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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS  
**DIVISION OF ECONOMIC DEVELOPMENT**  
172 Pembroke Road, Concord, New Hampshire 03301  
TEL: 603-271-2341 Website: [www.nheconomy.com](http://www.nheconomy.com)

TAYLOR CASWELL  
Commissioner

WILDOLFO ARVELO  
Director

April 30, 2018

*[Signature]* 5/13/18

Approved by Fiscal Committee      Date

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court  
and  
His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

1. Pursuant to RSA 12-O:21, II, authorize the Department of Business and Economic Affairs (DBEA), Division of Economic Development (DOD), to budget and expend prior year carry forward funds in the amount of \$128,559 and reallocate appropriations between expense accounts in the amount of \$18,024, for a total of \$146,583 for the purpose of creating a ten-year economic development strategy for New Hampshire effective upon Fiscal Committee and Governor and Executive Council approval through December 31, 2018. **100% Other Funds**

03-022-022-220510-22340000	Current Budget FY18	Requested Change 1	Requested Change 2	Revised Budget FY18
<b>Economic Development Projects</b>				
<b><u>Expenses:</u></b>				
038 Technology-Software	\$13936	\$0	(\$13936)	\$0
073-Grants Non Federal	\$3300	\$0	(\$3300)	0
075-Grants, Subsidies & Relief	\$788	\$0	(\$788)	0
046-Consultants	\$0	\$128,559	\$18,024	\$146,583
<b><u>Source of Funds</u></b>				
<b><u>Revenue:</u></b>				
001-Transfers from Other Agency	(\$18,024)	(\$128,559)	\$0	(\$146,583)

2. Pursuant to RSA 14:30-a, VI, authorize DBEA to accept and expend federal grant funds in the amount of \$140,000 from the Economic Development Administration and \$42,000 from the Northern Borders Regional Commission for a total of \$182,000 for the purpose of creating a ten-year economic development strategy for New Hampshire effective upon Fiscal Committee and Governor and Executive Council approval through December 31, 2018. **100% Federal Funds**

<b>03-022-022-220510-22340000</b>	<b>Budget contingent on approval of Requested Action #1 FY18</b>	<b>Requested Change</b>	<b>Revised Budget FY18</b>
<b>Economic Development Projects</b>			
<b>Expenses:</b>			
046-Consultants	\$146,583	\$182,000	\$328,583
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-Federal Funds	\$0	(\$182,000)	(\$182,000)
001-Transfers from Other Agency	(\$146,583)	\$0	(\$146,583)
<b>Total Revenue</b>			(\$328,583)

3. Pursuant to RSA 124:15 and contingent upon approval of Requested Action #1 and #2, authorize DBEA to establish a class 046 Consultant for the purpose of creating a ten-year economic development strategy for New Hampshire effective upon Fiscal Committee and Governor and Executive Council approval through December 31, 2018.

### EXPLANATION

The Department of Business and Economic Affairs (BEA), Division of Economic Development (DED) requests authorization to expend funds from the Economic Development Fund established under RSA 12-O:21. The funds are used for the purpose of providing grants, loans and other economic development initiatives which are beneficial to the state's overall economy.

RSA 12-O:24 requires DED to develop a rolling ten-year economic development strategy and operating plan. With input and assistance from BEA's Council of Partner Agencies and other public and private organizations, the plan will include specific goals, objectives, and actions to address New Hampshire's most pressing economic development needs along with well-defined metric to measure progress.

The monies in the Economic Development Fund will allow BEA to hire a consultant to work with the division, partner organizations and other stakeholders to facilitate, produce, and release the ten-year economic development plan for the State of New Hampshire. Subject to approval, the department will also utilize funds through a grant from the North Borders Regional Commission and a grant from the Economic Development Administration to fully fund the project.

Through its Planning and Local Technical Assistance programs, the Economic Development Administration (EDA) assists eligible recipients in developing economic development plans and studies designed to build capacity and guide the economic prosperity and resiliency of an area or region. The Planning program helps support organizations, including District Organizations, Indian Tribes, and other eligible recipients, with Short Term and State Planning investments designed to guide the eventual creation and retention of high-quality jobs, particularly for the unemployed and underemployed in the Nation's most economically distressed regions. As part of this program, EDA supports Partnership Planning investments to facilitate the development, implementation, revision, or replacement of Comprehensive Economic Development Strategies (CEDs), which articulate and prioritize the strategic economic goals of recipients' respective regions. The Local Technical Assistance program strengthens the capacity of local or State organizations, institutions of higher education, and other eligible recipients to undertake and promote effective economic development programs through projects such as feasibility studies and impact analyses.

The Northern Borders Regional Commission (NBRC) is a Federal-State partnership for economic and community development in Northern Maine, New Hampshire, Vermont and New York. The mission of the NBRC is to catalyze regional, collaborative, and transformative community economic development approaches that alleviate economic distress and position the region for economic growth. Each year, the NBRC provides federal funds for critical economic and community development projects throughout the northeast. These investments lead to new jobs being created and leverage substantial private sector investments. Originally awarded in 2016, the name of the contract awardee for the grant was changed from the Department of Resources and Economic Development to the Department of Business and Economic Affairs on November 21, 2017. On February 2, 2018, an amendment to increase the plan from a 5-year plan to a 10-year plan was approved. NBRC will reimburse 12% of every reimbursement request submitted by the agency, up to a maximum of \$42,000.

The funds are to be budgeted as follows:

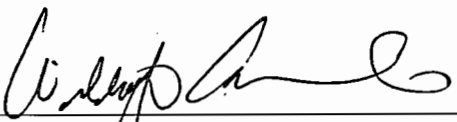
The funds in Class 046, Consultants, will be used to hire a consultant to assist in the development of a ten-year economic development strategy and operating plan for New Hampshire.


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

- 1) List of personnel involved: Temporary consultants.
- 2) Nature, Need, and Duration: The consultants will assist the division, partner organizations and other stakeholders to facilitate, produce, and release the ten-year economic development plan for the State of New Hampshire.
- 3) Relationship to existing agency programs: There are no other programs or staff within the agency that are duplicating this effort, or have this area of expertise.
- 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? In order to utilize the funds in the Economic Development Projects accounting unit, the agency must seek Fiscal Committee and Governor and Executive Council approval. Due to an administrative oversight, the grants funds were not included in the agency's budget request.
- 6) Can portions of the grant funds be utilized? All grant funds will be used for this request.
- 7) Estimate the funds required to continue this position(s): The consultants necessary for this work will not be permanent or continued once the strategy and plan is complete.

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

Respectfully Submitted,

  
\_\_\_\_\_  
Wildolfo Arvelo  
Director of Economic Development

  
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Taylor Caswell  
Commissioner



**Northern Border  
Regional Commission**

**Grant Agreement  
Between  
Northern Border Regional Commission  
And  
NH Department of Business & Economic Affairs**

**AMENDMENT #1**

**February 9, 2018**

**NBRC Contract Number  
NBRC16GNH01**

**Federal Org Code  
708X TS10 TTS91200 TSXNH R22**

**Project Title: New Hampshire Economic Development Strategy**

*Wildolfo Arielo, Director, Division of Economic Development*

Recipient's Authorized Representative Name and Title (print)

*[Signature]* 2/9/18

Recipient's Authorized Representative (signature)

date

**Christine Frost Program Director**

NBRC Authorized Representative Name and Title (print)

*Christine Frost* 3/21/2018

NBRC Authorized Representative (signature)

date



# NORTHERN BORDER REGIONAL COMMISSION

ECONOMIC AND INFRASTRUCTURE DEVELOPMENT INVESTMENT PROGRAM

## Notice To Proceed

Fiscal Year 2016 Grant Award #: **NBRC 16GNH01**

Name of Grantee: **NH Department of Business & Economic Affairs**

Date of Notice To Proceed: **November 21, 2017**

<ul style="list-style-type: none"> <li>✦ The grant agreement/contract has been signed by both parties and on file in the NBRC office.</li> </ul>	✓
<ul style="list-style-type: none"> <li>✦ NBRC office has on file the SF3881 Automated Clearing House (ACH) Enrollment Form.</li> </ul>	✓
<ul style="list-style-type: none"> <li>✦ All match listed in the contract is committed. NBRC Form 1002 listing committed match is on file and is complete.</li> </ul>	✓
<ul style="list-style-type: none"> <li>✦ At least 75% of any previous project has been completed.</li> </ul>	N/A
<ul style="list-style-type: none"> <li>✦ On of the following applies: 1. A copy of the contract with a Local Development District (LDD) is on file. 2. A waiver from the LDD administration is on file. 3. The Grantee is a State entity and is exempt from the Administration contract.</li> </ul>	N/A

For Northern Border Regional Commission

**02/09/2018**

Date

**Christine Frost, Program Director**

Printed Name



**Northern Border  
Regional Commission**

**Grant Agreement  
Between  
Northern Border Regional Commission**

**And  
NH Department of Resources and Economic  
Development**

August 1, 2016

NBRC Contract Number  
NBRC16GNH01

Federal Org Code  
708X TS10 TTS91200 TSXNH R22

Project Title: New Hampshire Economic Development Strategy

<b>Grantee/Recipient:</b> New Hampshire Department of Resources and Economic Development Contact: Carmen Lorenz 172 Pembroke Road, Concord, NH 03301 603-271-2341 <a href="mailto:carmen.Lorenz@dred.nh.gov">carmen.Lorenz@dred.nh.gov</a>	<b>Grantor:</b> Northern Border Regional Commission Contact: Christine Frost 53 Pleasant Street, Suite 3602, Concord, NH 03301 202-590-0807 <a href="mailto:admin@nbrc.gov">admin@nbrc.gov</a> <a href="http://www.nbrc.gov">www.nbrc.gov</a>
<b>State Program Manager:</b> Christopher Way 172 Pembroke Road, Concord NH 03301 603-271-2341	NH DRED <a href="mailto:christopher.Way@dred.nh.gov">christopher.Way@dred.nh.gov</a>
Grantee's EIN:	02-6000618
Date of Award:	August 1, 2016
Date of Amendments	N/A
Total Project Amount:	350,000
Amount of Federal NBRC Funds Awarded:	\$42,000
Total Other Funds:	\$308,000

CFDA Number and Name:	#90.61 /Economic and Infrastructure Development Grant Program
Project Description:	This grant will support the creation of a five-year economic development strategy for New Hampshire that will align economic development resources across agencies and organizations to address the State's most pressing economic development needs.
Infrastructure Award:	No
Approved Indirect Cost Rate:	N/A
Reimbursement Rate:	12%

*I. Grant Provisions Specific to This Award*

- I. **Statement of Purpose** – Incorporation of Proposal: This agreement implements a grant made under the authorities of 40 USC Subtitle V, to provide funding to NH Department of Resources and Economic Development. This project shall be carried out in general accord with Grantee's proposal, received at Northern Border Regional Commission (NBRC) on June 17, 2016. Grantee's proposal is incorporated by reference. To the extent this agreement conflicts with the incorporated proposal, this Agreement shall control.
  
- II. **Order of Precedence**: This grant agreement is subject to the provisions of 40 USC Subtitle V, this Grant Agreement, the NBRC Federal Grant Program Eligibility and any Clarification Notes, the General Federal Grant Provisions, and any incorporated Supplements. Any conflict among these provisions shall be resolved giving precedence to these authorities in the order in which they are listed above.
  
- III. **Period of Performance**: The grant period of Performance shall be October 1, 2016, through September 31, 2018.
  
- IV. **Contract Number**: The contract number that has been assigned to this project must be included in any and all communications regarding this award, this includes filing progress reports and reimbursement requests as well as incidental communication and inquiries.
  
- V. **Obligation of Funds**: The following items are required to be filed with NBRC no later than September 1, 2016, to ensure that funds are obligated for this specific project in the current federal fiscal year.
  - ☛ A signed copy of this Grant Agreement
  - ☛ Completed SF3881 Automated Clearing House (ACH) Enrollment Form.



VI. **Notice to Proceed:** No work may begin prior to receiving a Notice-To-Proceed from NBRC. No documented match or invoices generated by the Recipient will be considered part of the project until a Notice-To-Proceed has been issued by NBRC. The following items are required prior to receiving a Notice-To-Proceed:

- Signed Grant Agreement returned to NBRC
- SF3881 ACH form returned to NBRC
- NBRC Form 1002 listing committed match
- Demonstration of completion of at least 75% of any previously awarded NBRC project. (N/A)
- Signed Administration Contract with a Local Development District, or waiver approved by the Federal Co-Chair to self-administer. (N/A)

VII. **Project Scope:**

- A. Procure consultant(s)
- B. Complete visioning and goal-setting and define metrics
- C. Provide opportunities for public input consistent with NBRC legislation 40 CFR§15502;  
(c) Consultation With Interested Local Parties.—In carrying out the development planning process (including the selection of programs and projects for assistance), a State shall—
  - (1) consult with local development districts, local units of government, and local colleges and universities; and
  - (2) take into consideration the goals, objectives, priorities, and recommendations of the entities described in paragraph (1).
- D. Deliver a final plan which includes a concise and visually appealing summary of the Five-Year Economic Development Strategy, as well as a summary of all research and findings, and a communications plan and toolkit to assist with public education.

VIII. **Reporting Requirements:**

- A. **Progress Reports:** Using the Performance Progress Report (SF-PPR), each Recipient is required to provide quarterly progress reports beginning October 1, 2016. Reports are due as follows:

Reporting Period: October 1 - December 31 -	Report Due January 31
Reporting Period: January 1 - March 30 -	Report Due April 30
Reporting Period: April 1 - June 30 -	Report Due July 31
Reporting Period: July 1 - September 30 -	Report Due October 30

- B. **Financial Reports:** The SF-425 Federal Financial Report is due on October 30 of each federal fiscal year (October 1 to September 30) and 45 days after the close of the project.

- IX. Budget: Under the terms of the Award, the total approved/authorized budget is: \$350,000. Costs will be determined in general accord with the budget outlined in the proposal or subsequently negotiated. Grantees must obtain prior written approval when any line item within the budget is changed by more than 10% of the line item. NBRC will reimburse 12% of each reimbursement request received, with a maximum of \$42,000 total funds.

Budget	
Administration	
Real Estate, Easements, etc	
Architectural and Engineering/ Other Contractual/Professional Services	\$350,000
Construction	
Equipment	
Supplies	
Travel	
Personnel & Fringe	
Indirect Costs	
Sub-Awards	
Total	\$350,000

- X. Matching Share of Project Costs: Prior to receipt of Notice To Proceed and any initial disbursement of funds, the Total Project Costs must be identified. Form NBRC1002 must be submitted identifying all match that will be used in order to complete the project.
- XI. Program Income: N/A
- XII. Architect/Engineer Agreement: N/A
- XIII. Construction Management Agreement: N/A
- XIV. Contracts and SubAwards:

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the Recipient entity under the Federal award must contain provisions covering the following, as applicable.

All Contracts:

- Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**Contracts in excess of \$10,000:**

- All contracts in excess of \$10,000 must address termination for cause and for convenience by the Recipient entity including the manner by which it will be effected and the basis for settlement.

**Contracts in excess of \$100,000:**

- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the Recipient in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**Contract in excess of \$150,000:**

- Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the Recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be

reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Contracts over \$150,000, authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(j) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

XV. **Method of Payment:** Prior to the initial disbursement, Recipients must complete the SF-3881, "ACH Vendor/Miscellaneous Payment Enrollment Form" and submit it to the NBRC at [admin@nbrc.gov](mailto:admin@nbrc.gov). In order to receive payments, Recipients must submit an SF-270 "Request of Reimbursement" for the applicable period electronically to [admin@nbrc.gov](mailto:admin@nbrc.gov). NBRC will review and process the request. All payments will be on a reimbursable basis. NBRC will reimburse 12% of each reimbursement request received, with a maximum of \$42,000 total funds.

XVI. **Sub-Awards:** N/A

XVII. **Procurement of Real or Other Property and/or Equipment:** N/A

XVIII. **Performance Measures:** Performance measures will be collected through a survey at project close out and three years after project close out.

- A. **GPRA:** The recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by NBRC in compliance with the Government Performance and Results Act (GPRA) of 1993. Performance measures and reporting requirements that presently apply to program activities funded by this grant will be provided in a separate GPRA information collection document.
- B. **Project Specific Performance Measures:**
  1. **Published document containing five-year strategic plan for New Hampshire is completed.**
  2. **Number of new partnerships with NHDRED**
  3. **Use of document to guide state policy and funding**

XIX. **Project Close Out:** Every Recipient is required to provide a final report. Reports are due 45 days after the close of the project. The Performance Progress Report SF-PPR must be used for all reports. Additionally, a final financial report will be required 45 days after the close of the project. Five percent (5%) of the NBRC award will be held until a final reports are received from the grantee.

XX. **Receipt of Financial Award:** A signed copy of this contract must be returned to NBRC via mail or email at [admin@nbrc.gov](mailto:admin@nbrc.gov) on or before September 1, 2016. If this deadline cannot for any reason be met you must contact Christine Frost at 202-590-0807

immediately. If arrangements have not been made and a signed contract has not been received by September 1, 2016, the Federal Co-Chair may assign these funds to other propriety projects within your state.

- XXI. **Acknowledgements:** The Recipient is responsible for acknowledging NBRC support during news media interviews that discuss work supported by NBRC. A statement of acknowledgement of funding in marketing materials, feasibility study, business or marketing plans, preliminary cost estimates, training materials, website home page, etc. is required to the effect that: "*Funding for this (project) was made possible in part with a grant from Northern Border Regional Commission*" All materials published in whole or part with the proceeds of this grant shall contain notice and be identified by language to the following effect: "*This publication is the result of tax-supported funding from NBRC, and as such is not copyrightable. It may be reprinted with the customary crediting of the source.*" Additionally NBRC requests, where appropriate, the use of its logo, which can be obtained by requesting such logo at [admin@nbro.gov](mailto:admin@nbro.gov).

#### *General Federal Grant Provisions*

- I. **Recipient's Duty to Refrain from Employing Certain Government Employees:** For the grant period of performance, the Recipient (s) agree that it will not employ, offer any office or employment to, or retain for professional services any person who:

- (I) On the date the NBRC executed this award or with the one-year period ending on that date, served as an officer, attorney, agent, or employee of NBRC; and
- (II) Occupied a position or engaged in activities that the Federal Co-Chair determines involved discretion with respect to the award of NBRC.

The associated restrictions referenced above also shall apply beginning on the date of the NBRC executes any cost amendment to this award that provides additional funds to the Recipient.

- II. **Audit Requirements:** Applicable audit requirements are contained in 2 C.F.R. 200.
- III. **Goals for Women and Minorities in Construction:** Consistent with 2C.F.R. 200.321 non-Federal entities may take necessary steps to assure that minority and women's business and labor surplus area firms are used when possible. Affirmative steps must include:
- 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - 2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

IV. Freedom of Information Act and Record Retention: NBRC is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. 522) responsibilities for its records. Consistent with 2 CFR 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report.

V. Transparency Act Reporting: All Recipients of awards are required to comply with reporting requirements under the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act).

VI. Allowable Costs: The following list provides some of the more prominent allowable and unallowable costs, this is not an exhaustive list. For a more complete list reference 2 C.F.R. 200.

Advertising and public relations. §200.421 Allowable

The only allowable advertising costs are those which are solely for:

- (1) The recruitment of personnel required by the non-Federal entity for performance of a Federal award (See also §200.453 Recruiting costs);
- (2) The procurement of goods and services for the performance of a Federal award;
- (3) The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or
- (4) Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

Alcoholic beverages. §200.423 Unallowable

Bad debts. §200.426 Unallowable

Bonding costs. §200.427 Allowable

(a) Bonding costs arise when the Federal awarding agency requires assurance against financial loss to itself or others by reason of the act or default of the non-Federal entity. They arise also in instances where the non-Federal entity requires similar assurance, including: bonds as bid, performance, payment, advance payment, infringement, and fidelity bonds for employees and officials.

(b) Costs of bonding required pursuant to the terms and conditions of the Federal award are allowable.

(c) Costs of bonding required by the non-Federal entity in the general conduct of its operations are allowable as an indirect cost to the extent that such bonding is in accordance with sound business practice and the rates and premiums are reasonable under the circumstances.

Compensation—fringe benefits. §200.431 Allowable

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity.

Contributions and donations. §200.434 Unallowable

Entertainment costs. §200.438 Unallowable

Equipment and other capital expenditures. §200.439 Allowable

These need to be specific to the purpose of the award. See §§200.13 Capital expenditures, 200.33 Equipment, 200.39 Special purpose equipment, 200.43 General purpose equipment, 200.2 Acquisition cost, and 200.12 Capital assets.

Fines, penalties, damages and other settlements. §200.441 Unallowable

Fund raising and investment management costs. §200.442 Unallowable

**Goods or services for personal use. §200.445 Unallowable**

Costs of goods or services for personal use of the non-Federal entity's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.

**Interest. §200.449 Unallowable**

**Lobbying. §200.450 Unallowable**

**Losses on other awards or contracts. §200.451 Unallowable**

**Materials and supplies costs, including costs of computing devices. §200.453 Allowable**

**Pre-award costs. §200.458 Unallowable** Unless specifically outlined in the grant agreement.

**Professional service costs. §200.459 Allowable**

Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the non-Federal entity, are allowable, subject to paragraphs (b) and (c) when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government. In addition, legal and related services are limited under §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements.

**Proposal costs. §200.460 Allowable**

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period.

**Publication and printing costs. §200.461 Allowable**

Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular cost objective, they should be allocated as indirect costs to all benefiting activities of the non-Federal entity.

**Selling and marketing costs. §200.467 Unallowable**

Costs of selling and marketing any products or services of the non-Federal entity (unless allowed under §200.421 Advertising and public relations) are unallowable, except as direct costs, with prior approval by the Federal awarding agency when necessary for the performance of the Federal award.

**Training and education costs. §200.472 Allowable**

The cost of training and education provided for employee development is allowable.

**Transportation costs. §200.473 Allowable**

See §200.473 for specifics.

**Travel costs. §200.474 Allowable**

- VII. **Procurement:** Appendix II of 2 CFR 200 will guide the work of all Recipients and sub-recipients that are awarded funds through NBRC.
- VIII. **Non-Relocation:** In signing this award of financial assistance, Recipient attests that NBRC finding is not intended by the Recipient to assist its efforts to induce the relocation, or the movement of existing jobs from one region to another region in competition with those jobs. In the event that NBRC determines that its assistance was used for such purposes, NBRC retains the right to pursue appropriate enforcement action, including suspension of disbursement of a debt requiring the Recipient to reimburse NBRC.

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Recipient's Authorized Representative Name and Title (print)

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Recipient's Authorized Representative (signature)

date

<b>Mark Scarano, Federal Co-Chair</b>
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NBRC Authorized Representative Name and Title (print)

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NBRC Authorized Representative (signature)

date



FORM CD-450 (REV 12/14)		U. S. DEPARTMENT OF COMMERCE <b>FINANCIAL ASSISTANCE AWARD</b>		<input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT	
RECIPIENT NAME BUSINESS AND ECONOMIC AFFAIRS, NEW HAMPSHIRE DEPARTMENT OF		FEDERAL AWARD ID NUMBER <b>ED18PHI3020002</b>		PERIOD OF PERFORMANCE 01/01/2018-12/31/2020	
STREET ADDRESS 172 PEMBROKE RD		FEDERAL SHARE OF COST \$140,000.00		RECIPIENT SHARE OF COST \$217,478.00	
CITY, STATE, ZIP CODE CONCORD NH 03301-5791		TOTAL ESTIMATED COST \$357,478.00			
AUTHORITY Planning Program under Section 203 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. Section 3121 et. seq.).					
CFDA NO. AND NAME 11.302 , Planning					
PROJECT TITLE Economic Development Strategy for the State of New Hampshire.					
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS</p> <p><input type="checkbox"/> R &amp; D AWARD</p> <p><input type="checkbox"/> FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE</p> <p><input type="checkbox"/> BUREAU-SPECIFIC ADMINISTRATIVE STANDARD AWARD CONDITIONS</p> <p><input type="checkbox"/> SPECIAL AWARD CONDITIONS</p> <p><input type="checkbox"/> LINE ITEM BUDGET</p> <p><input type="checkbox"/> 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101</p> <p><input type="checkbox"/> 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES</p> <p><input type="checkbox"/> MULTI-YEAR AWARD (PLEASE SEE THE MULTI-YEAR SPECIAL AWARD CONDITION.)</p> <p><input type="checkbox"/> DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS (REF:79 FR 78390 DECEMBER 30, 2014)</p> <p><input checked="" type="checkbox"/> OTHERS(S):</p> <p>This award is being made under competitive Federal Funding Opportunity Number EDA-PHI-TA-PRO-2016-2004766 posted at Grants.gov on 01/11/2016.</p>					
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER Linda Cruz-Carnall				DATE 11/27/2017	
PRINTED NAME, PRINTED TITLE AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL				DATE	

SPECIAL AWARD CONDITIONS  
 U.S. DEPARTMENT OF COMMERCE  
 Economic Development Administration (EDA)

**NON-CONSTRUCTION PROJECTS:** Economic Adjustment Assistance, Short Term Planning, and Technical Assistance (both University Centers and Local Technical Assistance) Programs under Sections 203, 207 and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 and 3149

<b>Project Title: Statewide Economic Development Strategic Planning</b>	
<b>Recipient Name: New Hampshire Dept. of Business and Economic Affairs</b>	<b>Project Number: ED18PHI3020002</b>

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project must be consistent with the *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized by a fully executed Form CD-451.

The *Authorized Scope of Work* for this project includes the development of a statewide economic development strategic plan for the State of New Hampshire.

2. The Recipient Contact's name, title, address, and telephone number are:

Mr. Taylor Caswell NH Dept. of Business & Economic Affairs Phone: (603) 271-2665 Email: taylor.caswell@nh.gov	Commissioner 172 Pembroke Road P.O. Box 1856 Concord, NH, 03302-1856
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3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Linda Cruz-Carnall Regional Director Phone: (215) 597-4603 Fax (215) 597-1063	Economic Development Administration Philadelphia Regional Office Robert N.C. Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Marguerite McGinley, Area Director Phone: (215) 597-8822 Fax: (215) 597-1367 Email: mmcginley@eda.gov	Economic Development Administration Philadelphia Regional Office Robert N.C. Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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5. The EDA Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Alan Brigham Economic Development Representative Phone: (215) 316-2965 Email: abrigham@eda.gov	Economic Development Administration Philadelphia Regional Office Robert N.C. Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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6. **ADDITIONAL INCLUDED DOCUMENTS:** In addition to the regulations, documents, or authorities incorporated by reference on the *Financial Assistance Award* (Form CD-450), the following additional documents are hereby incorporated by reference into this Award:

- The Recipient's application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation; and
- Instructions on how to enroll and access funds in ASAP (Attachment 1).

Should there be a discrepancy among these documents, the Special Award Conditions (this document), including any attachments, shall control.

7. **PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project Development Time Schedule:

Return of Executed Financial Assistance Award.....	No later than 30 calendar days after receipt of Form CD-450/CD-451
Submission of Final Project Progress Report.....	No later than 90 calendar days from the Award End Date
Authorized Award End Date.....	24 months from date of award
Submission of Final Financial Documents (SF-425) ...	No later than 90 calendar days from the Award End Date

The Recipient shall diligently pursue the development and implementation of the project upon receipt of the EDA Award so as to ensure completion within this time schedule and

shall promptly notify EDA in writing of any event which could substantially delay meeting any of the prescribed time limits for the project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338–200.342, as applicable.

**8. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:**

- A. AWARD DISBURSEMENTS: Reimbursement basis only.** EDA will make disbursements using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation required by ASAP. Complete information concerning the ASAP system may be obtained by visiting [www.fms.treas.gov/asap](http://www.fms.treas.gov/asap).

In order to receive disbursements, the Recipient must submit a "Request for Reimbursement" (Form SF-270 or any successor form) for the applicable period electronically to the Project Officer, who will review and process the request.

Please note that prior to the initial disbursement, the Recipient must complete the attached Form SF-3881 (or any successor form) "ACH Vendor/Miscellaneous Payment Enrollment Form" and submit it to NOAA's Accounting Office by FAX at (301) 528-3675. (*FAX is required to secure confidentiality of sensitive information.*) The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

**B. REPORTS:**

- a. Project Progress Reports:* The Recipient agrees to provide the Project Officer with project progress reports, which will communicate the important activities and accomplishments of the Project, on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof, for the entire project period. Reports are due no later than 1 month following the end of the semi-annual period.

Performance progress reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, and containing the following information in no more than 3-6 pages in length:

- i. Provide a clear, concise overview of the activities undertaken during the semi-annual reporting project period;
- ii. Document accomplishments, benefits, and impacts that the project and activities are having. The Recipient should note where activities have led to specific outcomes such as job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;

- iii. Highlight any upcoming or potential press events or opportunities for collaborative press events that would highlight the benefits of the EDA investment;
- iv. Compare progress with the project timeline, explaining any departures from the targeted schedule, identifying how these departures are going to be remedied, and projecting the course of work for the next semi-annual reporting period;
- v. Outline challenges that currently impact or could impact progress on the Award over the next semi-annual reporting period and identify ways to mitigate this risk; and
- vi. Outline any areas where EDA assistance is needed to support the project or any other key information that would be helpful for your EDA Project Officer to know.

Final Project Reports may be posted on EDA's website, used for promotional materials or policy reviews, or may be otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports. There is no specific page limit for Final Project Reports; however, such reports should concisely communicate key project information, and should:

- i. Outline the specific regional need that the project was designed to address and update progress made during the award period that will mitigate need and advance economic development;
  - ii. Provide a high-level overview of the activities undertaken;
  - iii. Detail lessons learned during the project period that may be of assistance to EDA or other communities undertaking similar efforts;
  - iv. Outline the expected and actual economic benefits of the project as of the time that the report is written; and
  - v. Any other key information from the project.
- b. Financial Reports: The Recipient shall submit a "Federal Financial Report" (Form SF-425 or any successor form) on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof, for the entire project period. Form SF-425 and instructions for completing this form are available at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. Reports are due no later than 1 month following the end of the semi-annual period.

A final Form SF-425 must be submitted no more than 90 calendar days after the expiration date of the Award (*i.e.*, the Award End Date specified on the Form CD-450 or a subsequently executed Form CD-451). Final Financial Reports should follow the guidance outlined in the instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period and that all matching funds and program income (if applicable) are fully reported. Determination of the final

grant rate and final balances owed to the government will be determined based on the information on the final Form SF-425, so it is imperative that it be submitted in a timely and accurate manner.

9. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the *Financial Assistance Award* (Form CD-450), including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. part 200.

Line Item Budget:

- A. Under the terms of the Award, the total approved/authorized budget is:

Federal Share (EDA)	\$140,000
Non-Federal Matching Share	\$217,478
Total Project Cost	\$357,478

- B. Under the terms of this Award, the total approved line item budget is:

Personnel	\$29,029
Fringe Benefits	\$13,634
Travel	\$637
Contractual	\$309,294
Indirect Charges	\$4,884
Total	\$357,478

10. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area's grant rate eligibility at the time of award, whichever is less.
11. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. By accepting the Award, the Recipient also certifies that the Matching Share of the project costs is committed to the project, is not encumbered in any way that would prevent its use for the project, and will be available as needed for the project.
12. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given EDA two options for having payments deposited to EDA's account:
- i. The first is the pay.gov website. This option allows the payee to pay EDA through the internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.

- ii. The second is paper check conversion. All checks must include on their face the name of the DOC agency funding the award, the award number, and a description of no more than two words identifying the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer. This option allows the payee to send a check to NOAA's Accounting Office, which processes EDA's accounting functions, at the following address:

U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
Finance Office, AOD, EDA Grants  
20020 Century Boulevard  
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer the file to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA; it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
  - EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.
13. **PLANNING COORDINATION:** In keeping with regional economic development principles, the Recipient should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).
14. **PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. §§ 200.317–200.326.
15. **NONRELOCATION:** By accepting this Award of financial assistance, the Recipient attests that EDA funding is not intended by the Recipient to assist efforts to induce the relocation or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used

for such purposes, EDA reserves the right to pursue appropriate enforcement actions, including suspension of disbursements, termination of the Award for convenience or cause (which may include the establishment of a debt requiring the Recipient to reimburse EDA), and disallowance of any costs attributable, directly or indirectly, to the relocation.

16. **PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010. The Recipient must retain sufficient documentation so that they can submit these required reports. Failure to submit these required reports may adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document, if applicable. EDA staff will contact the Recipient in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted.

17. **REAFFIRMATION OF APPLICATION:** Recipient acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient, or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient hereby reaffirms and states that:

- i. All data in the application and documents submitted with the application are true and correct as of the date the application was submitted and remain true and correct as of the date of this Award;
- ii. The application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and
- iii. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the application.

The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.



## ATTACHMENT 1

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### Authorized Scope of Work

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This EDA investment will assist the State of New Hampshire with the development of a statewide economic development strategic plan. The New Hampshire Department of Business and Economic Affairs will retain consultants to perform the following scope of work:

1. Review existing plans that have included data analysis and public input for information applicable to this project, including:
  - Granite State Future (Association of Regional Planning Commissions),
  - NH Business and Industry Association Strategic Economic Plan for New Hampshire
  - NH University Research & Industry Plan (University of NH)
  - NH Sector Partnerships Initiative (DRED/Office of Workforce Opportunity)
  - NH STEM Pipeline Report (NH Charitable Foundation)
  - Housing Needs in NH (NH Housing Finance Authority)
  - Regional Comprehensive Economic Development Strategies
2. Confirm or modify industry clusters by using best practices for industry cluster analysis: In 2015, DRED identified 11 key industries for the state through an internal industry cluster analysis. The consultant will use industry-standard data and methods to determine whether these key industries are appropriate or should be revised.
3. Facilitate public input: The consultant will gather public input through various methods as appropriate, including surveys, stakeholder interviews or public listening sessions.
4. Evaluate NH's economic and workforce development structure, budget, marketing, and incentives: DBEA will present the plan to the New Hampshire executive and legislative branches of government, which will require an analysis of the State's economic and workforce development efforts compared to peer states and benchmark regions.
5. Analyze NH's foreign direct investment opportunities: New Hampshire has never had a foreign direct investment (FDI) strategy, though the state borders Canada and FDI has always been critical to the state's economic growth. This element will identify FDI opportunities for New Hampshire and recommend strategies to pursue them.
6. Economic resiliency: Investigate, recommend and implement measures to improve New Hampshire's economic resiliency in the face of future downturns or natural disasters. This element will include consultation with the state's Economic Development Districts.
7. Facilitate goal setting and development of detailed strategies, targets, and metrics with steering committee: The New Hampshire Economic Development Strategy will be guided by a steering committee composed of approximately 30 individuals representing state

government, non-governmental organizations, champions of key industries, and other entities that play a role in economic and workforce development in the state. The consultant will provide the committee with a structured process for visioning, goal setting and prioritization, as well as for developing the detailed action plan that will be produced by the project.

8. Produce final document: The consultant will produce the final document, incorporating all the public input, research and analysis, and work of the steering committee.
9. Develop communications strategy and outreach tools for the strategy: This element will development a plan and appropriate materials to promote the economic development strategy to the public, stakeholders, and lawmakers, and will include traditional and social media, and the identification of spokespeople for the plan.

ATTACHMENT 2

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**Authorized Staffing Plan**

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Position Title	Annual Salary	% Time on EDA Project	Federal Amount	Grantee Amount	Total on EDA Project
Director	\$95,094	6%		\$7,132	\$7,132
Deputy Director	\$92,079	12%		\$13,812	\$13,812
Business Resource Spec.	\$53,898	12%		\$8,085	\$8,085
Total				\$29,029	\$29,029