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FIS 17 207



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

November 14, 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

[Signature]
Approved by Fiscal Committee Date 11/14/17

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 (FR-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
Page 2 of 3

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
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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. 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) 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
Total Grant Funds Awarded	\$	1,285,790.00

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	\$	-
Total Prior Fiscal Year Actual Expenditures and Unspent Balances	\$	(190,206.88)

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**



Notice of Award

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

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 (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:

363,720

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. ✕

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-00163

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

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~~. 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 use 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

*GC# 96
 08-23-2017*

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

Requested Action

1. Pursuant to RSA 9:16-C 1, 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
Total Grant Funds Awarded	\$	465,993.00

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	\$	-
Total Prior Fiscal Year Actual Expenditures and Unspent Balances	\$	(232,161.05)

Net Grant Funds Remaining	\$	233,831.95
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Less: SFY18 State Appropriation including prior year encumbrances:	\$	(127,043.47)
	\$	106,788.48

This Request	\$	106,788.00
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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-00163

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~~ *

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