

# State of New Hampshire

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

FIS 20 041

mlc

69

APPROVED BY FISCAL COMMITTEE

MAR 13 2020

ROBERT L. QUINN  
COMMISSIONER OF SAFETY

February 14, 2020

The Honorable Mary Jane Wallner, 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

### Requested Action

1. Pursuant to RSA 14:30-a VI, the Department of Safety, Division of Homeland Security and Emergency Management, requests authorization to accept and expend Hazard Mitigation Grant Program (HMGP) funds in the amount of \$103,750.00 from the Federal Emergency Management Agency (FEMA) for DR-4355 October Severe Storms and Flooding and DR-4371 March 2018 Severe Winter Storms for the implementation of cost effective mitigation projects. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2021. Funding Source: 100% Federal Funds.

2. Pursuant to RSA 124:15, and contingent upon approval of Requested Action #1, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to establish one (1) class 59 position temporary full-time Program Assistant I (Labor Grade 12) to assist with Hazard Mitigation Grant Program administration. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. Funding source: 100% Federal Funds.

Funds are to be budgeted in SFY 2020 in the following account:

| 02-23-23-236010-29210000 Dept. of Safety |                       | HSEM                                     | Hazard Mitigation Grant Program-FEMA |  |
|--|-----------------------|--|--------------------------------------|--|
| <u>Class</u>                             | <u>Description</u>    | <u>SFY20 Current Adjusted Authorized</u> | <u>Requested Action</u>              | <u>SFY20 Revised Adjusted Authorized</u> |
| 000-404805                               | Federal Funds         | (\$552,016.00)                           | (\$103,750.00)                       | (\$655,766.00)                           |
| 020-500200                               | Current Expense       | \$0.00                                   | \$2,500.00                           | \$2,500.00                               |
| 030-500311                               | Equipment             | \$0.00                                   | \$2,500.00                           | \$2,500.00                               |
| 037-500174                               | Technology-Hardware   | \$0.00                                   | \$2,500.00                           | \$2,500.00                               |
| 038-500177                               | Technology-Software   | \$0.00                                   | \$2,000.00                           | \$2,000.00                               |
| 040-500800                               | Indirect Costs        | \$0.00                                   | \$10,500.00                          | \$10,500.00                              |
| 041-500801                               | Audit Fund Set Aside  | \$555.00                                 | \$750.00                             | \$1,305.00                               |
| 050-500109                               | Personal Service Temp | \$0.00                                   | \$10,000.00                          | \$10,000.00                              |
| 059-500117                               | Temp Full-Time        | \$0.00                                   | \$35,000.00                          | \$35,000.00                              |
| 060-500601                               | Benefits              | \$0.00                                   | \$33,000.00                          | \$33,000.00                              |
| 072-500574                               | Grants Federal        | \$551,461.00                             | \$0.00                               | \$551,461.00                             |
| 080-507101                               | Out of State Travel   | \$0.00                                   | \$5,000.00                           | \$5,000.00                               |
|  | <b>Total</b>          | <b>\$552,016.00</b>                      | <b>\$103,750.00</b>                  | <b>\$655,766.00</b>                      |

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
February 14, 2020  
Page 2 of 3

#### Explanation

This item funds a temporary full-time Program Assistant I position to assist HSEM with administering the Hazard Mitigation Grant Program to effectively aid communities through the funding and approval process for their mitigation projects in a timely manner. During the last three years, New Hampshire has had six declared disasters. This large number of disasters in such a short timeframe has greatly stressed HSEM's ability to administer the disaster grant programs. In addition, this position will assist with administering to New Hampshire communities FEMA's new pre-disaster mitigation grant program, Building Resilient Infrastructure and Communities (BRIC). This new nationwide federal program will focus on reducing the each state's risk during disasters by funding proactive public infrastructure projects that increase a community's resilience before a disaster affects an area.

FEMA provides HMGP funds to states following presidentially declared disasters where the FEMA Public Assistance Program is employed that, in turn, provide sub-grants or contracts for a variety of mitigation activities, such as planning and the implementation of projects identified through the evaluation of natural hazards. Mitigation projects may include, but are not limited to, property acquisitions, property elevations, localized flood risk reduction, and generators. The cost share is 75% Federal funds and a 25% applicant soft-match. The sub-grantee will provide and document the program match requirements. The management costs associated with the Hazard Mitigation Grant Program are 100% federal funds and do not require a matching percentage. The total amount of \$103,750.00 from FEMA consists of \$40,000.00 from DR-4355 October Severe Storms and Flooding and \$63,750.00 from and DR-4371 March 2018 Severe Winter Storms and provides funding to states and communities (sub-recipients) for cost-effective hazard mitigation activities.

The State of New Hampshire solicits applications statewide. Notification of the availability of HMGP funds is made to every community by e-mail and by letters sent to the chief elected official of each community. The State of New Hampshire submit all applications received for program funding to the Federal Emergency Management Agency for their final approval. Applications that are determined to be cost effective and program eligible are then funded 75% by FEMA; not every application submitted is determined to be program eligible. However, all applications that are determined to be eligible are funded at the requested dollar amount listed in their application, pending availability of adequate program funding.

Funds will be budgeted as follows:

The funds in class 020, Current Expenses, will be used for supplies, materials, and operating expenses associated with administering disaster mitigation projects.

The funds in class 030, Equipment, will be used to purchase office equipment for the newly established position.

The funds in class 037, Technology-Hardware, will be used to purchase computer equipment for the new position.

The funds in class 038, Technology-Software, will be used to purchase software for the new position.

The funds in class 040, Indirect Costs, will be used to pay state indirect costs.

The funds class 041, Audit Set Aside, will be used to pay audit fund set aside expense.

The funds in class 050, Personal Service Temp, will be used to pay the salaries for existing temporary part-time positions.

The funds in class 059, Temp Full-Time, will be used to pay the salaries for one new full-time temp position.

The funds in class 060, Benefits, will be used to pay benefits costs associated with temporary personnel.

The funds in class 080, Out of State Travel, will be used to cover travel expenses associated with administering the program.

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

1) List of personnel involved: one (1) new full-time temporary position titled Program Assistant I (Labor Grade 12).

2) Nature, Need, and Duration: This position is needed to assist the Department of Safety HSEM with Public Assistance grant administration. The proposed federal grant funding for this position expires on February 11, 2023.

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

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

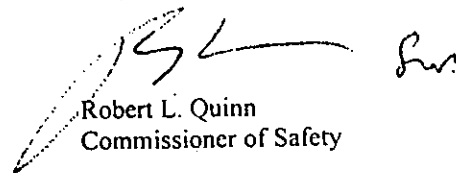
February 14, 2020

Page 3 of 3

- 3) Relationship to existing agency programs: This position will provide support to the Dept. of Safety 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? Grant funds are being utilized for the hiring of the Full-Time Temporary Program Assistant I position to assist the Department of Safety HSEM with grant administration.
- 7) Estimate the funds required to continue this position: Funds for this position are estimated at approximately \$68,000.00 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

**Homeland Security and Emergency Management  
Hazard Mitigation Grant Program**

2/14/2020

**Fiscal Situation: Account 02-23-23-236010-29210000**

**Federal Funds Awarded:**

|  |                              |
|--|------------------------------|
| DR4139 July 2013 Rain                              | \$1,107,723.00               |
| DR4139 July 2013 Rain - Enfield Cost Overrun       | \$9,360.00                   |
| DR4355 October 2017 Sever Storm and Flooding       | \$924,762.00                 |
| DR4370 March 2018 Seerve Storm and Flooding        | \$394,600.00                 |
| DR4371 March 2018 Sever Winter Storm and Snowstorm | \$438,076.00                 |
| DR4457 July 2019 Sever Storm and Flooding          | <u>\$389,140.00</u>          |
| <b>Total Grant Funds Awarded</b>                   | <b><u>\$3,263,661.00</u></b> |

|  |                            |
|--|----------------------------|
| Less expenses in FY 2016                       | \$5,093.62                 |
| Less expenses in FY 2017                       | \$164,969.80               |
| Less expenses in FY 2018                       | \$64,709.21                |
| Less expenses in FY 2019                       | <u>\$53,433.86</u>         |
| <b>Total Prior Fiscal Year Actual Expenses</b> | <b><u>\$288,206.49</u></b> |

**Net Grant Funds Remaining as of July 1, 2019 (SFY2020)** **\$2,975,454.51**

Less SFY 2020 Appropriation including prior year encumbrances  
Account 02-23-23-236010-29210000 **\$552,016.00**

Excess grant funds available to appropriate **\$2,423,438.51**

**This Request** **\$103,750.00**



FEMA

October 25, 2019

Jennifer Harper  
Governor's Authorized Representative  
Director, Homeland Security and Emergency Management  
New Hampshire Department of Public Safety  
33 Hazen Drive  
Concord, NH 03305

102  
84,857 +  
330,119 \* ✓  
0 \*

Re: *Hazard Mitigation Grant Program (HMGP)  
HMGP Funding Ceiling and HMGP Management Cost Ceiling  
Major Disaster Declaration FEMA-4457-DR-NH  
30-Day Estimates*

Dear Director Harper:

The purpose of this letter is to provide you with the initial 30-day estimate for the Hazard Mitigation Grant Program ("HMGP") funding ceiling and HMGP management cost funding ceiling for major disaster declaration FEMA-4457-DR-NH.

| <u>Estimate</u><br><u>HMGP Funding Ceiling</u><br>(75% of Total HMGP<br>Award) | <u>Estimate</u><br><u>Management Cost Funding</u><br><u>Ceiling</u><br>(15% of Total HMGP<br>Award Estimate) |
|--|--|
| \$ 324,283   | \$ 64,857<br>Recipient - \$43,238<br>Subrecipients - \$21,619  |

The Homeland Security and Emergency Management, New Hampshire Department of Public Safety ("Recipient") must meet the following requirements in order to receive an award for HMGP management costs. The Recipient, after meeting these requirements, may request up to 25% of the management cost estimate available for the Recipient, which is \$10,809.43.

- (1) Administrative Plan. The Recipient must have an HMGP Administrative Plan approved by FEMA pursuant to 44 C.F.R. § 206.437 and FEMA Policy #104-11-1, Hazard Mitigation Grant Program Management Costs (Interim) (Nov. 14, 2018). If the Recipient has a HMGP Administrative Plan previously approved by FEMA under a prior declaration, it must revise its plan to incorporate updates in order to meet current policy

guidance or changes in administration of the HMGP and submit that revised plan to FEMA for approval.

- (2) Application. The Recipient must meet the application and submission requirements for management costs found in HMA Guidance (2015) Part IV.H.2. FEMA will not award any management costs unless the project or planning subapplication is approved.
- (3) Costs. All costs must be reasonable, allowable, allocable, and necessary as required by 2 C.F.R. Part 200 Subpart E, applicable program regulations, and the *Hazard Mitigation Assistance Guidance* (2015).

The Office of Chief Financial Officer will establish the HMGP funding ceiling for FEMA-4457-DR-NH at 12 months after the disaster declaration. Both the HMGP funding ceiling and HMGP management cost estimates provided before the 12-month lock-in are for planning purposes only and do not represent a minimum or floor amount. FEMA recommends, notwithstanding, that applicants develop and submit projects early in the application period. FEMA will review submitted projects and may award up to 75 percent of the HMGP estimate for approved projects before issuance of the 12-month lock-in.

After issuing the final 12-month HMGP lock-in, FEMA will withhold 3 percent of the Recipient management costs pending the Recipient's closeout of the last HMGP mitigation or planning project. Subrecipient management cost awards will be available to the Recipient at the time FEMA awards the project based on the mitigation or planning project amount; however, the subrecipient must apply for management costs and meet the application requirements found in the *Hazard Mitigation Assistance Guidance*, Part IV.H.2. For both Recipients and subrecipient management costs, FEMA will award funding in increments sufficient to cover documented eligible management costs for no more than one year unless contractual agreements require funding beyond the 1-year timeframe.

If you have any questions, please contact Richard Verville, Hazard Mitigation Assistance Branch Chief, FEMA Region I at (617) 956-7524.

Sincerely,



Dean Savramis  
Mitigation Division Director  
FEMA Region I



**FEMA**

August 28, 2014

Perry Plummer, Director  
Homeland Security and Emergency Management  
33 Hazen Dr.  
Concord, NH 03305

Re: Section 324 Management Costs Final (12-Month) Lock-ins and  
HMGP Final Lock-in Ceiling, FEMA-4139-DR-NH

Dear Director Plummer:

Under Section 404 of the Stafford Act, as amended, 75% Federal funding is authorized for hazard mitigation measures. As a condition of receiving Federal disaster assistance, measures must be cost-effective, environmentally acceptable and be consistent with the strategies and recommendations identified in your State Hazard Mitigation Plan. Funding for mitigation projects under the HMGP is based on 15% of the estimated aggregate amount of grants made under the Stafford Act. The 12-month final lock-in of \$1,056,081 in Federal funding is available for the HMGP under FEMA-4139-DR-NH. A breakdown of funding is listed below:

|                                |              |
|--------------------------------|--------------|
| 5% PROJECTS                    | \$ 52,804    |
| 7% PROJECTS                    | \$ 73,926    |
| REGULAR PROJECTS               | \$ 929,351   |
| 12-MONTH LOCK-IN               | \$ 1,056,081 |
| STATE MANAGEMENT COST PROJECTS | \$ 51,642    |
|                                | \$ 1,107,723 |

This calculation is based on the 12-month estimate as reported by the authorized disaster assistance programs. This is the final 12-month lock-in for FEMA-4139-DR-NH. Final applications or amendments for new mitigation projects must have been submitted to the FEMA Region I Hazard Mitigation Assistance Branch by August 2, 2014. Please forward a SF-424 to cover the funding request. If you have any questions, please contact Richard Verville, FEMA Region I Hazard Mitigation Assistance Branch Chief, at (617) 956-7524.

Sincerely,

Dean J. Savramis  
Director, Mitigation Division  
FEMA Region I

cc: Beth Peck, State Hazard Mitigation Officer, NH HSEM  
Dan McElhinney, Grants Division Director, FEMA Region I  
Lynn Wright, Grants Management Branch Chief, FEMA Region I

U.S. Department of Homeland Security  
FEMA Region I  
99 High Street  
Boston, MA 02110-2132



**FEMA**

December 13, 2017

Perry Plummer, Director  
Homeland Security and Emergency Management  
33 Hazen Dr.  
Concord, NH 03305

Re: FEMA-4139-DR-NH  
Hazard Mitigation Grant Program (HMGP) Project # 5-R  
Lovejoy Road Culvert, Enfield, NH

Dear Director Plummer:

Enclosed please find the obligation reports, for a cost overrun, for the following HMGP project:

|          |  |          |
|----------|--|----------|
| 4139-5-R | Town of Enfield, New Hampshire<br>Lovejoy Road Culvert | \$ 9,360 |
|----------|--|----------|

|               |  |                   |
|---------------|--|-------------------|
| <b>Total:</b> |  | <b>\$ 9,360</b> * |
|---------------|--|-------------------|

The grant period of performance shall remain unchanged. If you have any questions, please do not hesitate to call Ana Kerr with the FEMA Region I Mitigation Division at (617) 832-4714.

Sincerely,

A handwritten signature in cursive script that reads "Mark F. Gallagher for".

Dean J. Savramis  
Director, Mitigation Division  
FEMA Region I

cc: Whitney Welch, State Hazard Mitigation Officer, NH HSEM

Enclosures



U.S. Department of Homeland Security  
FEMA Region I  
99 High Street  
Boston, MA 02110



**FEMA**

July 19, 2018

Perry Plummer  
Director  
Homeland Security and Emergency Management  
New Hampshire Department of Public Safety  
33 Hazen Drive  
Concord, NH 03305

881,649 +  
43,113 +  
002.....  
924,762 \*~~8~~

Re: *FEMA-4355-DR-NH – Six-Month Estimate for the Hazard Mitigation Grant Program Lock-in Ceiling and Six-Month Lock-ins for Public Assistance and Hazard Mitigation Grant Program Management Costs*

Dear Director Plummer:

The purpose of this letter is to provide the New Hampshire Division of Homeland Security and Emergency Management, Department of Public Safety ("Recipient") with the 6-month estimate of the Hazard Mitigation Grant Program ("HMGP") lock-in ceiling, the 6-month lock-in for Public Assistance ("PA") management costs, and the 6-month lock-in for HMGP management costs for major disaster declaration FEMA-4355-DR-NH. FEMA provides this information primarily for planning purposes pursuant to 44 C.F.R. § 207.5(b) and the *Hazard Mitigation Assistance Guidance*.

| <u>Description</u>                | <u>6-Month Estimate</u> |
|-----------------------------------|-------------------------|
| HMGP Lock-in Ceiling              | \$881,649               |
| <u>Description</u>                | <u>6-Month Lock-in</u>  |
| Public Assistance Management Cost | \$196,314               |
| HMGP Management Cost              | \$43,113                |

The Recipient previously submitted a request for initial PA management cost funding on May 31, 2018, and submitted a request for initial HMGP management cost funding on March 13, 2018. FEMA approved the Public Assistance management cost request on June 28, 2018 and the HMGP management cost request on July 12, 2018.

If you would like to submit an interim funding request for additional management cost funding pursuant to 44 C.F.R. § 207.7(e), please submit your request via email or regular mail to the following:

**Public Assistance Management Costs**

Regular Mail:

Robert Grimley  
Recovery Division Director  
FEMA Region I  
99 High Street, 5<sup>th</sup> Floor  
Boston, MA 02110  
Email: robert.grimley@fema.dhs.gov

**HMGP Management Costs**

Regular Mail:

Richard Verville  
Hazard Mitigation Branch Chief  
FEMA Region I  
99 High Street, 6<sup>th</sup> Floor  
Boston, MA 02110  
Email: richard.verville@fema.dhs.gov

If you have any questions or need additional information, you may contact either Messrs. Grimley or Verville at the contact information above.

Sincerely,

DOUGLAS F WOLCOTT JR  
Digitally signed by DOUGLAS F WOLCOTT JR  
Date: 2018.07.19 13:00:06 -04'00'

Douglas F. Wolcott Jr.  
Acting Deputy Regional Administrator  
FEMA Region I



FEMA

August 7, 2018

Perry Plummer  
Director  
Homeland Security and Emergency Management  
New Hampshire Department of Public Safety  
33 Hazen Drive  
Concord, NH 03305

376,204 \*

18,396 \*

002

394,600 \* ✓

Re: *FEMA-4370-DR – Initial Estimate of the Hazard Mitigation Grant Program Lock-in Ceiling and Preliminary Lock-ins for Public Assistance and Hazard Mitigation Grant Program Management Costs*

Dear Director Plummer:

The primary purpose of this letter is to provide the New Hampshire Department of Public Safety, Division of Homeland Security and Emergency Management (“Recipient”) with an initial estimate of the Hazard Mitigation Grant Program (“HMGP”) lock-in ceiling, the preliminary lock-in for Public Assistance management costs, and the preliminary lock-in for HMGP management costs for major disaster declaration FEMA-4370-DR.<sup>1</sup> The following initial estimate and preliminary lock-ins are based on the 30-day estimate of Public Assistance and HMGP costs:

| <u>Description</u>                        | <u>Initial Estimate</u>    |                   |
|---|----------------------------|-------------------|
| HMGP Lock-in Ceiling                      | \$376,204                  |                   |
| <u>Description</u>                        | <u>Preliminary Lock-In</u> | <u>25 Percent</u> |
| HMGP Management Cost Lock-in              | \$18,396                   | \$4,599           |
| Public Assistance Management Cost Lock-in | \$83,768                   | \$20,942          |

The secondary purpose of this letter is to remind the Recipient of the process for requesting initial management cost funding and submitting management cost request documentation as detailed in 44 C.F.R. pt. 207 and FEMA policy.<sup>2</sup> If the Recipient

<sup>1</sup> 44 C.F.R. § 206.432.

<sup>2</sup> See Federal Emergency Management Agency, *Hazard Mitigation Assistance Guidance* (2015); FEMA Policy No. 104-009-2, *Public Assistance Program and Policy Guide*, v.3 (2018).

We look forward to receiving your initial funding request and support documentation in the coming months and working with you in the various recovery efforts in New Hampshire.

Sincerely,

DOUGLAS F  
WOLCOTT JR

Digitally signed by DOUGLAS F  
WOLCOTT JR  
Date: 2018.08.07 12:01:52 -04'00'

Doug Wolcott  
Acting Deputy Regional Administrator  
FEMA Region I

U.S. Department of Homeland Security  
FEMA Region I  
99 High Street  
Boston, MA 02110



FEMA

August 14, 2019

Jennifer Harper, Director  
Homeland Security and Emergency Management  
New Hampshire Department of Public Safety  
33 Hazen Drive  
Concord, NH 03305

365,063 +

73,013 +

02

438,076 \* ✓

Re: Hazard Mitigation Grant Program Lock-in Ceiling and HMGP Management Costs  
FEMA-4371-DR-NH

Dear Director Harper:

The purpose of this letter is to notify New Hampshire Homeland Security and Emergency Management ("Recipient") of the final Hazard Mitigation Grant Program ("HMGP") project funding (known as the "lock-in") and the estimated maximum HMGP Management Costs for FEMA-4371-DR-NH:

|  |                   |
|--|-------------------|
| <b>12-Month HMGP Funding Lock-In</b>         | <b>\$ 365,063</b> |
| (5% Initiative Projects Maximum – \$ 18,253) |                   |
| (7% Planning Projects Maximum – \$ 25,554)   |                   |
| <b>Maximum HMGP Management Costs</b>         | <b>\$ 73,013</b>  |

The Recipient has sought to obtain the higher rate of 15% of the total HMGP grant award (\$73,013) for management costs by submitting a revised State Administrative Plan in accordance with FEMA Policy No. 104-11-1, *Hazard Mitigation Grant Program Management Costs* (Nov. 14, 2018). FEMA has reviewed and approved the State Administrative Plan revisions on July 8, 2019.

If you have any questions or need additional information, please contact Richard Verville, Hazard Mitigation Assistance Branch Chief, FEMA Region I, at (617) 956-7524.

Sincerely,

Dean J. Savramis  
Director, Mitigation Division  
FEMA Region I