

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
February 16, 2016
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EXPLANATION

These State Agency awards are funded as part of the Department of Homeland Security Grant program allocation. This program assists State agencies in securing their State and communities by participating in or purchasing training, equipment to prevent, respond to, and recover from potential acts of terrorism and other potential disasters. DoIT applied to DOS and was subsequently awarded \$120,000.00 of the Homeland Security grant. These funds will be used to fund a two year project consisting of workshops, tabletop and functional exercises to train, test and adjust incident response plans with all necessary participants including select representatives from local government and private industry. The role of users and incident response to address prevention protection, response and recovery are focus areas which will be addressed. Partnerships will be built between DoIT and state agencies, local government and private industry providers.

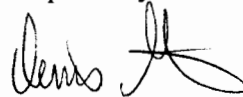
The funds are to be budgeted as follows:

The funds in Class 046-Consultants are required for the purpose of hiring independent consultants to plan and facilitate the incident response workshops, tabletop and functional exercises.

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 temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel.
3. Relationship to existing agency programs: Expands the effort to address the need to broaden and strengthen incident response procedures and build partnerships relative to cybersecurity incident response efforts.
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? It was not known at the time that DoIT would be applying for grant funds.
6. Can portions of the grant funds be utilized? This request is 100% federally funded.
7. Estimate the funds required to continue these positions: \$0.00. The temporary consulting positions will not be continued beyond the grant period.

Respectfully submitted,



Denis Goulet
Commissioner

State of New Hampshire



JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

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January 6, 2016

Denis Goulet, Commissioner and CIO
Department of Information Technology
33 Hazen Drive
Concord, NH 03305

Re: 2015 State Agency Homeland Security Grant Award

Dear Commissioner Goulet,

Congratulations! Your Department has been approved for funding specific to enhancing your Homeland Security mission. It is crucial for compliance with federal regulations that all requirements associated with this grant are adhered to. There are specific special conditions attached to your grant award Terms and Conditions that will need to be followed to insure grant compliance and reimbursement of costs as approved. These funds expire on August 31, 2018. All expenditures must be completed 30 days in advance of this date.

The following funds have been awarded for specific projects as applied for by your Department with Leslie Williams listed as the project director.

2015 State Homeland Security Program: \$120,000

This award is for the following:

- Cyber Incident Training and Exercises¹ as follows:
- Phase I Response workshops & exercises: \$60,000²
- Cyber Incident response Exercise – Phase II: \$60,000³

¹ Exercise plans should be coordinated with NH DOS-Division of Homeland Security and Emergency Management – Exercise Coordinator

² Please note Grant Terms and Conditions (T&Cs) specific to procurement in 2 CFR 200. An open procurement process MUST be engaged in. Also see T&Cs: page 4 of 11 XXIV, page 6 of 11 #4 and #9.

³ Please note Grant Terms and Conditions (T&Cs) specific to procurement in 2 CFR 200. An open procurement process MUST be engaged in. Also see T&Cs: page 4 of 11 XXIV, page 6 of 11 #4 and #9

AWARD

Attached are the grant terms and conditions, special conditions, and FFATA form. Please initial each page and complete and sign the last page of the grant terms and conditions. Also, please fill out the FFATA form and return both forms to GMU no later than January 14, 2018. These 2015 State Homeland Security funds will expire on August 31, 2018. All expenditures must be made and invoiced 30 days prior to that date (by July 31, 2018).

REQUEST for REIMBURSEMENT

Once the signed award documents have been returned to our office, we will go to Governor and Council to sub-award to funds to DOIT. If DOIT has not budgeted for the receipt of these grant funds, DOIT will need to create and "accept and expend" item to complete the process of awarding and accepting these funds through Fiscal Committee and Governor and Council. Once this is completed DOIT may proceed with procurement for this project. The following must be submitted to our office (Grants Management Unit - GMU - of DOS) prior to bidding:

1. A copy of the RFP, RFB, etc. for these services. Federal Grant Terms and Conditions must be included with this solicitation. Partial reimbursement with outcome achievement documentation must be incorporated into the contract for services payment terms and conditions. Federal Funds will NOT be 100% "up-fronted" prior to the phases beginning.
2. Once the contract has been awarded, a copy of the review outcome resulting from a competitive process and the Governor and Council awarding item must be sent to GMU.
3. A summary of the Training/exercise event (plan, agenda, attendees, list, etc.) at inception and evaluation of conclusion must be submitted with reimbursement request(s). Federal Funds will NOT be 100% "up-fronted" prior to the phases beginning. Partial reimbursement with outcome achievement documentation must be incorporated into the contract for services payment terms and conditions and will serve as the basis for reimbursements.

Please understand if the information listed above is incomplete, any reimbursement request returned to you to complete, prior to reimbursement.

We look forward to working with you as you enhance your capabilities in Homeland Security prevention, protection, response and recovery.

Very truly yours,



Pam Urban-Morin
Grant Administrator

Encl: Grant Terms and Conditions
FFATA