



State of New Hampshire

DEPARTMENT OF SAFETY
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The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

April 20, 2020

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

INFORMATIONAL ITEM

Pursuant to RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04, Governor Sununu has authorized the Department of Safety, Division of Homeland Security and Emergency Management to take the following actions:

1. Accept and expend Public Assistance (PA) Grant Program funds in the amount of \$5,000,000.00 from the Federal Emergency Management Agency (FEMA) for DR4516 COVID-19, from the date of the Governor's approvals through June 30, 2021. Funding Source: 100% Federal Funds.
2. Create four temporary full time positions, two Program Planner I's (LG 19) and two Program Assistant II's (LG 15), to assist with Public Assistance grant administration, from the date of the Governor's approvals through June 30, 2021. Funding Source: 100% Federal Funds.

Funds are to be budgeted in SFY2020 in the following account:

02-23-23-236010-12320000 Dept. of Safety		HSEM	Declared Disasters Public Assistance
<u>Class</u>	<u>Description</u>	<u>SFY2020 Current Adjusted Authorized</u>	<u>SFY2020 Revised Adjusted Authorized</u>
000-404805	Federal Funds	(\$10,641,350.02)	(\$5,000,000.00) (\$15,641,350.02)
018-500106	Overtime	\$52,500.00	\$500,000.00 \$552,500.00
020-500200	Current Expense	\$10,699.30	\$275,000.00 \$285,699.30
030-500311	Equipment	\$12,500.00	\$27,500.00 \$40,000.00
037-500174	Technology-Hardware	\$29,153.72	\$25,000.00 \$54,153.72
038-500177	Technology-Software	\$8,143.00	\$25,000.00 \$33,143.00
039-500188	Telecommunications	\$0.00	\$250,000.00 \$250,000.00
040-500800	Indirect Costs	\$48,750.00	\$227,500.00 \$276,250.00
041-500801	Audit Fund Set Aside	\$12,792.00	\$7,500.00 \$20,292.00
047-500240	Own Forces Maint (Bldg-Grnds)	\$4,500.00	\$0.00 \$4,500.00
050-500109	Personal Service Temp	\$35,500.00	\$100,000.00 \$135,500.00
059-500117	Temp Full-Time	\$80,759.00	\$187,500.00 \$268,259.00
060-500601	Benefits	\$95,051.00	\$375,000.00 \$470,051.00
066-500543	Employee Training	\$6,000.00	\$0.00 \$6,000.00
070-500705	In-State Travel	\$10,000.00	\$0.00 \$10,000.00

371
The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

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

April 4, 2020

Page 2 of 3

072-500574	Grants Federal	\$10,225,002.00	\$1,500,000.00	\$11,725,002.00
080-500710	Out of State Travel	\$10,000.00	\$0.00	\$10,000.00
085-588599	Interagency Transfers Fed Funds	\$0.00	\$1,500,000.00	\$1,500,000.00
	Total	<u>\$10,641,350.02</u>	<u>\$5,000,000.00</u>	<u>\$15,641,350.02</u>

Explanation

This request to accept and expend \$5,000,000.00 represents the estimated federal share of the Public Assistance Grant for the State's Emergency Protective Measures conducted for the DR4516 COVID-19 response. The statewide response has focused on taking action to save lives and protect public health and safety during the COVID-19 pandemic. These measures include, but are not limited to, activating and staffing the State Emergency Operations Center (SEOC) to support New Hampshire's response efforts, purchasing life-saving and life-sustaining commodities including personal protective equipment for state and local use, and activating and staffing numerous call-centers to help keep the public informed with up to date information about COVID-19.

Due to the unprecedented scope and magnitude of this disaster, case management will be significantly more time consuming than current HSEM staff resources are able to handle. FEMA is expecting the State to effectively manage the Public Assistance Grant Program with less FEMA staff support, requiring that HSEM staff provide more support to applicants than ever before. New temporary full time positions are needed to support the HSEM response to the pandemic and to timely and efficiently handle the substantial documentation required to manage the DR4516 COVID-19 disaster.

Two Program Planner I's are required to work closely with Federal, State, and local officials, surveying and gathering documentation to validate cost information provided by communities, state agencies, and private sector entities and utilizing this information to make determinations of the impact and resulting needs of communities and public sector as a whole. Two Program Assistant II's will provide administrative assistance and clerical support to the Planning Section in support of COVID-19 response and recovery to include processing of applications through grant close outs, reviewing paperwork for completeness, accuracy and format according to state and federal requirements, and ensuring that materials are submitted in a timely manner. These resources will ensure that funding is available for eligible purposes and processed as quickly as possible in accordance with federal and state law.

The funding mechanism is 75% Federal and 25% State/Local share. The 25% required match for State Agency projects will be paid from existing budgeted appropriations or an additional request for these funds will be made through the State Legislature. The local share is the responsibility of the local applicant. Indirect costs are budgeted based only on the Recipient Administration portion of the funds, as all other funds are considered pass-through funds and are not subject to indirect costs.

The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program provides federal assistance to state and local governments and certain qualified private nonprofit organizations to assist in responding to and recovering from federally declared disasters. To date, the State of New Hampshire has had eight declared disasters since June 1, 2017, impacting the entire State.

The funds will be budgeted as follows:

Class 018 - Overtime: to be used for labor costs incurred to open and operate the Emergency Operation Center (EOC) and responding Statewide to protect public safety during COVID-19 response.

Class 020 - Current Expense: to be used for costs incurred in order to open and operate the State Emergency Operation Center including cleaning supplies, disinfectants, and food for employees working in the SEOC.

Class 030 - Equipment: to be used to purchase office equipment needed to support COVID-19 response.

Class 037 - Technology-Hardware: to be used to purchase computer equipment for HSEM staff to manage COVID-19 response.

Class 038 - Technology-Software: to be used to purchase software for HSEM staff to manage COVID-19 response.

Class 039 - Telecommunications: to be used for costs incurred to manage COVID-19 response, including conference calls

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
April 4, 2020
Page 3 of 3

Class 040 - Indirect Cost: represents the indirect cost associated amount for this request.

Class 041 - Audit Funds Set Aside: represents the audit fund set aside associated amount for this request.

Class 050 - Personal Service Temp: to be used to pay salaries for existing part time positions supporting COVID-19 response.

Class 059 - Temp Full-Time: to be used to pay salaries for four new full-time temp positions supporting COVID-19 response.

Class 060 - Benefits: to pay the benefits associated with the program positions.

Class 072 - Grants Federal Funds: to provide reimbursement to sub-grantees for costs incurred supporting COVID-19 response.

Class 085 - Interagency Transfers Federal Funds: to provide reimbursement to State Agencies for costs incurred supporting COVID-19 response

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

- 1) *List of personnel involved:* (2) Program Planner I (LG 19 A000) and (2) Program Assistant II (LG15 A000).
- 2) *Nature, Need, and Duration:* These positions are needed to assist HSEM with Public Assistance grant administration. The proposed grant funding for this position ends on June 30, 2021.
- 3) *Relationship to existing agency programs:* These positions will provide support to HSEM with grant administration.
- 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?* All grant funds must be used for eligible work within the declared disaster areas.
- 7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$375,000.00 for the duration of the grants through June 30, 2021.

There are no General funds required with this request. In the event that Federal funds are no longer available, General funds and/or Highway funds will not be requested to support this program.

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety