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# State of New Hampshire

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DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
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603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

April 3, 2015

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

### Requested Action

Authorize the Department of Safety, Division of Homeland Security and Emergency Management, to accept and expend Regional Catastrophic Preparedness Grant funds in the amount of \$16,000.00 from the US Department of Homeland Security (DHS) via the City of Boston for the purpose of purchasing preparedness and public information campaign materials to help fulfill the public information mission to increase awareness of natural and human-caused disasters and to promote emergency preparedness by individuals, families, and organizations specifically targeting the family and school-aged children demographic. Effective upon Governor and Council approval through June 30, 2015. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-236010-08590000 Dept. of Safety Homeland Sec.-Emer. Mgmt.  
Revenue Source: 407036

	Current Authorized	Requested Action	Revised Adjusted Authorized
009-407036 Agency Income	\$0.00	(\$16,000.00)	(\$16,000.00)
020-500200 Current Expense	\$0.00	\$16,000.00	\$16,000.00
Total Appropriation	\$0.00	\$16,000.00	\$16,000.00

### Explanation

The purpose of these funds is to purchase preparedness and public information campaign materials to help fulfill the public information mission to increase awareness of natural and human-caused disasters and to promote emergency preparedness by individuals, families, and organizations specifically targeting the family and school-aged children demographic. The Regional Catastrophic Preparedness Grant Program (RCPGP) is a US Department of Homeland Security (DHS) initiative established in 2008 to provide funding support to ten high-risk, large urban area sites identified throughout the United States. The Metro Boston Homeland Security Region (MBHSR), which includes the Boston-Worcester-Manchester MA-RI-NH Combined Statistical Area, was among the regions identified with the grant being awarded to the Boston RCPGP Site. The formal name of the program operated by the Boston RCPGP Site is the New England Regional Catastrophic Preparedness Initiative (NERCPI) and is comprised of the City of Boston, the Commonwealth of Massachusetts, the State of New Hampshire, the State of Rhode Island, and the City of Providence.

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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,



John J. Barthelmes  
Commissioner

**Memorandum of Agreement between  
The Boston Mayor's Office of Emergency Management  
And New Hampshire Department of Safety, Homeland Security and Emergency Management**

This Agreement, made as of this 16th day of March 2015, by and between the City of Boston Mayor's Office of Emergency Management (hereinafter "OEM"), acting by and through its Director, and New Hampshire Homeland Security and Emergency Management (hereinafter "NH HSEM"), acting by and through its Director, referred hereinafter collectively as "the Parties".

Now, therefore, the Parties hereto mutually agree as follows:

**Scope of Services**

NH HSEM, will be awarded up to Sixteen thousand dollars (\$16,000) to support the purchase of preparedness and public information campaign materials to help fulfill the public information mission to increase awareness of natural and human-caused disasters and to promote emergency preparedness by individuals, families, and organizations specifically targeting the family and school-aged children demographic. This further builds on a Public Preparedness campaign funded under Federal Fiscal Year 2010 Regional Catastrophic Preparedness Grant Program (RCPGP) monies.

In addition to the above, NH HSEM will comply with any information requests made by OEM or the Massachusetts Executive Office of Public Safety and Security (EOPSS) on public information campaign or campaign material specifics/clarification.

**Project Managers**

The following individuals shall serve as project managers representing the respective parties: Emma DeSimone for OEM; and Michael Todd and Scott Nichols for NH HSEM.

**Funding**

OEM is awarding NH HSEM, Sixteen thousand dollars (\$16,000.00), out of Federal Fiscal Year 2011 RCPGP funding (FFY11 RCPGP CFDA#97.111). Funding will provide for the purchase of \$5,000 of public service announcements in movie theatres, \$4,000 for emergency preparedness materials to help build out and fortify emergency preparedness kits, and \$7,000 in preparedness campaign materials targeted to appeal to school-aged children. There is no match or in-kind match for these monies. Any additional costs above the maximum limit will not be reimbursed.

Maximum Limit: costs incurred up to \$16,000 will be reimbursed that are in accordance with the FY2011 RCPGP grant requirements and this Agreement. Indirect costs are not an allowable expense.

Each reimbursement request must be received by OEM as follows:

- Requests for the FY2011 funding must be submitted to OEM no later than June 30, 2015.

Failure to submit by this date may result in non-reimbursement by the FY2011 RCPGP grant.

**Duration**

This MOA shall remain in effect from March 16, 2015 until June 30, 2015, unless it is modified or terminated by written agreement by both of the Parties. All orders must be placed and received by June 30, 2015. NH HSEM has until July 31, 2015 to submit reimbursement requests.

**Fiscal Administration**

- A. Reimbursement of costs
  - a. Invoice from vendor with proof of payment by NH HSEM.
  
- B. Audits
  - a. NH HSEM agrees to comply with the requirements of OMB Circular A-133. NH HSEM further agrees to provide the OEM, in a timely manner, with copies of any of the independent auditors' reports that present instances of noncompliance with Federal laws and regulations that bear directly on the scope of services laid out in this Memorandum and its attachments and appendices. In cases of such noncompliance, NH HSEM will provide copies of the responses to auditors' reports and a plan for corrective action(s). All reports prepared in accordance with the requirements of OMB Circular A-133 shall be available for inspection by representatives of the OEM. NH HSEM agrees that it shall keep for a period of seven (7) years following completion of the grant such records as may be reasonably necessary to facilitate an effective audit.

**Termination of Agreement**

This Agreement may be terminated by either party by giving ninety (90) days prior written notice of termination to the other party.

**Modification/Amendment to this Agreement**

Modifications or amendments to this MOA shall be in writing and duly executed by both Parties to be effective.

The undersigned hereby execute this memorandum of Agreement on this date March 16, 2015.

Boston OEM	New Hampshire Department of Safety
<p>Approved As To Form:</p> <p>By: <u>Eugene O'Flaherty</u> Name: Eugene O'Flaherty Title: Corporation Counsel</p> <p>By: <u>Rene Fielding</u> Name: Rene Fielding Title: Director, Mayor's Office of Emergency Management</p> <p>By: <u>Sally Giora</u> Name: Sally Giora Title: City Auditor</p>	<p>Approved As to Form:</p> <p>By: <u>Petry E. Plummer</u> Name: Petry E. Plummer Title: Director NH HSEM</p> <p>By: <u>John J. Barthelmes</u> Name: John J. Barthelmes Title: Commissioner, NH Dept. of Safety</p>