

94 *dm*



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

July 26, 2017

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

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

*Retroactive*

### Requested Action

1. Pursuant to RSA 14:30-a VI, authorize the Department of Safety, Division of Fire Safety, to **retroactively** accept and expend federal funds from the US Department of Homeland Security entitled Assistance to Firefighters Grant Program – Fire Prevention and Safety Grant in the amount of \$320,398.00 to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. Effective upon Fiscal Committee and Governor and Council approvals for the period of July 1, 2017 through September 5, 2018. Funding source: 100% Federal Funds.
2. Pursuant to RSA 124:15, contingent on approval of Requested Action # 1, authorize the Department of Safety, Division of Fire Safety, to **retroactively** continue one (1) temporary part-time, class 050 position to support and educate members of the fire service community with their public outreach of fire prevention education and to provide them with the tools to effectively teach their local residents. Effective upon Fiscal Committee and Governor and Council approvals for the period of July 1, 2017 through September 5, 2018. Funding source: 100% Federal Funds.

Funds will be budgeted as follows:

02-23-23-238010-69310000 Dept. of Safety – Div. of Fire Safety – Fire Safety Grant

<u>Class</u>	<u>Description</u>	<u>SFY2018 Current Adjusted Authorized</u>	<u>Requested Action#1</u>	<u>Revised SFY2018 Adjusted Authorized</u>
000-404805	Federal Funds	\$353,701.50	(\$320,398.00)	(\$674,099.50)
020-500200	Current Expenses	\$353,701.50	\$216,795.00	\$570,496.50
037-500173	Technology-Hardware	\$0.00	\$1,529.00	\$1,529.00
039-500189	Telecommunications	\$0.00	\$8,600.00	\$8,600.00
040-500800	Indirect Costs	\$0.00	\$68,663.00	\$68,663.00
041-500801	Audit Fund Set Aside	\$0.00	\$674.00	\$674.00
050-500109	Personal Serv-Temp	\$0.00	\$20,478.00	\$20,478.00
060-500601	Benefits	\$0.00	\$1,659.00	\$1,659.00
070-500707	In-State Travel Reimbursement	\$0.00	\$2,000.00	\$2,000.00
	Org 6931 Totals	\$353,701.50	\$320,398.00	\$674,099.50

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

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

July 26, 2017

Page 2 of 3

### Explanation

This item is **retroactive** as the first scheduled Fiscal Committee meeting to authorize the acceptance of funds into the 2018-2019 budget occurs after the beginning of the new biennium. The US Department of Homeland Security has opened a new aspect of the Assistance to Firefighters Grant Program entitled Fire Prevention and Safety Grant. This funding requires a 5% match which will be met with in-kind services. The program will extend to the neediest citizens of New Hampshire living in owner-occupied homes. After firefighters and volunteers attend a mandatory training session, they will equip each qualifying home with necessary alarms, will install those alarms onsite, and will educate the residents. The funding is for the purchase of smoke alarms, strobe specialty alarms, battery operated combination smoke and carbon monoxide (CO) alarms, installation tool kits, and for printing educational brochures which will be utilized throughout the State to educate the residents. A fire and life safety education program will include the importance of functioning smoke and CO alarms along with escape and life safety practices.

This temporary part-time Program Specialist III, Labor Grade 23, position is needed to administer and direct the Division's 2015 "Get Alarmed in New Hampshire" Fire Prevention and Safety grant. This position supports, plans, develops, coordinates, and provides materials, training, and maintains documentation of the grant. This position also promotes and publicizes the safety education program, collects and analyzes data, administers the distribution of follow up surveys to homeowners, and provides a detailed report to the Director of Fire Safety regarding the effectiveness of the alarm distribution program.

The funds will be budgeted as follows:

Class 020, Current Expenses – These funds will be used for office supplies and costs associate with creating training materials, creating reports, etc.

Class 037, Technology-Hardware – These funds will be used to ensure the iPad Air 2s with Wi-Fi + Cell Sim32 GB that were already purchased have all the needed components.

Class 039, Telecommunications – These funds will be used for wireless data.

Class 040, Indirect Costs – These funds will be used to pay associated indirect costs.

Class 041, Audit Fund Set Aside – These funds will be used for audit cost.

Class 050, Personal Service-Temp – These funds will be used to pay the salary of the temporary part-time Program Specialist III, Labor Grade 23.

Class 060, Benefits – These funds will be used to pay the benefits associated with the temporary part-time position.

Class 070, In-State Travel Reimbursement – These funds will be used to pay for car fuel for required in-state travel.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) *List of personnel involved:* One (1) existing temporary part-time Program Specialist III, Labor Grade 23.
- 2) *Nature, Need, and Duration:* The Program Specialist III is responsible for the technical monitoring of the stages of work and technical performance of the activities. The Program Specialist develops training materials for promotion, education, and installation of the smoke alarms.
- 3) *Relationship to existing agency programs:* None.
- 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 this position.
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$22,137.00 for the duration of the project.

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court

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

July 26, 2017

Page 3 of 3

Highway Funds or General Funds will not be used should Federal Funds become unavailable.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner

**Fire Safety Grants**

**Fiscal Situation: Account 02-23-23-238010-69310000**

**Federal Funds Awarded:**

Firefighters Grant Program – Fire Prevention and Safety Grant (9/6/2016 to 9/5/2018)

\$680,320.00

**Total Grant Funds Awarded**

**\$680,320.00**

Less expenses in Prior Year Expenses

(\$6,219.41)

**Total Prior Fiscal Year Actual Expenses**

**(\$6,219.41)**

**Net Grant Funds Remaining**

\$674,100.59

Less: Current Adjusted Authorized

(\$353,702.00)

**Available Funds**

**\$320,398.59**

**This Request**

**\$320,398.00**

U.S. Department of Homeland Security  
Washington, D.C. 20472



Mrs. Mary Maccaffrie  
NH State Fire Marshal's Office  
33 Hazen Drive  
Concord, New Hampshire 03305-0011

Re: Grant No.EMW-2015-FP-00246

Dear Mrs. Maccaffrie:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant has been approved in the amount of \$680,320.00. As a condition of this award, you are required to contribute a cost match in the amount of \$34,016.00 of non-Federal funds, or 5 percent of the Federal contribution of \$680,320.00.

**Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system.** By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2015 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

**Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

**Step 1:** Please go to <https://portal.fema.gov/> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please

complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A; or the process to request your funds, please call (866) 274-0960.

Sincerely,



brian\_kamoie\_signature

Brian E. Kamoie  
Assistant Administrator  
Grant Programs Directorate