



State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER OF SAFETY

July 22, 2019

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

Pursuant to RSA 14:30-a VI, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to retroactively accept and expend Hazard Mitigation Grant Program (HMGP) funds from the Federal Emergency Management Agency (FEMA) for DR-4316 March Severe Winter Storm and DR-4329 Severe Storms and Flooding in the amount of \$544,680.00 for the implementation of cost effective mitigation projects. Effective upon Fiscal Committee and Governor and Council approval for the period of July 1, 2019 through September 30, 2019. Funding source: 100% Federal Funds.

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

02-23-23-236010-29200000 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	(\$443,588.50)	(\$544,680.00)	(\$988,268.50)
018-500106	Overtime	\$0.00	\$3,000.00	\$3,000.00
020-500200	Current Expense	\$0.00	\$475.00	\$475.00
030-500311	Equipment	\$0.00	\$500.00	\$500.00
040-500800	Indirect Costs	\$0.00	\$12,600.00	\$12,600.00
041-500801	Audit Fund Set Aside	\$0.00	\$555.00	\$555.00
050-500109	Personal Service Temp	\$0.00	\$4,650.00	\$4,650.00
060-500601	Benefits	\$0.00	\$950.00	\$950.00
070-500705	In-State Travel	\$0.00	\$550.00	\$550.00
072-500574	Grants Federal	\$443,588.50	\$520,000.00	\$963,588.50
080-507101	Out of State Travel	\$0.00	\$1,400.00	\$1,400.00
		<u>\$443,588.50</u>	<u>\$544,680.00</u>	<u>\$988,268.50</u>

Explanation

This request is retroactive due to the timing of fiscal year end close-out and the Fiscal Committee meeting schedules. The total amount of \$544,680.00 from FEMA consists of \$2,305.00 from DR-4316 March Severe Winter Storm and \$542,375.00 from DR-4329 Severe Storms and Flooding.

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July 22, 2019
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The Hazard Mitigation Grant Program (HMGP) provides funding to states and communities (sub-recipients) for cost-effective hazard mitigation activities that complement a comprehensive mitigation program. 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 funds will be budgeted as follows.

The funds in class 018, Overtime, will be used to pay overtime costs associated with evening meetings, workshops, project monitoring, and administration.

The funds in class 020, Current Expense, will be used for supplies needed to manage the Hazard Mitigation Assistance programs.

The funds in class 030, Equipment, will be used to purchase office equipment.

The funds in class 040, Indirect Costs, are needed to pay the indirect cost on the remaining appropriations.

The funds in class 041, Audit Fund Set Aside, represents the associated amount for this request.

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

The funds in class 060, Benefits, will pay for the benefits associated with the existing part-time position.

The funds in class 070, In-State Travel, will provide the funding for travel to attend related evening meetings, workshops, project monitoring, and administration.

The funds in class 072, Grants-Federal, provides funding for grants to sub-grantees.

The funds in class 080, Out of State Travel, provides funding for travel to workshops associated with managing the Hazard Mitigation Assistance programs.

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 submits 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.

Listed below are answers to standard questions required of all Fiscal Committee item requests related to RSA 9:16-a, "Transfers Authorized", RSA 14:30-a, VI, "Expenditure of Funds Over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized", and all emergency requests pursuant to "Chapter 145, subparagraph I (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire":

- 1) *Is the action required of this request a result of the Continuing Resolution for FY 2020?* No, the action would also be required if an operating budget were enacted.
- 2) *If this request is retroactive, what is the significance and importance of the action being effective from an earlier date?* These funds are not included in the budget due to the nature of disasters (see #5 below). The State currently has five active disasters with ongoing recovery projects. The expenses and reimbursements must be processed timely to meet federal requirements.
- 3) *Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)* The Hazard Mitigation Grant

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

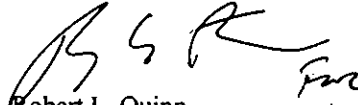
His Excellency, Governor Christopher T. Sununu
and the Honorable Council
July 22, 2019
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Program (HMGP) provides funding to states and communities for cost-effective hazard mitigation activities that complement a comprehensive mitigation program. FEMA provides HMGP funds to states following presidentially declared disasters.

- 4) *Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?* No, it was previously requested and approved through Fiscal Committee action.
- 5) *Is this program, in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied?* No, these are pass-through funds to local communities and are not historically budgeted due to the challenges of estimating appropriation amounts.
- 6) *Does this program include either positions or consultants and, if so, are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)* The program includes one existing part-time Program Assistant II position, which was previously established through Administrative Services' Division of Personnel.
- 7) *What would be the effect should this program be discontinued or not initiated as a result of this request being denied?* The Department would be unable to process FEMA reimbursements to entities who qualified for disaster mitigation funds from one of the five current declared disasters.

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**

7/22/2019

Fiscal Situation: Account 02-23-23-236010-29200000

Federal Funds Awarded:

DR4105 February 2013 Snowstorm HMGP	\$959,266.00
DR4209 January 2015 Blizzard	\$753,002.00
DR4316 March 2017 Severe Winter Storm HMGP	\$264,395.00
DR4329 July 2017 Severe Storms and Flooding HMGP	<u>\$1,231,884.00</u>
Total Grant Funds Awarded	<u>\$3,208,547.00</u>

Less expenses in FY 2016	(\$302,432.81)
Less expenses in FY 2017	(\$42,293.15)
Less expenses in FY 2018	(\$341,355.02)
Less expenses in FY 2019	<u>(\$703,585.50)</u>
Total Prior Fiscal Year Actual Expenses	(\$1,389,666.48)

Net Grant Funds Remaining as of July 1, 2019 (SFY2020) **\$1,818,880.52**

Less SFY 2020 Appropriation including prior year encumbrances
Account 02-23-23-236010-29200000 **\$443,588.50**

Excess grant funds available to appropriate **\$1,375,292.02**

This Request **\$544,680.00**



FEMA

August 29, 2018

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

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Re: FEMA-4329-DR-NH – Final Lock-in – Public Assistance Grant Program Management Costs – Hazard Mitigation Grant Program Management Costs – Hazard Mitigation Grant Program Ceiling

Dear Director Plummer:

The purpose of this letter is to provide the New Hampshire Division of Emergency Management and Homeland Security (“Recipient”) with the final lock-in for Section 324 Management Costs for the Public Assistance grant and for the Hazard Mitigation Grant Program (“HMGP”), and the HMGP Final Lock-in Ceiling under the Major Disaster Declaration identified as FEMA-4329-DR. These final Lock-ins and Ceiling are based on the projections of the federal share for financial assistance for Public Assistance. For FEMA-4329-DR, FEMA has calculated a final management cost lock-in of \$261,512.00 for Public Assistance and \$57,431 for HMGP. The HMGP Final Lock-in Ceiling is \$1,174,453.

FEMA previously awarded the Recipient initial Public Assistance management cost funding of \$38,942.00 in a Category Z Project Worksheet and has reviewed and approved the Recipient’s request documentation.¹ If FEMA approves the Recipient’s final funding request, my staff will work with the Recipient to amend the Category Z Project Worksheet and award up to an additional \$222,570.00 in Public Assistance management cost funding. FEMA also previously awarded the Recipient initial HMGP management cost funding of \$8,552.00 in project number 4329-1-M and has reviewed and approved the Recipient’s request documentation.² If the FEMA approves the Recipient’s final funding request, my staff will work with the Recipient to amend project number 4329-1-M and award up to an additional \$48,879.00 in HMGP management cost funding.

Here I want to remind the Recipient of the process for requesting final management cost funding as detailed in 44 C.F.R. pt. 207 and FEMA policy.³ If the Recipient wishes to request final management cost funding for either or both Public Assistance and HMGP, it must submit a

¹ PA-01-NH-4329-PW-00016(0).

² HMGP-4329-1-M.

³ See Federal Emergency Management Agency, *Hazard Mitigation Assistance Guidance* (2015); FEMA Policy No. 104-009-2, *Public Assistance Program and Policy Guide* (2017).

request pursuant to 44 C.F.R. § 207.7 to the Recovery Division Director (for Public Assistance) and the Hazard Mitigation Assistance Branch Chief (for HMGP) via email or regular mail to the following:

Public Assistance Management CostsRegular Mail:

Robert Grimley
Recover Division Director
FEMA Region I
99 High Street, 5th floor
Boston, MA 02110
Email: Robert.Grimley@fema.dhs.gov

HMGP Management CostsRegular Mail:

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

The Recipient must only use management cost funding for indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by a Recipient in administering and managing the grant that were specifically delineated in the Recipient's request documentation submitted to FEMA. All charges must be properly documented in accordance with 44 C.F.R. § 207.8 (f) and, in compliance with state law and procedures, the Recipient must retain records, including source documentation to support expenditures incurred for management costs, for three years from the date of submission of the final Financial Status Report to FEMA.

The period of availability for management cost funding under FEMA-4329-DR is eight years from the date of declaration or 180 days after the latest performance period date of a non-management cost Project Worksheet (for Public Assistance) or HMGP project narrative (for HMGP), whichever is sooner. The Recipient may charge to the management cost project award only those costs resulting from the obligations during the period of availability.

The Recipient must provide quarterly progress reports on management cost funds to the Regional Administrator as required by the FEMA-State Agreement. Upon the end of the period of availability, the Recipient will have 90 days to liquidate all obligations incurred under the award pursuant to 2 C.F.R. § 200.343 to coincide with the submission of the final Financial Status Report to FEMA. FEMA will reduce the amount of the management cost project award by the amount of any funds not liquidated at the end of this period.

If you have any questions or concerns regarding Public Assistance management costs, please contact Robert Grimley at (617) 956-7634 or via email at Robert.Grimley@fema.dhs.gov. Regarding HMGP management costs and the HMGP Ceiling, please contact Richard Verville at (617) 956-7524 or via email at Richard.Verville@fema.dhs.gov.

Sincerely,

DOUGLAS F WOLCOTT JR

Digitally signed by DOUGLAS F
WOLCOTT JR
Date: 2018.08.29 09:58:05 -04'00'

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

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



FEMA

March 26, 2014

Perry Plummer, Director
NH Department of Homeland Security and Emergency Management
33 Hazen Drive
Concord, New Hampshire 03301

Re: Section 324 Management Costs Final (12-Month) Lock-ins and
HMGP Final Lock-in Ceiling, DR-4105-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 \$914,545 in Federal funding is available for the HMGP under FEMA-4105-DR-NH. A breakdown of funding is listed below:

5% PROJECTS	\$ 45,727
7% PROJECTS	\$ 64,018
REGULAR PROJECTS	\$ 804,800
12-MONTH LOCK-IN	\$ 914,545
STATE MANAGEMENT COST PROJECTS	\$ 44,721

> \$959,266.00*

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-4105-DR-NH. Final applications or amendments for new mitigation projects must have been submitted to the FEMA Region I Hazard Mitigation Division by **March 19, 2014**. Please forward a SF-424 to cover the funding request. If you have any questions, please contact me.

Sincerely,

Dean J. Savramis
Director, Mitigation Division
FEMA Region I

914,545 +
44,721 +
859,266 *

Cc: Beth Peck, HSEM
Dan McElhinney, Grants Division Director, FEMA Region I
Lynn Wright, Grants Management Branch Chief, FEMA Region I



FEMA

April 12, 2016

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-4209-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 \$717,897 in Federal funding is available for the HMGP under FEMA-4209-DR-NH. A breakdown of funding is listed below:

5% PROJECTS	\$ 35,895
7% PROJECTS	\$ 50,253
REGULAR PROJECTS	\$ 631,749
12-MONTH LOCK-IN	\$ 717,897
STATE MANAGEMENT COST PROJECTS	\$ 35,105
	<u>\$ 1,153,002 *</u>

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-4209-DR-NH. Final applications or amendments for new mitigation projects must have been submitted to the FEMA Region I Hazard Mitigation Assistance Branch by **March 25, 2016**. 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



FEMA

June 13, 2018

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

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Re: *FEMA-4316-DR-NH – Final Lock-in – Public Assistance Grant Program Management Costs – Hazard Mitigation Grant Program Management Costs – Hazard Mitigation Grant Program Ceiling*

Dear Director Plummer:

The purpose of this letter is to provide the New Hampshire Division of Emergency Management and Homeland Security (“Recipient”) with the final lock-in for Section 324 Management Costs for the Public Assistance grant and for the Hazard Mitigation Grant Program (“HMGP”), and the HMGP Final Lock-in Ceiling under the Major Disaster Declaration identified as FEMA-4316-DR. These final Lock-ins and Ceiling are based on the projections of the federal share for financial assistance for Public Assistance. For FEMA-4316-DR, FEMA has calculated a final management cost lock-in of \$56,127.00 for Public Assistance and \$12,326 for HMGP. The HMGP Final Lock-in Ceiling is \$252,069.

FEMA previously awarded the Recipient initial Public Assistance management cost funding of \$13,587.00 in a Category Z Project Worksheet and has reviewed and approved the Recipient’s request documentation.¹ If FEMA approves the Recipient’s final funding request, my staff will work with the Recipient to amend the Category Z Project Worksheet and award up to an additional \$42,540.00 in Public Assistance management cost funding. FEMA also previously awarded the Recipient initial HMGP management cost funding of \$2,984.00 in project number 4316-1-M and has reviewed and approved the Recipient’s request documentation.² If FEMA approves the Recipient’s final funding request, my staff will work with the Recipient to amend project number 4316-1-M and award up to an additional \$9,342.00 in HMGP management cost funding.

Here I want to remind the Recipient of the process for requesting final management cost funding as detailed in 44 C.F.R. pt. 207 and FEMA policy.³ If the Recipient wishes to request final management cost funding for either or both Public Assistance and HMGP, it must submit a

¹ PA-01-NH-4316-PW-00017(0).

² HMGP-4316-1-M.

³ See Federal Emergency Management Agency, *Hazard Mitigation Assistance Guidance* (2015); FEMA Policy No. 104-009-2, *Public Assistance Program and Policy Guide* (2017).

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HMGP Management CostsRegular Mail:

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

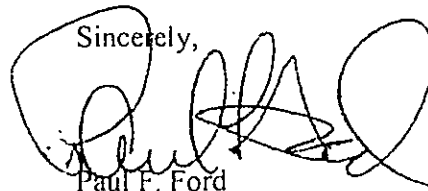
The Recipient must only use management cost funding for indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by a Recipient in administering and managing the grant that were specifically delineated in the Recipient's request documentation submitted to FEMA. All charges must be properly documented in accordance with 44 C.F.R. § 207.8 (f) and, in compliance with state law and procedures, the Recipient must retain records, including source documentation to support expenditures incurred for management costs, for three years from the date of submission of the final Financial Status Report to FEMA.

The period of availability for management cost funding under FEMA-4316-DR is eight years from the date of declaration or 180 days after the latest performance period date of a non-management cost Project Worksheet (for Public Assistance) or HMGP project narrative (for HMGP), whichever is sooner. The Recipient may charge to the management cost project award only those costs resulting from the obligations during the period of availability.

The Recipient must provide quarterly progress reports on management cost funds to the Regional Administrator, as required by the FEMA-State Agreement. Upon the end of the period of availability, the Recipient will have 90 days to liquidate all obligations incurred under the award pursuant to 2 C.F.R. § 200.343 to coincide with the submission of the final Financial Status Report to FEMA. FEMA will reduce the amount of the management cost project award by the amount of any funds not liquidated at the end of this period.

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Sincerely,



Paul F. Ford

Acting Regional Administrator
FEMA Region I