fire Standards-TRNG-EMS - Nat'l Fire Academy Grant  
 Activity Code: 23SAMHSA18

Class	Description	SFY18	Requested Action #1	Requested Action #2	Revised SFY18
		Current Adjusted Authorized			Adjusted Authorized
000 - 404365	Federal Funds	(\$309,922.47)	\$0.00	(\$785,660.00)	(\$1,095,582.47)

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
November 14, 2017  
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020 - 500200	Current Expense	\$94,172.00	\$14,137.00	\$99,734.00	\$208,043.00
030 - 500331	Equipment	\$185,259.92	(\$14,137.00)	\$0.00	\$171,122.92
037-500173	Technology Hardware	\$0.00	\$0.00	\$2,000.00	\$2,000.00
039-500191	Telecommunications	\$0.00	\$0.00	\$6,000.00	\$6,000.00
040 - 500800	Indirect Costs	\$12,393.11	\$0.00	\$41,374.00	\$53,767.11
041 - 500801	Audit Fund Set Aside	\$315.59	\$0.00	\$800.00	\$1,115.59
050 - 500109	Personal Service Temp App	\$11,542.17	\$0.00	\$59,000.00	\$70,542.17
059 - 500117	Full Time Temp	\$0.00	\$0.00	\$107,875.00	\$107,875.00
049 - 584995	Transfers to Other State Agencies	\$0.00	\$0.00	\$7,188.00	\$7,188.00
060 - 500601	Benefits	\$899.68	\$0.00	\$59,293.00	\$60,192.68
070 - 500704	In State Travel Reimbursement	\$540.00	\$0.00	\$1,650.00	\$2,190.00
072-500574	Grants Federal	\$0.00	\$0.00	\$366,500.00	\$366,500.00
080-500710	Out of State Travel	\$0.00	\$0.00	\$4,246.00	\$4,246.00
102-500731	Contracts for Program Services	\$4,800.00	\$0.00	\$30,000.00	\$34,800.00
4457 Totals		\$309,922.47	\$0.00	\$785,660.00	\$1,095,582.47

Explanation

The US Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) is administering the First Responders-Comprehensive Addiction and Recovery (FR-CARA) grant. This grant funding is for the delivery of education on opioids to increase the number of first responders capable of administering naloxone; the purchase of personal protective equipment and naloxone for first responders and at-risk individuals; for establishing a statewide first responder referral process for opioids in collaboration with NH Department of Health and Human Services; and for establishing a grant process where communities can request funding to establish local first responder follow-up services to at-risk individuals and their support systems to include referral to local treatment and recovery programs and delivering education on basic lifesaving skills and administration of naloxone. This funding is also for two full-time temporary positions, delivery of training, the purchase of personal protective equipment and naloxone, and establishing a grant process where communities can request funding to establish local first responder follow-up services to at-risk individuals and their support systems.

The funds are to be budgeted as follows:

Funds in class 020, Current Expenses, will be used to purchase Naloxone, overdose kit carry bags, protective equipment, brochures and training materials, general office and warehouse supplies, postage and shipping, and copies.

Funds in class 037, Technology-Hardware, will be used to purchase two laptop computers.

Funds in class 039, Telecommunications, will be used for telephone costs including cell phone and office phone service.

Funds in class 040, Indirect Costs, are needed to pay indirect costs on all eligible expenses.

Funds in class 041, Audit Fund Set Aside, are needed to pay audit fund set aside on all eligible expenses.

Funds in class 049, Transfer to other State Agencies, are needed to provide NH Department of Health and Human Services with overtime in order to support the implementation of the NH CARAS programs.

Funds in class 050, Personal Services-Temp/Appoin, are needed to pay existing part-time staff to develop and deliver first responder training.

Funds in class 059, Temp Full Time, are needed to pay for two (2) full-time temporary positions titled Program Specialist IV (LG 25) and Program Specialist II (LG 21).

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

November 14, 2017

Page 3 of 3

Funds in class 060, Benefits, are needed to pay benefits costs associated with the part-time and full-time temporary staffing.

Funds in class 070, In-State Travel Reimbursement, will be used for local travel expenses.

Funds in class 072, Grants-Federal, provide funding for grants to local sub-grantees.

Funds in class 080, Out-of-State Travel Reimb, will be used for two (2) employees to attend a grantee conference.

Funds in class 102, Contracts for Program Services, will be used for modifications to the statewide electronic patient care reporting and data collection system.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

1) *List of personnel involved:* Two (2) full-time temporary positions titled Program Specialist IV (LG 25) and Program Specialist II (LG 21)

2) *Nature, Need, and Duration:* These positions are needed to implement the grant's objectives, coordinate and deliver training, develop and collect grant program data, develop grant reports and communicate with SAMHSA, and collaborate with the NH Department of Health and Human Services. The Program Specialist IV position will provide direct coordination of programming in the community along with planning and developing the integration of the treatment programs with the first responder community and with Crisis and Regional Access Services. This position will supervise the collection of data and oversee the distribution of services, medication, devices, and training to the most appropriate and needed populations. The Program Specialist II will work directly with grantee organizations and Crisis and Regional Access Services in providing technical assistance, regional training, and program evaluation, in addition to developing and providing policies and procedures for state and local partners. The proposed grant funding for these positions ends on September 29, 2021; however, only the first year of the grant is being accepted in at this point as the grant budget will likely be adjusted based on progress during the first year of implementation of the program.

3) *Relationship to existing agency programs:* These positions are new in order to support a new program for the delivery of education on opioids to increase the number of first responders capable of administering naloxone and establishing a statewide first responder referral process for opioids in collaboration with NH Department of Health and Human Services, and establishing a grant process where communities can request funding to establish local first responder follow-up services to at-risk individuals and their support systems to include referral to local treatment and recovery programs and delivering education on basic lifesaving skills and administration of naloxone.


4) *Has a similar program been requested of the legislature and denied?* No.

5) *Why wasn't funding included in the agency's budget request?* These funds were unanticipated at the time the budget was created.

6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for these positions.

7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$162,413.06 for the duration of the grant through September 29, 2018.

Respectfully submitted,

  
John J. Barthelme  
Commissioner of Safety

**Division of Fire Standards & Training & Emergency Medical Services  
Nat'l Fire Academy Grant**

**Fiscal Situation: Account 02-23-23-237010-44570000**

**Federal Funds Awarded:**

FFY 2015 Assistance to Firefighters Grant (EMW-2015-FZ-00145) Ended 11/15/2017	\$	316,279.00
FFY 2016 Assist. to Fire Firefighters Grant (EMW-2016-FZ-00163) 4/17/2017-4/6/2018	\$	149,714.00
FFY 2017 National Fire Academy Grant (EMW-2017-GR-00011) 09/01/17-08/31/18	\$	20,000.00
FFY 2018 First SAMHSA Grant (1H79SP080286-01) 9/30/2017-9/29/2018	\$	799,797.00
<b>Total Grant Funds Awarded</b>	\$	<b>1,285,790.00</b>

Less State expenses on FFY2015 Assistance to Firefighters Grant	\$	(176,070.25)
Less Unencumbered Balance of FFY2015 Assistance to Firefighters Grant	\$	(14,136.63)
Less State expenses on FFY2016 Assistance to Firefighters Grant	\$	-
<b>Total Prior Fiscal Year Actual Expenditures and Unspent Balances</b>	\$	<b>(190,206.88)</b>

**Net Grant Funds Remaining** \$ **1,095,583.12**

**Less: SFY18 State Appropriation Including prior year encumbrances:** \$ **(309,922.47)**  
\$ **785,660.65**

**This Request** \$ **785,660.00**



First Responders  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration

Notice of Award

Issue Date: 09/14/2017

Center for Substance Abuse Prevention

Grant Number: 1H79SP080286-01  
FAIN: SP080286  
Program Director: Nick Mercuri

Project Title: NH EMS training and outreach grant, this grant will provide naloxone and devices and training to first responders and persons at risk for an opioid overdose.

Grantee Address	Business Address
NEW HAMPSHIRE STATE DEPARTMENT OF SAFETY NH Div. of Fire Standards & Training and EMS 33 Hazen Drive Concord, NH 03305	Leonard, Kyra NH Department of Safety 33 Hazen Drive Concord, NH 03305

Budget Period: 09/30/2017 – 09/29/2018  
Project Period: 09/30/2017 – 09/29/2021

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of **\*\$799,797** (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NEW HAMPSHIRE STATE DEPARTMENT OF SAFETY in support of the above referenced project. This award is pursuant to the authority of Section 546 of the Public Health and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,  
Eileen Bermudez  
Grants Management Officer  
Division of Grants Management

See additional information below

U.S. Department of Homeland Security  
Washington, D.C. 20472



FEMA

Mrs. Deborah Pendergast  
NH Division of Fire Standards and Training and EMS  
33 Hazen Dr.  
Concord, New Hampshire 03305-0002

Re: Award No.EMW-2015-FZ-00145

Dear Mrs. Pendergast:

303,720

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Assistance to Firefighters Grant has been approved in the amount of \$316,279.00. As a condition of this award, you are required to contribute a cost match in the amount of \$47,441.00 of non-Federal funds, or 15 percent of the Federal contribution of ~~\$316,279.00~~ ~~3~~ ~~X~~

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2015 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit



U.S. Department of Homeland Security  
Washington, D.C. 20472



# FEMA

Ms. Deborah Pendergast  
NH Division of Fire Standards and Training and EMS  
33 Hazen Dr.  
Concord, New Hampshire 03305-0002

Re: Award No. EMW-2016-FZ-00183

Dear Ms. Pendergast:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 Assistance to Firefighters Grant has been approved in the amount of \$149,714.00. As a condition of this award, you are required to contribute a cost match in the amount of \$22,457.00 of non-Federal funds, or 15 percent of the Federal contribution of \$149,714.00. \*

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2016 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit

Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Jeffrey Phillips  
NH Div. of Fire Standards & Training and EMS  
33 Hazen Drive  
Concord, NH 03305 - 0000

Re: Grant No.EMW-2016-GR-00017

Dear Jeffrey Phillips:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 State Fire Training Systems Grant Program has been approved in the amount of ~~\$20,000,000~~ <sup>\*</sup> You are not required to match this award with any amount of non-Federal funds.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2016 State Fire Training Systems Grant Program Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

BRIAN KAMOIE GPD Assistant Administrator



# State of New Hampshire

DEPARTMENT OF SAFETY  
 OFFICE OF THE COMMISSIONER  
 33 HAZEN DR. CONCORD, NH 03305  
 603/271-2791

JOHN J. BARTHELMES  
 COMMISSIONER

July 24, 2017

*Fiscal # FIS 17-121  
 08-25-2017*

The Honorable Neal M. Kurk, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, New Hampshire 03301

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

*GC # 96  
 08-23-2017*

Requested Action

1. Pursuant to RSA 9:16-C I, authorize the Department of Safety, Fire Standards and Training and Emergency Medical Services, to transfer \$36,635.00 within accounting units as outlined below. This request for transfer of funds is to re-align appropriated funds with the awarded budget for the Assistance for Firefighters grant. Effective upon Fiscal Committee and Governor and Council approvals through April 6, 2018. Funding source: 100% Federal Funds.
2. Pursuant to RSA 14:30-A VI, authorize the Department of Safety, Division of Fire Standards and Training and Emergency Medical Services, to accept and expend funds from the Federal Emergency Management Agency, entitled Assistance for Firefighters in the amount of \$106,788.00 for the purchase of personal protective equipment, teleconferencing equipment, fire hose, personal protective equipment washer and dryer, emergency medical services training equipment, and technical rescue equipment. Effective upon Fiscal Committee and Governor and Council approvals through April 6, 2018. Funding source: 100% Federal Funds.

Funds are to be budgeted as follows:

02-023-023-237010-44570000 Dept. of Safety – Fire Standards-TRNG-EMS – Nat'l Fire Academy Grant  
 Activity Code: 23FA AFG16

<u>Class</u>		<u>SFY 18 Adjusted Authorized</u>	<u>Requested Action #1</u>	<u>Requested Action #2</u>	<u>SFY 18 Revised Adjusted Authorized</u>
000 - 404365	Federal Funds	(127,043.47)	.00	(106,788.00)	(233,831.47)
020 - 500200	Current Expense	0.00	33,776.00	60,396.00	94,172.00
030 - 500331	Equipment	84,033.92	2,559.00	42,632.00	129,224.92
040 - 500800	Indirect Costs	6,139.11	300.00	3,760.00	10,199.11
041 - 500801	Audit Fund Set Aside	690.59	(456.00)	0.00	234.59
050 - 500109	Personal Service Temp App	33,470.17	(33,470.00)	0.00	0.17
060 - 500601	Benefits	2,559.68	(2,559.00)	0.00	0.68
070 - 500704	In State Travel Reimbursement	150.00	(150.00)	0.00	0.00
	4457 Totals	127,043.47	0.00	106,788.00	233,831.47

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

July 24, 2017

Page 2 of 2

Explanation

The Federal Emergency Management Agency (FEMA) has opened the Assistance for Firefighters grant program to State fire training agencies. This grant provides funding to purchase the necessary equipment to ensure firefighters and emergency medical personnel continue to be trained throughout the State. Based on the size of the State of New Hampshire, there is a 15% match to this grant for which the Division will be utilizing current budgeted funding. The funding is for the purchase of protective equipment, teleconferencing equipment, fire hose, personal protective equipment washer and dryer, emergency medical services training equipment, and technical rescue equipment.

The funds are to be budgeted as follows:


Funds in class 020 will be used to purchase fire hose, technical rescue equipment and personal protective equipment.

Funds in class 030 will be used to purchase teleconferencing equipment, personal protective equipment washer and dryer and emergency medical services training equipment.

Funds in class 040 are needed to pay indirect costs to Administrative Services on all eligible expenses.

Funds in class 041 are needed to pay audit fund set aside on all eligible expenses.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

Division of Fire Standards & Training & Emergency Medical Services  
Nat'l Fire Academy Grant

Fiscal Situation: Account 02-23-23-237010-44570000

Federal Funds Awarded:

FFY 2015 Assistance to Firefighters Grant (EMW-2015-FZ-00145) 05/16/16-05/15/2017	\$	316,279.00
FFY 2016 Assist. to Fire Firefighters Grant (EMW-2016-FZ-00163) 04/07-17-04/06/18	\$	149,714.00
<b>Total Grant Funds Awarded</b>	\$	<b>465,993.00</b>

Less State expenses on FFY2015 Assistance to Firefighters Grant	\$	(190,315.77)
Less Unspent Balance of FFY2015 Assistance to Firefighters Grant	\$	(41,845.28)
Less Unspent Balance of FFY2016 Assistance to Firefighters Grant	\$	-
<b>Total Prior Fiscal Year Actual Expenditures and Unspent Balances</b>	\$	<b>(232,161.05)</b>

<b>Net Grant Funds Remaining</b>	\$	<b>233,831.95</b>
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Less: SFY18 State Appropriation Including prior year encumbrances:	\$	(127,043.47)
	\$	106,788.48

<b>This Request</b>	\$	<b>106,788.00</b>
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U.S. Department of Homeland Security  
Washington, D.C. 20472



**FEMA**

Ms. Deborah Pendergast  
NH Division of Fire Standards and Training and EMS  
33 Hazen Dr.  
Concord, New Hampshire 03305-0002

Re: Award No. EMW-2016-FZ-00183

Dear Ms. Pendergast:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 Assistance to Firefighters Grant has been approved in the amount of \$149,714.00. As a condition of this award, you are required to contribute a cost match in the amount of \$22,457.00 of non-Federal funds, or 15 percent of the Federal contribution of \$149,714.00. \*

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2016 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit

the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 540-504-2883. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,



**Bridget Bean**  
Acting Assistant Administrator for Grant Programs

U.S. Department of Homeland Security  
Washington, D.C. 20472



FEMA

Mrs. Deborah Pendergast  
NH Division of Fire Standards and Training and EMS  
33 Hazen Dr.  
Concord, New Hampshire 03305-0002

Re: Award No. EMW-2015-FZ-00145

Dear Mrs. Pendergast:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Assistance to Firefighters Grant has been approved in the amount of \$316,279.00. As a condition of this award, you are required to contribute a cost match in the amount of \$47,441.00 of non-Federal funds, or 15 percent of the Federal contribution of ~~\$316,279.00~~ **\$316,279.00**.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2015 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

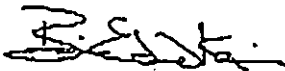
Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit



the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,



Brian E. Kamoie  
Assistant Administrator for Grant Programs