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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

RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

ROBERT L. QUINN  
COMMISSIONER

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

November 30, 2021

The Honorable Karen Umberger, 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

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 in the amount of \$10,236,362.00 from the Federal Emergency Management Agency (FEMA) for DR-4516 COVID-19. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2023. Funding Source: 100% Federal Funds.

2. Pursuant to RSA 124:15, and contingent upon the approval of requested action #1, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to create three temporary full-time positions: one Assistant Chief Emergency Management Specialist (LG23), one Program Planner II (LG 21) and one Program Assistant II (LG 15), to assist with Hazard Mitigation grant administration. Effective upon Fiscal Committee and Governor and Council through June 30, 2023. Funding Source: 100% Federal Funds.

Funds are to be budgeted in SFY2022 in the following account:

02-23-23-236010-29200000 Dept. of Safety HSEM Hazard Mitigation Program-FEMA

Class	Description	SFY2022		
		Current Adjusted Authorized	Requested Action	SFY2022 Revised Adjusted Authorized
000-404805	Federal Funds	(\$792,633.98)	(\$10,236,362.00)	(\$11,028,995.98)
018-500106	Overtime	\$1,000.00	\$2,500.00	\$3,500.00
020-500200	Current Expense	\$1,000.00	\$5,000.00	\$6,000.00
030-500311	Equipment	\$1,000.00	\$4,500.00	\$5,500.00
037-500174	Technology-Hardware	\$1,000.00	\$7,500.00	\$8,500.00
038-500177	Technology-Software	\$1,000.00	\$1,500.00	\$2,500.00
039-500188	Telecommunications	\$0.00	\$3,000.00	\$3,000.00
040-500800	Indirect Costs	\$1,851.00	\$53,112.00	\$54,963.00
041-500801	Audit Fund Set Aside	\$65.00	\$10,273.00	\$10,338.00
050-500109	Personal Service Temp	\$10,000.00	\$10,000.00	\$20,000.00
059-500117	Temp Full-Time	\$0.00	\$213,000.00	\$213,000.00
060-500601	Benefits	\$1,118.00	\$139,256.00	\$140,374.00
066-500543	Employee Training	\$1,000.00	\$1,500.00	\$2,500.00
070-500705	In-State Travel	\$1,000.00	\$1,500.00	\$2,500.00

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072-500574	Grants Federal	\$671,599.98	\$6,580,721.00	\$7,252,320.98
080-500710	Out of State Travel	\$1,000.00	\$3,000.00	\$4,000.00
085-5885XX	Interagency Transfers Fed Funds	\$100,000.00	\$3,200,000.00	\$3,300,000.00
	Total	\$792,633.98	\$10,236,362.00	\$11,028,995.98

#### EXPLANATION

The Hazard Mitigation Grant Program provides funding to state agencies, and local governments (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 match. The sub-recipient 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 emails to the chief elected official and Emergency Management Director in 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.

The three new temporary full-time positions are needed to support HSEM's response to the unprecedented amount of HMGP funding as well as to efficiently manage the substantial documentation required by FEMA in a timely manner. With the HMGP funding available from numerous declared disasters, the case management is significantly more than the current staff can manage efficiently. FEMA requires the State to manage the Hazard Mitigation Grant Program more stringently than in times past which requires staff to interact with applicants on a more frequent basis and to apply increased scrutiny to administrative processes.

The Assistant Chief Emergency Management Specialist will be the lead for the hazard mitigation program at HSEM. This position will be responsible for coordinating with Federal, State, and local officials to implement mitigation programs across the state. This will include analyzing and interpreting eligibility information and providing guidance and direction to sub-recipients. Manages small and large mitigation projects, to include budgeting, approvals, and tracking of expenditures of grant monies and other funding.

The Program Planner II will work with Federal, State, and local officials to assist with the implementation of HMGP, including applying for, managing, and closing out HMGP grants. This position will provide technical assistance to sub-recipients to ensure eligibility and compliance within the HGMP program. The Program Assistant II will assist with the maintenance of the grant documentation included in overseeing grant compliance and collects documentation to ensure timely closeouts of sub-recipient grant awards; provide program guidance and present information to clarify policies, procedures and standards relevant to the Hazard Mitigation Grant Program This will also provide the Division the ability to manage future HMGP programs with an enhanced, timely and efficient manner.

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These HMGP funds were not included in the State of New Hampshire FY 2022-23 budget because at the time of budget development, the level and timing of this HMGP funding associated with DR-4516 was not known.

The funds will be budgeted as follows:

- Class 018 Overtime: to be used to pay overtime costs incurred supporting the grant program, including attending non-business hour meetings with communities
- Class 020 Current Expenses: to be used to purchase consumables used in supporting the grant program, such as paper and ink
- Class 030 Equipment: to be used to purchase equipment needed to support the grant program, such as work stations for the new positions, office chairs, and sit-stand desks
- Class 037 Technology Hardware: to be used to purchase computer equipment needed to support the grant program, including laptops for the new positions
- Class 038 Technology Software: to be used to purchase computer software needed to support the grant program, including for the new positions
- Class 039 Telecommunications: to be used to purchase telecommunication equipment for the three new positions, to include desk phones
- Class 040 Indirect Cost: represents the indirect cost associated amount for this request
- Class 041 Audit Funds Set Aside: represents the audit fund set aside associated amount for this request
- Class 050 Personal Service Temp: to be used to pay existing part time temporary positions supporting grant administration
- Class 059 Temp Full-Time: to be used to pay salaries for three new full-time temp positions supporting Hazard Mitigation response and to fund the Hazard Mitigation portion of the Chief of Mitigation and Recovery position
- Class 060 Benefits: to pay the benefits associated with the program positions
- Class 066 Employee Training: will provide funding for registration for Hazard Mitigation trainings
- Class 070 In-State Travel: to be used to cover travel expenses associated with community visits.
- Class 072 Grants Federal Funds: to be used to fund grants to local communities
- Class 080 Out of State Travel: to be used to cover travel expenses for Hazard Mitigation training opportunities
- Class 085 Interagency Transfers Fed Funds: to be used to fund grants to other State Agencies

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

1) *List of personnel involved:* (1) Assistant Chief Emergency Management Specialist (LG 23 A000), (1) Program Planner II (LG 21 A000) and (1) Program Assistant II (LG 15 A000).

2) *Nature, Need, and Duration:* These positions are needed to assist HSEM with Hazard Mitigation grant administration. The proposed grant funding for these positions ends on June 30, 2023.

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3) *Relationship to existing agency programs:* These positions will provide support to HSEM with Hazard Mitigation grant administration.

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 the declared disaster areas.

7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$351,000.00 for the duration of the grants through June 30, 2023.

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	\$589,031.00
DR4516 COVID-19	<u>\$11,003,311.00</u>
<b>Total Grant Funds Awarded</b>	<b><u>\$14,013,383.00</u></b>

Less expenses in FY 2019	(\$703,585.50)
Less expenses in FY 2020	(\$308,769.39)
Less expenses in FY 2021	<u>(\$457,629.64)</u>
<b>Total Prior Fiscal Year Actual Expenses</b>	<b><u>(\$1,469,984.53)</u></b>

**Net Grant Funds Remaining as of July 1, 2021 (SFY2022)** **\$12,543,398.47**

Less SFY 2021 Appropriation including prior year encumbrances (\$792,633.98)  
Account 02-23-23-236010-29200000

Excess grant funds available to appropriate **\$11,750,764.49**

**This Request** **\$10,236,362.00**



**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**

Sent Via Email

October 26, 2021

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

Re: Hazard Mitigation Grant Program Lock-in Ceiling and Management Cost Estimate  
Major Disaster Declaration: FEMA-4516-DR-NH  
Program: Hazard Mitigation Grant Program, Assistance Listing #97.039  
Recipient: New Hampshire Homeland Security and Emergency Management,  
Department of Safety

Dear Director Harper:

The purpose of this letter is to provide the Homeland Security and Emergency Management, New Hampshire Department of Safety ("Recipient") with the lock-in for the Hazard Mitigation Grant Program ("HMGP") and HMGP Management Cost funding ceilings for FEMA-4516-DR-NH pursuant to Section 404(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288 (1974) (codified as amended at 42 U.S.C. § 5170c(a)) ("Stafford Act"), 44 C.F.R. § 206.432, *Hazard Mitigation Assistance Guidance* (2015), and FEMA Policy #104-11-1, *Hazard Mitigation Grant Program Management Costs (Interim)* (2018). In accordance with the presidential announcement dated August 5, 2021, FEMA established the following total Federal contribution of funds to be made available for the HMGP for this major disaster declaration based on 4 percent of the estimated aggregate grant amounts to be made under Sections 403, 408, and 416 of the Stafford Act (codified as amended at 42 U.S.C. §§ 5170b, 5174, and 5183) as of June 30, 2021 (excluding assistance provided for Supplemental Payments for Lost Wages under Other Needs Assistance and less associated administrative costs):

**Final HMGP Lock-in Ceiling**

**\$9,169,426**

(5% Initiative Projects Maximum – \$458,471)

(7% Planning Projects Maximum – \$641,860)

<b>Estimated HMGP Management Costs<sup>1</sup></b>	<b>\$1,833,885</b>
(Recipient 10% – \$1,222,590)	
(Subrecipients 5% – \$611,295)	

HMGP funds are available for statewide use under this major disaster and federal funding for HMGP project costs, excluding Management Costs, will be limited to no more than 75 percent of total eligible costs after appropriate deductions. The Recipient agrees to make available the 25 percent non-federal share of HMGP and, at its request, may provide a greater non-federal share of an activity cost. FEMA funding for HMGP Management Costs will be 100 percent of the actual eligible costs, which will be limited to 15 percent of the total HMGP award amount. The Recipient may use up to 10 percent of the total award amount and subrecipients may use up to 5 percent of the subrecipient's total award amount. For eligibility and other requirements for the HMGP, please refer to the *Hazard Mitigation Assistance Guidance* and *Hazard Mitigation Assistance Guidance Addendum* (2015).

The Recipient must submit all HMGP applications (including its application for HMGP Management Costs) pursuant to 44 C.F.R. § 206.436 and the *Hazard Mitigation Assistance Guidance* by August 5, 2022. Upon written request and justification from the Recipient, the Regional Administrator may extend the application submission deadline in 30- to 90-day increments not to exceed a total extension of 180 days pursuant to 44 C.F.R. 206.436(e).

If you need assistance in meeting this deadline or have any questions related to the lock-in, please have your staff contact Anthony Galluzzo at [Anthony.Galluzzo@fema.dhs.gov](mailto:Anthony.Galluzzo@fema.dhs.gov) or at 617-956-7624.

Sincerely,

Richard Verville  
Chief, Hazard Mitigation Assistance  
FEMA Region I

cc: Brian Eaton, State Hazard Mitigation Officer

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<sup>1</sup> Pursuant to Section 324(b) of the Stafford Act (codified as amended at 42 U.S.C. § 5165b(b)), FEMA calculated the estimated HMGP Management Costs based on the 100 percent HMGP total award amount (which is the federal share (HMGP Lock-in Ceiling) and the 25% non-federal share) multiplied by 15 percent. Management Costs will be reconciled not to exceed 15 percent of the total HMGP grant award (10% Recipient / 5% subrecipient). FEMA will award funding for HMGP Management Costs in increments sufficient to cover Recipient and subrecipient needs for no more than one year unless contractual agreements require funding.



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

**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

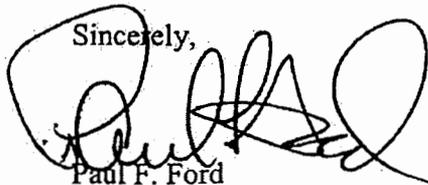
The Recipient must only use management cost funding for indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by a Recipient in administering and managing the grant that were specifically delineated in the Recipient's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

September 14, 2017

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

*Re: Major Disaster Declaration FEMA-4329-DR – Initial Estimate of the Hazard Mitigation Grant Program Lock-in Ceiling and Preliminary Lock-ins for Public Assistance and Hazard Mitigation Grant Program Management Costs*

Dear Director Plummer:

The primary purpose of this letter is to provide the New Hampshire Homeland Security and Emergency Management (“Recipient”) with an initial estimate of the Hazard Mitigation Grant Program (“HMGP”) lock-in ceiling, the preliminary lock-in for Public Assistance management costs, and the preliminary lock-in for HMGP management costs for major disaster declaration FEMA-4329-DR.<sup>1</sup> The following initial estimate and preliminary lock-ins are based on the 30-day estimate of Public Assistance and HMGP costs:

<u>Description</u>	<u>Initial Estimate</u>	
HMGP Lock-in Ceiling	\$932,744	
<u>Description</u>	<u>Preliminary Lock-In</u>	<u>25 Percent</u>
HMGP Management Cost Lock-in	\$34,208	\$8,552
Public Assistance Management Cost Lock-in	\$155,768	\$38,942

The secondary purpose of this letter is to remind the Recipient of the process for requesting initial management cost funding and submitting management cost request documentation as detailed in 44 C.F.R. pt. 207 and FEMA policy.<sup>2</sup> If the Recipient wishes to request initial management cost funding for either or both Public Assistance and HMGP, it must

<sup>1</sup> 44 C.F.R. § 206.432.

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

submit a request pursuant to 44 C.F.R. § 207.7 to the Federal Coordinating Officer (for Public Assistance) and the Hazard Mitigation Assistance Branch Chief (for HMGP) via email or regular mail to the following:

**Public Assistance Management Costs****HMGP Management Costs**Regular Mail:

James N. Russo  
Federal Coordinating Officer  
63 Old Marlboro Road  
Maynard, MA 01754

Email: James.Russo@fema.dhs.gov

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

As part of its request, the Recipient should provide any necessary updates to its Public Assistance Administrative Plan pursuant to 44 C.F.R. § 206.207(b) and its HMGP Administrative Plan pursuant to 44 C.F.R. § 206.437(d). FEMA will, upon review of the initial funding request, typically award 25% of the estimated management cost lock-in for Public Assistance and/or HMGP pursuant to 44 C.F.R. § 207.7(c).

Irrespective of whether the Recipient requests initial Public Assistance and/or HMGP management cost funding, the Recipient must submit no later than 120 days after the date of the major disaster declaration to the respective named individual above all documentation to support costs and activities for which the projected Public Assistance and HMGP lock-in for management cost funding will be used. This documentation must include the information detailed at 44 C.F.R. § 207.7(d) and, for the HMGP, the program specific information detailed in the *Hazard Mitigation Assistance Guidance*.

In extraordinary circumstances, the Recipient may request to submit the required documentation for either or both the HMGP and Public Assistance management costs after 120 days and must make any such requests to the appropriate named individuals above within the 120-day period. FEMA will not consider any documentation submitted after the 120-day period (or any approved extended period).

The Federal Coordinating Officer and the Hazard Mitigation Branch Chief will work with the Recipient to approve or reject within 30 days the documentation to support costs and activities for which the projected Public Assistance and HMGP lock-in for management cost funding will be used. If either rejects the documentation for his respective grant program, the Recipient will have 30 days from the notice of the rejection to resubmit it for reconsideration and approval. FEMA will not award any additional management costs until it approves the Recipient's documentation.

We look forward to receiving your initial funding request and support documentation in the coming months and working with you in the various recovery efforts in New Hampshire.

Sincerely,

James N. Russo  
Federal Coordinating Officer  
FEMA-4329-DR