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# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

October 8, 2014

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### Requested Action

1. Pursuant to RSA 14:30-a VI, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to accept and expend Hazard Mitigation Grant Program (HMGP) funds from the Federal Emergency Management Agency (FEMA) for DR-4095 Hurricane Sandy in the amount of \$334,341.00 for the implementation of cost effective mitigation projects. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding Source: 100% Federal Funds.

2. Pursuant to RSA 14:30-a VI, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to accept and expend Hazard Mitigation Grant Program (HMGP) funds from the Federal Emergency Management Agency (FEMA) for DR-4105 February 2013 Snowstorm in the amount of \$959,266.00 for the implementation of cost effective mitigation projects. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding Source: 100% Federal Funds.

Funding is available in the SFY 2015 operating budget as follows:

02-23-23-236010-29200000	Dept. of Safety	HSEM	Hazard Mitigation Grant Program-FEMA
#1 - Activity Code: 23DR4095			DR 4095 Hurricane Sandy HMGP
#2 - Activity Code: 23DR4105			DR 4105 February 2013 Snowstorm HMGP

	Current	Requested	Requested	Revised
	Adjusted	Action	Action	Adjusted
	Authorized	#1	#2	Authorized
000-404805 Federal Funds	(\$1,810,654.07)	(\$334,341.00)	(\$959,266.00)	(\$3,104,261.07)
018-500106 Overtime	\$5,000.00	\$0.00	\$0.00	\$5,000.00
020-500200 Current Expense	\$4,130.50	\$600.00	\$2,000.00	\$6,730.50
030-500311 Equipment	\$9,076.00	\$0.00	\$9,000.00	\$18,076.00
040-500800 Indirect Costs	\$8,265.31	\$1,425.00	\$3,000.00	\$12,690.31
041-500801 Audit Fund Set Aside	\$1,821.11	\$360.00	\$1,000.00	\$3,181.11
060-500601 Benefits	\$1000.00	\$0.00	\$0.00	\$1,000.00
070-500705 In-State Travel	\$1,000.00	\$300.00	\$721.00	\$2,021.00
072-500574 Grants - Federal	\$1,713,089.15	\$318,754.00	\$914,545.00	\$2,946,388.15
080-500710 Out of State Travel	\$2,360.00	\$0.00	\$3,000.00	\$5,360.00
246-500792 Grantee Admin Costs	\$64,912.00	\$12,902.00	\$26,000.00	\$103,814.00
<b>Total Appropriation:</b>	<b>\$1,810,654.07</b>	<b>\$334,341.00</b>	<b>\$959,266.00</b>	<b>\$3,104,261.07</b>

The Honorable Mary Jane Wallner, Chairman  
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October 8, 2014  
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### Explanation

The Hazard Mitigation Grant Program (HMGP) provides funding to states and communities (sub-grantees) 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. 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.

<u>Class Code</u>	<u>Title</u>	<u>Description</u>
018	Overtime	Provides funding for full-time staff working extra hours to manage the Hazard Mitigation Annual (HMA) Programs
020	Current Expense	Allows for purchasing supplies needed to manage the HMA programs.
030	Equipment	Allows for purchasing equipment needed for project management.
040	Indirect Cost	Represents the associated amount for this request.
041	Audit Fund Set Aside	Represents the associated amount for this request.
060	Benefits	Provides funding associated with Class Code 018.
070	In-State Travel	Provides funding for travel to manage the HMA programs statewide.
072	Grants	Provides funding for grants to sub-grantees.
080	Out of State Travel	Provides funding for travel to workshops associated with managing the HMA Programs
246	Grantee Admin Costs	Provides funding for Grantee administrative costs.

At the time the State of New Hampshire FY 2014 – 2015 budget was being developed, it was not anticipated that the State would receive this level of funding.

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 by FEMA in full; 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.

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,

  
John J. Barthelmes  
Commissioner of Safety

Department of Safety  
Homeland Security and Emergency Management  
Hazard Mitigation Program - FEMA

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

Federal Funds Awarded:

FEMA-4026-DR-NH Hazard Mitigation Grant Program (HMGP)	\$2,210,557.00
FEMA-4095-DR-NH Hazard Mitigation Grant Program (HMGP)	\$334,341.00
FEMA-4105-DR-NH Hazard Mitigation Grant Program (HMGP)	\$959,266.00
<b>Total Grant Funds Awarded</b>	<b>\$3,504,164.00</b>

Less: FY 13 Expenditures	(\$240,858.19)
Less: FY 14 Expenditures	(\$159,044.31)
	<u>(\$399,902.50)</u>

<b>Net Grant Funds Remaining as of 10/6/14</b>	<b>\$3,104,261.50</b>
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Less SFY15 Current Adjusted Authorized	(\$1,810,654.07)
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<b>Excess grant funds available to appropriate</b>	<b><u>\$1,293,607.43</u></b>
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<b>This Request</b>	<b>\$1,293,607.00</b>
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**FEMA**

March 10, 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-4095-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 \$318,754 in Federal funding is available for the HMGP under FEMA-4095-DR-NH. A breakdown of funding is listed below:

5% PROJECTS	\$ 15,938
7% PROJECTS	\$ 22,313
REGULAR PROJECTS	\$ 280,503
12-MONTH LOCK-IN	\$ 318,754
STATE MANAGEMENT COST PROJECTS	\$ 15,587

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-4095-DR-NH. Final applications or amendments for new mitigation projects must have been submitted to the FEMA Region I Hazard Mitigation Division by **November 28, 2013**. 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

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



**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

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,

A handwritten signature in black ink, appearing to read "Dean J. Savramis".

Dean J. Savramis  
Director, Mitigation Division  
FEMA Region I

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

Calculation for HMGP 4095  
12 Month Lock In

9/16/2014

		Audit	Ind Costs
Grant Budget	<u>\$334,341.00</u>		
020 Current Expense	\$600.00	600.00	600.00
030 Equipment	\$0.00	0.00	0.00
040 Indirect Costs	\$1,425.00	1,425.00	0.00
041 Audit Expense	\$360.00	0.00	0.00
070 In State Travel	\$300.00	300.00	300.00
072 Grants	\$318,754.00	318,754.00	0.00
246 Grantee Admin.	\$12,902.00	12,902.00	12,902.00
		0.00	0.00
	<u>334,341.00</u>	<u>333,981.00</u>	<u>13,802.00</u>
		0.001	9.94%
		0.001	9.94%

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Mgmt Costs	<u>15,587.00</u>
020 Current Expense	600.00
030 Equipment	0.00
040 Indirect Costs	1,425.00
041 Audit Expense	360.00
070 In State Travel	300.00
010 Personnel	4,527.00
018 Overtime	800.00
060 Benefits	1,075.00
246 Grantee Admin.	6,500.00
	<u>15,587.00</u>

**12,902.00 Total Grantee Admin**

# MANAGEMENT COSTS REQUEST

STATE	New Hampshire
FEDERAL AGENCY	4095

Complete & check all sections:

Check one:

- INITIAL REQUEST    
AMENDED REQUEST  if amendment, what is initial request date: 08/01/14   
IS REQUEST BEING SUBMITTED WITHIN 120 DAYS OF DISASTER DECLARATION?

AMOUNT REQUESTED	15,587.00	<input checked="" type="checkbox"/>
AMOUNT AVAILABLE	0	<input checked="" type="checkbox"/>

SCOPE OF WORK TO BE COMPLETED BY GRANTEE STAFF OR CONTRACTOR

- WORK IN SCOPE OF WORK WILL BE COMPLETED BY GRANTEE STAFF:(check if applicable)   
WORK IN SCOPE OF WORK WILL BE COMPLETED BY CONTRACTOR:(check if applicable)

DESCRIBE ACTIVITIES, STAFFING AND OTHER COSTS AS WELL AS PLAN FOR EXPENDING AND MONITORING FUNDS TO ENSURING FUNDS ARE BUDGETED FOR GRANT CLOSEOUT.

(USE ADDITIONAL PAGES IF NECESSARY)  
Management Costs will be used to monitor project performance, conduct workshops to promote the Hazard Mitigation Grant program through out the State of NH and provide technical assistance to communities.  
  
These funds will be used to provide supplies and equipment, allow for in/out state travel, overtime and benefits for 2 full time staff, audit funds, and the required indirect cost.

STATE ADMINISTRATIVE PLAN:  
APPROVED BY FEMA ON: (DATE) 9/10/2014   
DOES ADMIN PLAN:  
LIST STAFFING TO ACCOMPLISH SOW? 2 full time and 1 part time   
EXPLAIN METHOD OF DETERMINING PASSTHROUGH OF ADMIN \$ TO SUBAPPLICANTS?   
EXPLAIN MONITORING, CLOSEOUT AND AUDIT PROCEDURES OF GRANT FUNDS?   
ADMIN PASSTHROUGH AMOUNT TO LOC, N/A

**BUDGET (NOTE THE #/CATEGORY OF ELIGIBLE COSTS FOR EACH BUDGET LINE ITEM)**

**ELIGIBLE COST CATEGORIES**

1. SOLICITATION, REVIEW, AND PROCESSING OF SUBAPPLICATIONS AND SUBGRANT AWARDS;
2. PROVIDING TECH ASSISTANCE TO SUBAPPLICANTS REGARDING ENGINEERING FEASIBILITY, BCA, AND ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) DOCUMENTATION;
3. GEOCODING MITIGATION PROJECTS SELECTED FOR FURTHER REVIEW;
4. DELIVERY OF TECHNICAL ASSISTANCE (E.G. PLAN REVIEWS, PLANNING WORKSHOPS, TRAINING) TO SUPPORT THE IMPLEMENTATION OF MITIGATION ACTIVITIES;
5. MANAGING GRANTS (QUARTERLY REPORTING, CLOSEOUT);
6. TECHNICAL MONITORING (E.G. SITE VISITS, TECHNICAL MEETINGS);
7. PURCHASE OF EQUIPMENT, PER DIEM AND TRAVEL EXPENSES AND PROFESSIONAL DEVELOPMENT THAT IS DIRECTLY RELATED TO THE IMPLEMENTATION OF HMA PROGRAMS; AND
8. STAFF SALARY COSTS DIRECTLY RELATED TO PERFORMING THE ACTIVITIES LISTED ABOVE.

expenses	mitigation personal	\$600.00
Grantee Admin	personnel, overtime benefits	\$12,902.00
Audit	.001% of all program funding	\$360.00
Indirect Cost	9.94 % of management cost	\$1,425.00
In state travel	Operation of State car, Meals and hotel	\$300.00

**MANAGEMENT COSTS**

**\$15,587.00**

By signing below, Grantee agrees that management cost funds will be used in accordance with 44 CFR 13.22 and 207. Grantees also understands that indirect costs may not be charged directly to a project but are eligible as a as a management cost, and that costs that can be directly charged to a project are not eligible as a management cost.

Elizabeth Peck-SHMO  
 Print name

*Elizabeth Peck*  
 Sign name

9-17-14  
 date

**FOR FEMA USE ONLY BELOW LINE**

Management Cost request recommend approval:  
 FEMA HMA Specialist: \_\_\_\_\_  
 sign and print name date

Management Cost request approved:  
 FEMA HMA Branch Chief \_\_\_\_\_  
 sign and print name date

# MANAGEMENT COSTS REQUEST

New Hampshire

4105

Complete & check all sections:

Check one:

INITIAL REQUEST

AMENDED REQUEST

if amendment, what is initial request date: 08/01/14

IS REQUEST BEING SUBMITTED WITHIN 120 DAYS OF DISASTER DECLARATION? \_\_\_\_\_

44,721.00

0

WORK IN SCOPE OF WORK WILL BE COMPLETED BY GRANTEE STAFF:(check if applicable)

WORK IN SCOPE OF WORK WILL BE COMPLETED BY CONTRACTOR:(check if applicable)

DESCRIBE ACTIVITIES, STAFFING AND OTHER COSTS AS WELL AS PLAN FOR EXPENDING AND MONITORING FUNDS TO ENSURING FUNDS ARE BUDGETED FOR GRANT CLOSEOUT.

(USE ADDITIONAL PAGES IF NECESSARY)

Management Costs will be used to monitor project performance, conduct workshops to promote the Hazard Mitigation Grant program through out the State of NH and provide technical assistance to communities.

These funds will be used to provide supplies and equipment, allow for in/out state travel, overtime and benefits for 2 full time staff, audit funds, and the required indirect cost.

STATE ADMINISTRATIVE PLAN:

APPROVED BY FEMA ON: (DATE) \_\_\_\_\_

9/10/2014

DOES ADMIN PLAN:

LIST STAFFING TO ACCOMPLISH SOW? 2 full time and 1 part time

EXPLAIN METHOD OF DETERMINING PASSTHROUGH OF ADMIN \$ TO SUBAPPLICANTS?

EXPLAIN MONITORING, CLOSEOUT AND AUDIT PROCEDURES OF GRANT FUNDS?

ADMIN PASSTHROUGH AMOUNT TO LOC, N/A



Calculation for HMGP #105  
12 Month Lock In

9/16/2014

		Audit	Ind Costs
	<u>\$959,266.00</u>		
020 Current Expense	\$2,000.00	2,000.00	2,000.00
030 Equipment	\$9,000.00	9,000.00	0.00
040 Indirect Costs	\$3,000.00	3,000.00	0.00
041 Audit Expense	\$1,000.00	0.00	0.00
070 In State Travel	\$721.00	721.00	721.00
080 Out of State Travel	\$3,000.00	3,000.00	3,000.00
072 Grants	\$914,545.00	914,545.00	0.00
246 Grantee Admin.	\$26,000.00	26,000.00	26,000.00
		0.00	0.00
	<u>959,266.00</u>	<u>958,266.00</u>	<u>31,721.00</u>
		0.001	9.94%
		26,000.00	81.56%

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**Mgmt Costs 44,721.00**

020 Current Expense	2,000.00 ✓
030 Equipment	9,000.00
040 Indirect Costs	3,000.00
041 Audit Expense	1,000.00
070 In State Travel	721.00
080 Out of State Travel	3,000.00
010 Personnel	12,400.00
018 Overtime	2,000.00
060 Benefits	3,600.00
246 Grantee Admin.	8,000.00
	26,000.00 Total Grantee Admin
	<u>44,721.00</u>

# TITLE I

## THE STATE AND ITS GOVERNMENT

### CHAPTER 14

#### LEGISLATIVE OFFICERS AND PROCEEDINGS

#### Legislative Budget Assistant

##### Section 14:30-a

###### **14:30-a Fiscal Committee. –**

I. There is hereby established a fiscal committee of the general court. Said committee shall consist of 10 members. Five shall be members of the house as follows: the chairperson of the finance committee and 2 other members of the committee, appointed by the chairperson; and 2 other house members appointed by the speaker of the house. Five members shall be members of the senate as follows: the chairperson of the finance committee and 2 other members of that committee, appointed by the chairperson; and 2 other senators appointed by the senate president. The chairperson of the house finance committee shall be the chairperson of the fiscal committee.

II. The committee shall, while the general court is in session and during the interim, consult with, assist, advise, and supervise the work of the legislative budget assistant, and may at its discretion investigate and consider any matter relative to the appropriations, expenditures, finances, revenues or any of the fiscal matters of the state. The members shall be paid the regular legislative mileage during the interim while engaged in their work as members of the committee.

III. The fiscal committee shall consider recommendations proposed to it by the legislative performance audit and oversight committee established under RSA 17-N:1. The fiscal committee shall adopt all recommendations proposed to it as provided in RSA 17-N:1, III by the performance audit and oversight committee unless the fiscal committee refuses by unanimous vote to adopt such recommendations.

IV. [Repealed.]

V. [Repealed.]

VI. Any non-state funds in excess of \$100,000, whether public or private, including refunds of expenditures, federal aid, local funds, gifts, bequests, grants, and funds from any other non-state source, which under state law require the approval of governor and council for acceptance and expenditure, may be accepted and expended by the proper persons or agencies in the state government only with the prior approval of the fiscal committee of the general court.

**Source.** 1965, 239:19. 1987, 416:7. 1989, 396:13; 408:2. 1991, 346:18, I. 1995, 9:8. 2005, 177:11. 2006, 290:21, eff. June 15, 2006. 2012, 247:10, eff. Aug. 17, 2012.