



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

January 2, 2020

His Excellency, Governor Christopher T. Sununu
 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 grant funds from the Department of Safety, Office of the Commissioner, in an amount not to exceed \$37,800.00 to fund two existing part-time, non-classified program positions to assist with drafting the Statewide Comprehensive Swift Water Plan. Effective upon Governor and Council through August 31, 2021. Funding source: 100% Agency Income.

Funds are to be budgeted in SFY2020 in the following account:

02-23-23-236010-08590000 Dept. of Safety – Div. of Homeland Security & Emer Mgt – HSEM Agency Income-Grant

<u>Class</u>	<u>Description</u>	<u>Current SFY2020 Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised SFY2020 Adjusted Authorized</u>
009-407036	Agency Income	(\$0.00)	(\$37,800.00)	(\$37,800.00)
050-500109	Personal Service Temp	\$0.00	\$35,000.00	\$35,000.00
060-500601	Benefits	\$0.00	\$2,800.00	\$2,800.00
Total		\$0.00	\$37,800.00	\$37,800.00

Explanation

HSEM and the New Hampshire Fish & Game Department are developing a comprehensive, statewide plan for swift water response capabilities, geographic distribution of resources, funding, and training. This Swift Water Plan shall provide the framework necessary for operational and administrative procedures for New Hampshire's Primary and Secondary Emergency Support Functions (ESFs), local and federal agencies, volunteer organizations and the private sector in support of swift water operations within the State of NH. These two positions will assist with drafting the Statewide Comprehensive Swift Water/Flood Plan.

Funds are to be budgeted as follows:

Funds in class 050, Personal Service Temp, will be used to pay salaries for the two existing program positions.

Funds in class 060, Benefits, will pay the benefits associated with the two existing program positions.

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

- 1) List of personnel involved: Two existing non-classified instructors from the New Hampshire Fire Academy.
- 2) Nature, Need, and Duration: These positions are needed to assist with drafting the Statewide Comprehensive Swift Water Plan. The proposed grant funding for this position ends on August 31, 2021.
- 3) Relationship to existing agency programs: These positions will provide support to HSEM with drafting the Statewide Comprehensive Swift Water Plan.

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

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? All grant funds must be used for eligible work within planning for and drafting the Statewide Comprehensive Swift Water Plan.

7) Estimate the funds required to continue this position: Funds for these positions are estimated at \$37,800.00 for the duration of the project through August 31, 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

State of New Hampshire



JOHN J. BARTHELMES
COMMISSIONER OF SAFETY

RICHARD C. BAILEY, JR.
ROBERT L. QUINN
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

October 9, 2018

Revised award letter and special conditions

Jennifer Harper, Director
Division of Homeland Security and Emergency Management
33 Hazen Drive
Concord, NH 03305

Re: 2018 Local funds Homeland Security Grant Award: HSEM to lead the RFP process for LOCAL needs assessment of Search and Rescue/Swiftwater Rescue capabilities in support of NH SEOP – ESF #9

Dear Director Harper,

Congratulations! Your Division has been approved for funding specific to the collaborative oversight of the statewide encompassing Local Needs Assessment for Search and Rescue/Swiftwater Rescue ESF #9. It is crucial for compliance with federal regulations 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 ensure grant compliance and reimbursement of costs as approved.

Funding a future contract:

These funds expire on August 31, 2021. All project work and acceptance thereof must be completed and accepted by NH Department of Safety HSEM and Grants Management and the team of local collaborators and expenditures and reimbursement must be completed 30 days in advance of this date. The funding for this is budgeted under Local FUNDS (HSGP 80% dollars) in the HSGP/GMU accounting unit 5410.

Must comply with HSGP requirement of having a signed MOU with a LOCAL First Responder Community of Interest (MOU attached) and procurement must comply with 2 CRF 200 (see 2 CFR §200.318 through §200.320).

The following funds have been awarded for specific projects as applied for by the Division of Homeland Security and Emergency Management.

2018 State Homeland Security Program (80% local Funds):

Up to: \$35,000 salary and \$2,800 for part-time benefits

This award is for the following:

- Swiftwater Needs Assessment

Up to: \$35,000 salary + \$2,800(benefits) *

\$37,800.00

AWARD

Attached are the grant terms and conditions, special conditions (REVISED MUST BE RESIGNED), 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 Grants Management Unit (GMU) **no later than November 6, 2018**. These 2018 State Homeland Security funds will expire on August 31, 2021. All expenditures must be made and invoiced no later than 30 days prior that date (by July 30, 2021).

Steps to Follow going forward:

Once the signed award documents have been returned to our GMU office HSEM will:

1. Communicate reimbursement expectations to the part time staff who will be working on this project to insure personnel costs meet 2 CFR 200 to insure only eligible costs are reimbursed
2. A Governor and Council item must be created by HSEM. -HSEM will need to go to G&C to accept and expend the 2018 grant award this will include accepting in additional appropriation into their accounting unit along with projected revenue) **Expenses will not be transferred out of HSEM Org, instead, the revenue will be transferred in to whatever Org they have this accepted into. Salary reimbursement cannot be accepted until this is completed.

REQUEST for REIMBURSEMENT

1. Payments for these items per payroll transfer are to be reimbursed (transferred) by the GMU from the submissions of payroll back-up after initial review and signature approval by HSEM and the local community of interest stakeholder group for the progress approvals of the work product.
2. HSEM will track hours in advance of payments to insure the product is completed within the budget of \$25,000
3. All documentation noting on Lawson the work completed in addition to the specific hours will be invoiced and proof of payment from Lawson screen prints must be submitted to GMU with GMU having final arbitration over the submission in concert with HSEM regarding reimbursement/transfer of expense for payroll. HSEM will approve all work and hours prior to GMU submission.
4. Payments to close the Fiscal year must be processed no later than July 15 or sooner to clear before the FY close.

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

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

Very truly yours,

Pam Urban-Morin
Grant Administrator

Encl: REVISED SPECIAL Grant Terms and Conditions

Cc: Matt Hotchkiss
Bob Christensen

REVISED 10/16/19 SPECIAL CONDITIONS – FFY 2018

SUBGRANTEE: Homeland Security and Emergency Management

GRANT AWARD AMOUNT: up to \$35,000 (part time salary) +\$2800(benefits)

GRANT TITLE: Swiftwater Needs Assessment

GRANT AWARD DATE: original 10/02/18. Revised 10/9/19

GRANT PROGRAM: HSGP (Award # EMW-2018-SS-00055)

CFDA#: 97.067

ALL SPECIAL CONDITIONS MUST BE RESPONDED TO ***WITHIN THIRTY (30) DAYS*** FROM THE AWARD DATE AND PRIOR TO DISBURSEMENT OF FUNDS UNLESS OTHERWISE SPECIFIED. **THESE GRANT FUNDS EXPIRE ON August 31, 2021**. Accordingly per DHS/FEMA- Office of Financial & Grants Management guide: page 21: The award period is the period of time when Federal funding is available for obligation by the recipient. The recipient may charge to the grant only allowable costs resulting from the obligations incurred during the funding period... Any funds not properly obligated by the recipient within the grant award period will lapse and revert back to DOS or DHS/FEMA...The obligation period is the same as the award period listed on the award document.
BY SIGNING THIS FORM YOU AGREE TO THE CONDITIONS OF THIS GRANT.

* * * * *

1. Please note the following special conditions for your grant award:
 - a. Indicate which of the following is true regarding the project funded with these Homeland Security dollars by circling the correct selection (circle only one):
 - i. Sustaining or maintaining a capability acquired with federal homeland security funding;
 - ii. Sustaining or maintaining a capability acquired without federal homeland security funding; or
 - iii. Developing or acquiring a new core capability.
 - b. Per 2018 Grant Guidance, please provide your DUNS number here: 0603405640000
 - c. Note: award letter process outline and reimbursement instructions must be followed
2. HSEM will need to go to G&C to accept and expend the 2018 grant award (this will include accepting in additional appropriation into their accounting unit along with projected revenue). **Expenses will not be transferred out of HSEM Org, instead, the revenue will be transferred in to whatever Org they have this accepted into as the Funds are budgeted in the GMU accounting unit for local contractors 5410.
3. Payments for these items per payroll transfer are to be reimbursed (transferred) by the GMU from the submissions of payroll back-up after initial review and signature approval by HSEM and the local community of interest stakeholder group for the progress approvals of the work product.
4. HSEM will track hours in advance of payments to insure the product is completed within the budget of \$25,000
5. All documentation noting on Lawson the work completed in addition to the specific hours will be invoiced and proof of payment from Lawson screen prints must be submitted to GMU with GMU having final arbitration over the submission in concert with HSEM regarding reimbursement/transfer of expense for payroll. HSEM will approve all work and hours prior to GMU submission.
6. Payments to close the Fiscal year must be processed no later than July 15 or sooner to clear before the FY close.
7. **Project Implementation:** The subrecipient agrees to implement this project within 60 days following the grant award effective date or be subject to cancellation of the grant. For projects subject to EHP/NEPA, NO work can begin until EHP/NEPA Form is submitted and approvals are granted. See: <https://www.fema.gov/media-library/assets/documents/85376> . DOS-GMU will advise sub-recipient of the approval once received. DOS-GMU reserves the right to verify project start date. All projects must be completed at least 30 days prior to end of the grant period as specified on the Grant Special Conditions page. No work may be completed or be eligible for reimbursement if it occurs after the grant period end date. See attached forms
8. All sub-grantees must comply with the Grant Terms and Conditions included with this award.
9. All sub-grantees must comply with the National Incident Management System (NIMS) minimum requirements as specified in the Fiscal Year 2018 Homeland Security Grant Program Guidelines. Additional information about achieving compliance is available through the training officers at the NH Department of Safety's Fire Academy and EMS Bureau and the Division of Homeland Security and Emergency Management.


10. All sub-grantees must comply and be familiar with Homeland Security Presidential Policy Directive-8, the National Preparedness System* (NPS) and the National Preparedness Goal (NPG). See: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness> .
11. It is recommended that all grant recipients modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols. <https://www.fema.gov/media-library/assets/documents/117791>
12. All SHSP sub-grantees must, when appropriate, engage citizens by expanding plans and task force memberships to address citizen participation; awareness and outreach to inform and engage the public; include citizens in training and exercise; and develop or expand programs that integrate citizen/volunteer support for the emergency responder disciplines. Grantees are encouraged to integrate with the Citizens' Corp from their local area. Contact VolunteerNH!
13. Recurring costs/fees are not allowable for funding under the 2018 Homeland Security Grant Program. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, etc. paid for with grant funds are for 12 months during the year of equipment purchase only and cannot extend beyond the end date of the grant.



Signature of Authorized Official

11/27/19

Date



Signature of Program Manager/Contact

11/27/2019

Date