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# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

ROBERT L. QUINN  
COMMISSIONER OF  
SAFETY

December 21, 2020

The Honorable Ken Weyler, 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, the Department of Safety, Division of Homeland Security and Emergency Management, requests authorization to accept and expend Hazard Mitigation Grant Program (HMGP) funds in the amount of \$516,959.00 from the Federal Emergency Management Agency (FEMA) for DR-4457 July 2019 Severe Storm & Flooding for the implementation of cost effective mitigation projects. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. Funding Source: 100% Federal Funds.

Funds are to be budgeted in SFY2021 in the following account:

02-23-23-236010-29200000 Dept. of Safety - Homeland Sec. & Emer Mgmt - Hazard Mitigation Program-FEMA

Class	Description	SFY2021 Current		Requested Action	SFY2021 Revised	
		Adjusted	Authorized		Adjusted	Authorized
000-404805	Federal Funds		(\$629,320.00)	(\$516,959.00)		(\$1,146,279.00)
018-500106	Overtime		\$0.00	\$2,500.00		\$2,500.00
020-500200	Current Expenses		\$0.00	\$4,000.00		\$4,000.00
030-500311	Equipment New/Replacement		\$0.00	\$1,000.00		\$1,000.00
037-500174	Technology-Hardware		\$0.00	\$1,000.00		\$1,000.00
038-500177	Technology-Software		\$0.00	\$1,000.00		\$1,000.00
040-500800	Indirect Costs		\$0.00	\$2,600.00		\$2,600.00
041-500801	Audit Fund Set Aside		\$0.00	\$1,200.00		\$1,200.00
050-500109	Personal Service-Temp		\$0.00	\$10,000.00		\$10,000.00
060-500601	Benefits		\$0.00	\$1,300.00		\$1,300.00
066-500543	Employee Training		\$0.00	\$1,000.00		\$1,000.00
070-500705	In-State Travel		\$0.00	\$500.00		\$500.00
072-500574	Grants Federal		\$629,320.00	\$490,859.00		\$1,120,179.00
	<b>Total</b>		<b>\$629,320.00</b>	<b>\$516,959.00</b>		<b>\$1,146,279.00</b>

### Explanation:

The Hazard Mitigation Grant Program 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 for which the FEMA Public Assistance Program is employed that, in turn, provides 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.

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December 21, 2020  
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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 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.

During the last three plus years, New Hampshire has had a total of seven declared disasters. These HMGP funds were not included in the State of New Hampshire FY 2020-21 budget because at the time of budget development, the level and timing of the HMGP funding associated with DR-4457 was not known.

The funds will be budgeted as follows:

The funds in Class 018, Overtime, will be used to pay overtime costs incurred supporting the grant program, including attending non-business hour meetings with communities.

The funds in Class 020, Current Expenses, will be used to purchase consumables used in supporting the grant program, such as paper and ink.

The funds in Class 030, Equipment New/Replacement, will be used to purchase equipment needed to support the grant program, such as office chairs and sit-stand desks.

The funds in Class 037, Technology-Hardware, will be used to purchase computer equipment needed to support the grant program.

The funds in Class 038, Technology-Software, will be used to purchase computer software needed to support the grant program.

The funds in Class 040, Indirect Costs, represents the indirect cost associated amount for this request.

The funds in Class 041, Audit Funds Set Aside, represents the audit fund set aside associated amount for this request.

The funds in Class 050, Personal Service-Temp, will be used to pay existing part time temporary positions supporting grant administration.

The funds in Class 060, Benefits, will pay the benefits associated with the existing program positions.

The funds in Class 066, Employee Training, will provide funding for registration for virtual Hazard Mitigation trainings.

The funds in Class 070, In-State Travel, will be used to cover travel expenses associated with community visits.

The funds in Class 072, Grants-Federal, will provide reimbursement to sub-grantees for costs incurred.

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  
Fiscal Situation**

**Federal Funds Awarded:**

DR4316 Severe Winter Storm March 2017	\$264,395.00
DR4329 July 2017 Severe Storms and Flooding	\$1,231,884.00
DR4355 October 2017 Sever Storm and Flooding	\$924,762.00
DR4457 July 2019 Sever Storm and Flooding	<u>\$589,031.00</u>
<b>Total Grant Funds Awarded</b>	<b><u>\$3,010,072.00</u></b>

Less expenses in FY 2019	(\$21,259.52)
Less expenses in FY 2020	<u>(\$40,109.04)</u>
<b>Total Prior Fiscal Year Actual Expenses</b>	<b><u>(\$61,368.56)</u></b>

<b>Net Grant Funds Remaining as of July 1, 2020 (SFY2021)</b>	<b>\$3,071,440.56</b>
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Less SFY 2021 Appropriation including prior year encumbrances Account 02-23-23-236010-29210000	(\$629,320.00)
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Excess grant funds available to appropriate	<b><u>\$3,700,760.56</u></b>
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<b>This Request</b>	<b>\$516,959.00</b>
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**FEMA**

September 8, 2020

Jennifer L. Harper  
Governor's Authorized Representative  
Director, Homeland Security and Emergency Management  
New Hampshire Department of Safety  
33 Hazen Drive  
Concord, NH 03305

Re: Major Disaster FEMA-4457-DR-NH  
Hazard Mitigation Grant Program (HMGP)  
Assistance Listing #97.039  
HMGP Funding Ceiling and HMGP Management Cost Ceiling  
12-Month Lock-Ins

Dear Director Harper:

The purpose of this letter is to provide the New Hampshire Homeland Security and Emergency Management, Department of Public Safety ("Recipient") with the final 12-month lock-in for the Hazard Mitigation Grant Program ("HMGP") and HMGP Management Cost funding ceilings for FEMA-4457-DR-NH in accordance with the *Hazard Mitigation Assistance Guidance*, Part VIII.A.4 (2015) and FEMA Policy # 104-11-1, *Hazard Mitigation Grant Program Management Costs (Interim)* (2018).

<b>12-Month HMGP Funding Lock-In (Federal share)</b>	<b>\$ 490,859</b>
(5% Initiative Projects Maximum – \$ 24,543)	
(7% Planning Projects Maximum – \$ 34,360)	
<b>HMGP Maximum Management Costs</b>	<b>\$ 98,172</b>
(Recipient Potential Maximum includes withholding – \$ 65,448)	
(Recipient Withholding – \$ 1,963)	
(Subrecipient Potential Maximum – \$ 32,724)	

In order to receive an award for management costs, the Recipient must meet the following requirements:

1. The Recipient must have a State Administrative Plan approved by FEMA pursuant to 44 C.F.R. § 206.437 and FEMA Policy #104-11-1. In this case, FEMA received and approved New Hampshire's State Administrative Plan for FEMA-4457-DR-NH.
2. The Recipient must meet the application and submission requirements for management

costs found in *Hazard Mitigation Assistance Guidance*, Part IV.H.2. FEMA will not award any management costs unless FEMA approves a project or planning subapplication.

3. The Recipient must demonstrate that all management costs are reasonable, allowable, allocable, and necessary as required by 2 C.F.R. Part 200, Subpart E, applicable program regulations, and *Hazard Mitigation Assistance Guidance (2015)*.

The Recipient previously applied for HMGP management costs after receiving the 30-day HMGP management cost estimate and FEMA, after receiving the request, approved and awarded a HMGP management cost project for 25% of the 30-day estimate. The Recipient did not apply for additional HMGP management cost funding after receiving the 6-month estimate and did not otherwise apply for adjustment funding. Now that FEMA has provided the 12-month lock-in, the Recipient will only be reimbursed for actual management costs. FEMA will withhold 3 percent of the Recipient management costs (excluding subrecipient management costs) pending the Recipient's closeout of the last mitigation project or planning subapplication.

Subrecipient management cost awards will be available to the Recipient at the time FEMA awards the subapplication based on the project or planning subapplication amount. In order to receive management cost funding, a subrecipient must apply for management costs through the Recipient and meet the application requirements set forth in the *Hazard Mitigation Assistance Guidance*, Part IV.H.2.

For both the Recipient and subrecipients, FEMA will provide management cost awards in increments sufficient to cover documented Recipient and subrecipient management cost needs for no more than one year unless contractual agreements require funding beyond the 1-year timeframe.

If you have any questions, please contact Anthony Galluzzo, Program Analyst, Hazard Mitigation Assistance Branch at (617) 956-7624.

Sincerely,

Richard H. Verville  
Chief, Hazard Mitigation Assistance Branch  
FEMA Region I

cc: Meghan Wells, State Hazard Mitigation Officer, New Hampshire Homeland Security and Emergency Management



FEMA

June 13, 2018

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

*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.<sup>1</sup> 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.<sup>2</sup> 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.<sup>3</sup> If the Recipient wishes to request final management cost funding for either or both Public Assistance and HMGP, it must submit a

<sup>1</sup> PA-01-NH-4316-PW-00017(0).

<sup>2</sup> HMGP-4316-1-M.

<sup>3</sup> 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 Costs**Regular Mail:

Robert Grimley

Recover Division Director

FEMA Region I

99 High Street, 5<sup>th</sup> floor

Boston, MA 02110

Email: [Robert.Grimley@fema.dhs.gov](mailto:Robert.Grimley@fema.dhs.gov)**HMGP Management Costs**Regular Mail:

Richard Verville

Hazard Mitigation Branch Chief

FEMA Region I

99 High Street, 6<sup>th</sup> Floor

Boston, MA 02110

Email: [Richard.Verville@fema.dhs.gov](mailto:Richard.Verville@fema.dhs.gov)

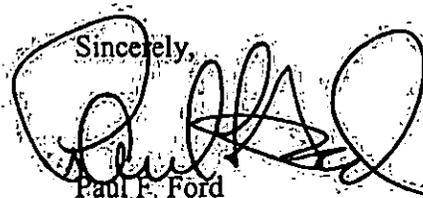
The Recipient must only use management cost funding for indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by a Recipient in administering and managing the grant that were specifically delineated in the Recipient's 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.

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](mailto: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](mailto:Richard.Verville@fema.dhs.gov).

Sincerely,



Paul F. Ford

Acting Regional Administrator

FEMA Region I



**FEMA**

August 29, 2018

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

*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.<sup>1</sup> 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.<sup>2</sup> 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.<sup>3</sup> If the Recipient wishes to request final management cost funding for either or both Public Assistance and HMGP, it must submit a

<sup>1</sup> PA-01-NH-4329-PW-00016(0).

<sup>2</sup> HMGP-4329-1-M.

<sup>3</sup> 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 Costs**Regular Mail:

Robert Grimley  
Recover Division Director  
FEMA Region I  
99 High Street, 5<sup>th</sup> floor  
Boston, MA 02110  
Email: [Robert.Grimley@fema.dhs.gov](mailto:Robert.Grimley@fema.dhs.gov)

**HMGP Management Costs**Regular Mail:

Richard Verville  
Hazard Mitigation Branch Chief  
FEMA Region I  
99 High Street, 6<sup>th</sup> Floor  
Boston, MA 02110  
Email: [Richard.Verville@fema.dhs.gov](mailto: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](mailto: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](mailto:Richard.Verville@fema.dhs.gov).

Sincerely,

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



**FEMA**

July 19, 2018

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

*Re: FEMA-4355-DR-NH – Six-Month Estimate for the Hazard Mitigation Grant Program Lock-in Ceiling and Six-Month Lock-ins for Public Assistance and Hazard Mitigation Grant Program Management Costs*

Dear Director Plummer:

The purpose of this letter is to provide the New Hampshire Division of Homeland Security and Emergency Management, Department of Public Safety (“Recipient”) with the 6-month estimate of the Hazard Mitigation Grant Program (“HMGP”) lock-in ceiling, the 6-month lock-in for Public Assistance (“PA”) management costs, and the 6-month lock-in for HMGP management costs for major disaster declaration FEMA-4355-DR-NH. FEMA provides this information primarily for planning purposes pursuant to 44 C.F.R. § 207.5(b) and the *Hazard Mitigation Assistance Guidance*.

<u>Description</u>	<u>6-Month Estimate</u>
HMGP Lock-in Ceiling	\$881,649

<u>Description</u>	<u>6-Month Lock-in</u>
Public Assistance Management Cost	\$196,314
HMGP Management Cost	\$43,113

The Recipient previously submitted a request for initial PA management cost funding on May 31, 2018, and submitted a request for initial HMGP management cost funding on March 13, 2018. FEMA approved the Public Assistance management cost request on June 28, 2018 and the HMGP management cost request on July 12, 2018.

If you would like to submit an interim funding request for additional management cost funding pursuant to 44 C.F.R. § 207.7(e), please submit your request via email or regular mail to the following:

**Public Assistance Management Costs**

**HMGP Management Costs**

Regular Mail:

Regular Mail:

Robert Grimley  
Recovery Division Director  
FEMA Region I  
99 High Street, 5<sup>th</sup> Floor  
Boston, MA 02110  
Email: robert.grimley@fema.dhs.gov

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

If you have any questions or need additional information, you may contact either Messrs. Grimley or Verville at the contact information above.

Sincerely,

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