



Virginia M. Barry, Ph.D.
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STATE OF NEW HAMPSHIRE
 DEPARTMENT OF EDUCATION
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July 20, 2015

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

REQUESTED ACTION

1. Authorize the New Hampshire Department of Education (DOE) to accept and expend Developing Capacity to Improve Emergency Operations Plans in New Hampshire (grant) funds in the amount of \$92,457.00 from the United States Department of Education, effective upon Governor and Council approval through December 31, 2015. The purpose of this grant is to improve the Department of Education's internal capacity to assist local schools in the development and implementation of high-quality Emergency Operations Plans (EOPs). **100% Federal Funds**
2. Contingent upon the approval of requested action #1 above, authorize the Department of Education to enter into a Memorandum of Agreement (MOA) with the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) (VC 177878) to assist the DOE in completing the scope of a grant received from the US Department of Education titled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire" in an amount not to exceed \$85,000.00, effective upon Governor and Council approval through December 31, 2015. **100% Federal Funds.**

Funds will be budgeted as follows:

NH Department of Education		
DEV. CAPACITY TO IMPROVE EMERGENCY OP PLANS		
010-56351000-5988		
RSRC:400338		
		SFY 2016
<u>Class</u>	<u>Description</u>	<u>Amount</u>
020	Current Expenses	\$ 5,500
049	Transfers to Other Agencies	\$ 85,000
040	Indirect Costs	\$ 657
041	Audit Fund Set Aside	\$ 125
070	In-State Travel Reimbursement	\$ 500
080	Out-Of State Travel	\$ 675
		<u>\$ 92,457</u>
<u>Source of Funds:</u>		
000	Federal Funds	\$ 92,457

EXPLANATION

1. The Department of Education has been awarded a \$250,000 grant entitled “Developing Capacity to Improve Emergency Operations Plans in New Hampshire” from the US Department of Education. The purpose of the grant is to build capacity within the DOE and its partner agency (HSEM) to provide training and technical assistance to local School Administrative Units (SAUs) for the development and implementation of high quality Emergency Operations Plans (EOPs). This requested action is to only accept \$92,457 for the duration of the Continuing Resolution through December 31, 2015 as this grant is included as part of SFY 2016/17 biennial budget request.

2. This requested action is to authorize the DOE and HSEM to enter into a Memorandum of Agreement to build on HSEM’s team capacity to provide training and technical assistance to the SAUs for the development and implementation of high quality EOPs. DOE will 1) administer and collect the grant required SAU pre- and post-grant self-assessments 2) develop and populate a database that will be used to maintain data on SAU preparedness and Emergency Operations planning, 3) work collaboratively with HSEM in preparing and conducting five regional training sessions for SAU staff and partners, and 4) maintain overall reporting and compliance related to the scope of this grant. HSEM will 1) hire part-time, temporary staff to develop content and to provide training directly to the SAUs, 2) develop an EOP template that encompasses the five mission areas of EOP’s (and modeled to comply with Presidential Policy Directive 8 (PPD8)), and 3) provide awareness, and EOP training and technical assistance to requesting SAUs, while developing and enhancing the capacity to judge the quality of EOP’s, and provide the means and motivation to strengthen the ongoing collaborative work between the DOE and HSEM.

The attached MOA outlines the respective obligations of DOE and HSEM in completing the grant scope of work. This MOA has been approved as to form, substance, and execution by the Office of the Attorney General. The completion of the grant scope by DOE and HSEM will provide the SAUs with the training and technical assistance needed to develop a comprehensive and uniform EOP. Uniformity in the SAU EOPs will permit stakeholders to respond more consistently during emergencies.

APPROPRIATION EXPLANATION

The following appropriation authorities are being requested:

RC:400338		
<u>Class</u>	<u>Class Description</u>	<u>Explanation</u>
020	Current Expenses	To pay for current expenses related to the grant.
049	Transfers to Other Agencies	Transfer of grant funds to HSEM to fulfill the scope of the grant.
040	Indirect Costs	7.7% indirect cost as approved by US DOE on applicable classes.
041	Audit Fund Set Aside	Appropriation for this class is based on .01 percent of the total grant and paid to Administrative Services to offset audit costs.
070	In-State Travel Reimbursement	For in-state travel expenses to attend meetings and presentations.
080	Out-Of State Travel	To attend required national conference.

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Page 3 of 3

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Department offers the following information: These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Virginia M. Barry" followed by a stylized flourish and the word "(for)" in parentheses.

Virginia M. Barry, Ph.D.
Commissioner of Education

MEMORANDUM OF AGREEMENT

Between the Department of Education (DOE) and the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) for completion of the scope of a grant the DOE received from the US Department of Education titled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire".

This Memorandum of Agreement (MOA) outlines the responsibilities of the DOE and HSEM relative to the completion of the scope of the grant, the proposed schedule for the work and the funding provided by the DOE to HSEM.

WHEREAS, the DOE has been awarded a grant from the US Department of Education titled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire".

WHEREAS, the DOE and HSEM have long been working collaboratively in providing school security and safety resources, including Emergency Operation Planning (EOP).

NOW THEREFORE, in order to meet the grant scope requirements, DOE and HSEM have agreed to complete the scope of services as described below.

SCOPE OF SERVICES

DEPARTMENT OF EDUCATION TASKS

Pre-grant Self-Assessment Data Collection

DOE has disseminated the *District Self-assessment Tool*, prepared and provided by the US Department of Education, to all of the State's SAU Superintendents. This tool is designed to determine the current status and quality of SAU-level EOPs across the State so that the specific SAU needs can be identified. Once the SAU needs are compiled, DOE and HSEM will be better able to understand the training and technical assistance to be provided.

Development and Population of SAU EOP Database

DOE will develop a database, using Microsoft Access, which will be populated with pertinent EOP information from each of the State's SAUs. The data will include, but not be limited to, SAU identification information, SAU emergency management contact information, EOP development date (if any), annual review date, evaluation of quality and notation of partner agreements. At the conclusion of the grant term, this database will be maintained by DOE staff.

Review of HSEM Prepared EOP Template

HSEM will be preparing an EOP template to be available for voluntary use by the SAUs. DOE will provide comments and approval of the final EOP template prior to dissemination to the SAUs and posting on the HSEM and DOE websites.

Coordination of Five Regional Training Sessions

DOE will coordinate the content, location and timing of the five regional EOP training sessions in cooperation with HSEM. DOE will be responsible for making all facility arrangements and coordinating announcements to the SAUs and their partners. DOE will also be responsible for supplying presentation equipment, meeting handouts and other required materials as needed by HSEM to complete the training.

Direct SAU Training and Technical Assistance

DOE will support HSEM staff efforts in providing training and technical assistance directly to the SAUs and their partners.

Post-grant Self-Assessment Data Collection

DOE will disseminate the District Self-assessment Tool, prepared and provided by the US Department of Education, but only to the SAU Superintendents that responded to the Pre-grant request. The purpose of collecting this data is to evaluate the success of the work completed by DOE and HSEM in improving the quality of SAU-level EOPs. This data will be provided to the US Department of Education which in turn will provide the data to the United States Congress.

HOMELAND SECURITY AND EMERGENCY MANAGEMENT TASKS

Temporary Part-time Staff

HSEM will hire part-time, temporary staff to complete the grant scope of services. Such staff would include an Emergency Management Specialist, two Field Representatives, and a Program Assistant to provide office support. The two Field Representatives and the Program Assistant would work on the order of 29 hours per week with the Emergency Management Specialist working 15 hours per week to oversee the grant work. HSEM shall notify DOE when staff are hired and provide contact information in a timely manner.

Development of EOP Template

HSEM shall develop an EOP template using readily available commercial software that encompasses the five mission areas of EOP's (and modeled to comply with Presidential Policy Directive 8 (PPD8)) while including those items specific to New Hampshire SAUs. The EOP template shall also include examples of Memorandum of Agreements for various common partners such as the local Fire and Police Departments, etc. The EOP template shall be reviewed and approved by the DOE prior to dissemination to the SAUs. The EOP template shall be made available as a permanent downloadable document on the HSEM and DOE websites once complete.

Completion of Five Regional Training Sessions

In coordination with DOE, HSEM will create an EOP development training session to be given at five regional locations to be determined by DOE. Training shall be provided to the SAUs and their partners

on how to complete the EOP development process focusing on both the HSEM-developed EOP template and the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center EOP Interactive Tools. Training shall also include discussions on the basic plan, functional annexes and threat- and hazard-specific annexes. HSEM shall provide staff to complete the training sessions. HSEM shall provide DOE with a list of required presentation equipment, meeting handouts and other materials needed to complete the training at least a week prior to each session.

Direct SAU Training and Technical Assistance

HSEM staff shall provide direct training and technical assistance to SAUs that make a request for such services. Direct training and technical assistance may include, but not be limited to, individual SAU on-site training sessions, creation of the individual SAU basic plan and annexes, coordination of partnering meetings, development of partnering agreements and finalization of the SAU EOPs. HSEM shall provide DOE with a monthly summary of SAUs for which they have provided training and technical assistance and a brief description of the services provided. The format and the required monthly submittal date of the summary will be developed by DOE and provided to HSEM.

EOP Content Development

HSEM, following authorization by DOE, may create EOP content materials in support of the SAU EOP development efforts. Such content materials may include information sheets on threat and hazard types, state of practice documents on EOP testing exercises and security assessment techniques. The EOP content materials shall be made available as a downloadable document on the HSEM and DOE websites once complete.

FUNDING

The DOE will provide funding in the amount of \$215,170 from Account # 06-56-56-563510-59880000-029-500290 to HSEM as follows, \$162,170.00 for FY 16 and \$53,000.00 for FY 17.

TERMINATION

Either party may terminate this agreement upon providing written notice to the other party, thirty (30) days prior to termination. Upon termination, HSEM will retain funds equal to that expended to the termination date. The remaining funds shall be returned to DOE.

DURATION

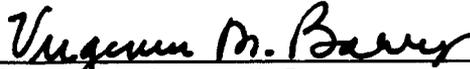
This agreement shall continue in effect from Governor and Council approval, but not before July 1, 2015, until June 30, 2017, unless terminated earlier by either party, or extended in writing by a subsequent agreement of the parties and acceptance by Governor and Council.

AGREEMENT

In WITNESS WHEREOF, the parties hereto have executed this Agreement, which shall become effective on the date the Governor and Council of the State of New Hampshire approve this Agreement, but not

before July 1, 2015.

NH Department of Education



Virginia M. Barry, Ph.D.
Commissioner

6/22/15
Date

NH Department of Safety



John J. Barthelme
Commissioner

6/22/15
Date

Approved as to form, substance, and execution.



Department of Justice

6/26/15
Date

**US Department of Education
Washington, D.C. 20202**

S184Q140019

GRANT AWARD NOTIFICATION

<p>1 RECIPIENT NAME</p> <p>New Hampshire Department of Education Program Support 101 Pleasant Street Concord, NH 03301 - 0000</p>	<p>2 AWARD INFORMATION</p> <p>PR/AWARD NUMBER S184Q140019 ACTION NUMBER 0 ACTION TYPE New AWARD TYPE Discretionary</p>						
<p>3 PROJECT STAFF</p> <p>RECIPIENT PROJECT DIRECTOR Judith D Fillion (603) 271-3855 judith.fillion@doe.nh.gov</p> <p>EDUCATION PROGRAM CONTACT Amy J Banks (202) 453-6704 amy.banks@ed.gov</p> <p>EDUCATION PAYMENT HOTLINE G5 PAYEE 888-336-8930 HELPDESK edcaps.user@ed.gov</p>	<p>4 PROJECT TITLE</p> <p>84.184Q Developing Capacity to Improve Emergency Operations Plans in New Hampshire</p>						
<p>5 KEY PERSONNEL</p> <table border="0"> <thead> <tr> <th><u>NAME</u></th> <th><u>TITLE</u></th> <th><u>LEVEL OF EFFORT</u></th> </tr> </thead> <tbody> <tr> <td>Judith D Fillion</td> <td>Project Director</td> <td>10 %</td> </tr> </tbody> </table>		<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Judith D Fillion	Project Director	10 %
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<p>6 AWARD PERIODS</p> <table border="0"> <tr> <td>BUDGET PERIOD</td> <td>10/01/2014 - 03/31/2016</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>10/01/2014 - 03/31/2016</td> </tr> </table> <p>FUTURE BUDGET PERIODS N/A</p>		BUDGET PERIOD	10/01/2014 - 03/31/2016	PERFORMANCE PERIOD	10/01/2014 - 03/31/2016		
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<p>7 AUTHORIZED FUNDING</p> <table border="0"> <tr> <td>THIS ACTION</td> <td>\$250,000.00</td> </tr> <tr> <td>BUDGET PERIOD</td> <td>\$250,000.00</td> </tr> <tr> <td>PERFORMANCE PERIOD</td> <td>\$250,000.00</td> </tr> </table>		THIS ACTION	\$250,000.00	BUDGET PERIOD	\$250,000.00	PERFORMANCE PERIOD	\$250,000.00
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<p>9 LEGISLATIVE AND FISCAL DATA</p> <table border="0"> <tr> <td>AUTHORITY:</td> <td>PL 107-110 IV-A SAFE AND DRUG-FREE SCHOOLS & COMMUNITIES ACT OF ESEA, AS AMENDED</td> </tr> <tr> <td>PROGRAM TITLE:</td> <td>SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES - NATIONAL PROGRAMS</td> </tr> <tr> <td>CFDA/SUBPROGRAM NO:</td> <td>84.184Q</td> </tr> </table>		AUTHORITY:	PL 107-110 IV-A SAFE AND DRUG-FREE SCHOOLS & COMMUNITIES ACT OF ESEA, AS AMENDED	PROGRAM TITLE:	SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES - NATIONAL PROGRAMS	CFDA/SUBPROGRAM NO:	84.184Q
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CFDA/SUBPROGRAM NO:	84.184Q						

US Department of Education
Washington, D.C. 20202

S184Q140019

GRANT AWARD NOTIFICATION

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0203A	2014	2014	ES000000	B	GA6	QQQ	184	4101C	\$250,000.00

10

PR/AWARD NUMBER: S184Q140019
RECIPIENT NAME: New Hampshire Department of Education
Program Support

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If you subaward under this grant, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
2. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation on the principles that can be used in identifying a procurement as distinct from a subaward, see Sec. --- .210(b)-(d) of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

- (2) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:
- (1) THE RECIPIENT'S APPLICATION (BLOCK 2),
 - (2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS (BLOCK 8), AND
 - (3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS (BLOCK 8).

IN ACCORDANCE WITH 34 CFR 74.25(c)(2), OR 34 CFR 80.30(d)(3) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE RECIPIENT IS REQUIRED TO SUBMIT ALL NECESSARY REPORTS TO THE DEPARTMENT OF EDUCATION WITHIN 90 DAYS AFTER THE END OF FEDERAL SUPPORT (BLOCK 6).


AUTHORIZING OFFICIAL

9/22/14
DATE