



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
 27 Hazen Dr., Concord, NH 03301
 Fax: 603-271-1516 TDD Access: 1-800-735-2964
 www.nh.gov/doit

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Denis Goulet
Commissioner

April 24, 2024

The Honorable Ken Weyler, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, NH 03301

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Information Technology (DoIT) to accept and expend \$4,892,159 in State Fiscal Year 2024 (SFY 24) from the State Homeland Security Grant Program funds available from the Department of Safety (DOS) for the funding of cybersecurity enhancements. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2025. 100% Federal Transfer from Other Agency.
2. Pursuant to RSA 124:15 and contingent upon approval of Requested Action #1, authorize the Department of Information Technology to establish Class 046-Consultants for the purpose of procuring consultant services for project and program management. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2025. 100% Federal Transfer from Other Agency.

In SFY 24, funds shall be budgeted in 01-03-03-030010-NEWXXXX, 2023Cybersecurity Enhancements Grant as follows:

Class	Budget Category	Current Budget FY 24	Requested Action	Revised Budget FY 24
Income				
00D-488523-69	Fed Rev Xfers from Other Agencies	\$0	\$4,892,159	\$4,892,159
	Totals	\$0	\$4,892,159	\$4,892,159
Expenditures				
038-500177	Technology-Hardware	\$0	\$500,000	\$500,000
046-500465	Consultants	\$0	\$480,000	\$480,000
103-502664	Contracts for Program Services	\$0	\$3,912,159	\$3,912,159
	Totals	\$0	\$4,892,159	\$4,892,159

The Honorable Ken Weyler, Chairman
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EXPLANATION

Strengthening cybersecurity practices and the resilience of state, local, and territorial governments is an important homeland security mission and the primary focus of the State and Local Cybersecurity Grant Program (SLCGP). The SLCGP supports targeted cybersecurity investments improving the security of critical infrastructure and improving the resilience of the services provided.

Funds will be used to procure and distribute hardware tokens for use by local entities to implement multifactor authentication. Professional services will be obtained to assist the local entities to migrate to the .gov domain. In order to ensure organization personnel are appropriately trained in cybersecurity commensurate with responsibility, a security training course will be offered to local entities to attain an entry level security certification that validates knowledge of basic security concepts, communication security, infrastructure security, cryptography, and operational security.

The New Hampshire State and Local Cybersecurity Grant Program Planning Committee (SLCGP-CPC) is chaired by the State of NH Chief Information Officer (CIO) Denis Goulet, and includes representatives from NH municipalities, counties, higher education, K-12 public education, public health, and public safety. The SLCGP-CPC collaborated to develop the Cybersecurity Plan, which was the first State Cybersecurity Plan under this program to be approved by the Cyber and Infrastructure Security (CISA) in the Nation with goals and objectives that focus on leveraging economies of scale to implement programs that directly benefit the represented entities on the SLCGP-CPC. Additionally, New Hampshire was the first State or Territory in the Nation to have funds released by FEMA under this program.

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

- 1) List of personnel involved: No personnel will be hired through this grant funding.
- 2) Nature, Need, and Duration: Consultant services are needed to provide subject matter expertise not available within current personnel at this time to execute program and project management of the approved projects in the grant award for the local entities through the end of the grant.
- 3) Relationship to existing agency programs: None.
- 4) Has a similar program been requested at the legislature and denied? No.
- 5) Why wasn't funding included in the agency's budget request? The grant funds were awarded to DoIT after the FY 24/25 budget was developed and therefore was not included in our budget request.
- 6) Can portions of the grant funds be utilized? This consultant will be paid by utilizing 100% federal funding through this grant program.
- 7) Estimate the funds required to continue this position(s): No positions are being created; therefore, no additional funds will be required.

The Honorable Ken Weyler, Chairman
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April 24, 2024
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Funds are to be budgeted in the following accounts:

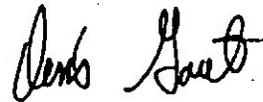
Class 038-Funds to procure and distribute tokens for use by local entities to implement multifactor authentication.

Class 046-Funds for consultant services in project and program management

Class 103-Funds to procure contracts for cybersecurity training statewide to validate knowledge of basic security concepts, communication security, infrastructure security, cryptography and operational security. Funds will also be used to procure professional services for implementation of tokens as well as transition to the .gov domain.

In the event Federal funds are no longer available, General funds will not be requested to support this program.

Respectfully submitted,



Denis Goulet
Commissioner

DCG:rc



State of New Hampshire

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

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

March 7, 2024
G&C 97
04-10-2024
Approved

REQUESTED ACTION

Authorize the Department of Safety, Office of the Commissioner and Division of Administration, Grants Management Bureau to award a grant to the Department of Information Technology (VC #311850-B001), in the amount of \$4,892,159.00 for statewide Cybersecurity enhancements at the local and State level throughout New Hampshire effective upon Governor and Council approval through November 30, 2027. 100% Federal Funds

Funding is available as follows:

02-23-23-231010-32840000 -- Dept. of Safety -- OCOM - Cybersecurity Grant Program
085-588503 "Federal Grants to Other Agencies"

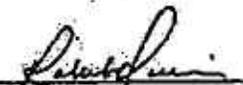
SFY 2024
\$4,892,159.00

EXPLANATION

These funds will be used to procure and distribute hardware tokens for use by local entities to implement multifactor online authentication. Professional services will be obtained to assist the local entities in migrating to the gov domain. To ensure organization personnel is appropriately trained in cybersecurity commensurate with responsibility, a security training course will be offered to state and local entities to attain an entry-level security certification that validates knowledge of basic security concepts, communication security, infrastructure security, cryptography, and operational security.

Highway Funds or General Funds will not be used should federal funds become unavailable.

Respectfully Submitted,


Robert L. Quinn
Commissioner of Safety

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby mutually agree as follows:

GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name: Department of Safety		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Grantee Name Department of Information Technology		1.4. Grantee Address 27 Hazen Drive, Concord, NH 03301	
1.5. Grantee Phone # 603-223-5734	1.6. Account Number 10-32840000-588503	1.7. Completion Date November 30, 2027	1.8. Grant Limitation \$4,892,159
1.9. Grant Officer for State Agency Janice D. Bresnahan		1.10. State Agency Telephone Number 603-271-7663	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1 <i>[Signature]</i>		1.12. Name & Title of Grantee Signor 1 Denis Gaudet, Commissioner & CEO	
Grantee Signature 2 <i>[Signature]</i>		Name & Title of Grantee Signor 2: Rosanne Curry, Director of Finance	
Grantee Signature 3 <i>[Signature]</i>		Name & Title of Grantee Signor 3 K.L. WEEKS, CISO, DoIT	
1.13. State Agency Signature(s) <i>[Signature]</i>		1.14. Name & Title of State Agency Signor(s) Melanie L. Carraber, Deputy Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: <i>[Signature]</i> Assistant Attorney General, On: 3/24/24			
1.16. Approval by Governor and Council (if applicable) By: _____ On: 1/1			

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Ken

2. SCOPE OF WORK: In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:66, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. **EFFECTIVE DATE; COMPLETION OF PROJECT.**
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT D, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. **RECORDS and ACCOUNTS.**
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. **PERSONNEL.**
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. **DATA; RETENTION OF DATA; ACCESS.**
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies; reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date, all data and any property which has been received from the State or purchased with funds provided for the purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, discuss, distribute and otherwise use, in whole or in part, all data.
10. **CONDITIONAL NATURE OF AGREEMENT.** Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available; if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. **EVENT OF DEFAULT; REMEDIES.**
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification, of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. **TERMINATION.**
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, in and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.3. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice of default has been given to the Grantee hereunder, the Grantee may terminate this Agreement without cause upon thirty (30) days written notice.
13. **CONFLICT OF INTEREST.** No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. **INSURANCE AND BOND.**
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and
- 17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. **SPECIAL PROVISIONS.** The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

SPECIAL CONDITIONS – FFY 2023

SUBGRANTEE: Department of Information Technology

GRANT AWARD AMOUNT: \$4,892,159.00

GRANT TITLE: 2023 State & Local Cybersecurity Grant Program CFDA # 97.137

GRANT PROGRAM: DHS FY 2023 State and Local Cyber Security Grant Program (SLCGP)

DHS Grant Award Number: Grant Award: EMW-2023-CY-00035-S01

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 November 30, 2027.* 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. Per 2023 Grant Guidance, please provide your UEI number here: CRMS STAMP 76 PS
- b. No purchase of this equipment can be made until it is determined if an EHP review is required. If it is, no purchase can be made until an EHP approval is received. As stated in the AEL: "Certain products in this category have been identified as requiring an Environmental and Historic Preservation (EHP) review. EHP documents are located at the following website (scroll to bottom of page under FY 2022 EHP/NEPA Guidance): <https://www.nh.gov/safety/divisions/homeland/2022HomelandSecurityGrant.html> and must be completed and submitted electronically to Janice.Bresnahan@dos.nh.gov. This may NOT be applicable to this award, please consult with NH Dept. of Safety Grants Management Bureau to confirm.
- c. Per 2 CFR 208 and Subpart D, the organization must submit its most recent audit to be subject to a risk assessment testing for fiscal practices and capabilities. To meet this requirement as a State Agency, please disclose in writing any findings from the most recent Statewide audit by KPMG. This must be submitted within 15 days of the date of this award and may necessitate the addition of more special conditions to this award accordance with the results of the standard risk assessment review. This grant is not VALID until the risk assessment is completed successfully.
- d. Sub-recipients for the FY23 SLCGP awards are required to complete the 2023 Nationwide Cybersecurity Review (NCSR) and submit a copy of the Completion Certificate to the Grants Management Bureau. More information regarding this requirement can be found at <https://www.cisecurity.org/ms-isac/services/ncsr>. Note: This site closes on February 29, 2024.
- e. Procurement procedures per 2 CFR 200 must be followed and documentation attached must be submitted to DOS-GMB prior to any purchase as outlined.
- f. Governor & Executive Council and the NH DOJ must review and approve this award. This may require your office to submit formal acceptance of grant funds per NH RSA after Governor and Council approval for NH DOJ approval.
- g. MOUs must be secured from the local participating agencies to comply with the Grant Conditions that require 80% of these funds to be awarded to local eligible agencies. NH DOS Grants Management Bureau will supply MOUs which must be secured by NH DoIT and returned to the NH DOS Grants Management Bureau within 45 days of receipt of these conditions. MOU templates are provided with this agreement.
- h. NH DOS Grants Management Bureau will need to ensure compliance with federal procurement standards per 2 CFR 200 in particular evidence will need to be provided to substantiate: 200.318 General procurement standards. (a) The Non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward

- i. No work can begin until all special conditions and approval from the Governor and Executive Council are met, and you have received an "OK to Proceed" from the NH DOS Grants Management Bureau.
 - j. Reimbursement for grant eligible work will require the following: A cover letter from NH DoIT that specifies:
 - If training: where training was conducted,
 - If Training: what the class(es) were and who attended from what municipal agency in accordance with Grant plans (# of participants and the sending organization)
 - Proof of payment to training vendor
 - If equipment, a copy of the Purchase order and proof that this has been reimbursed.
 - We need Proof that NH DoIT has Paid any invoice submitted for reimbursement to be reimbursed for any grant associated costs.
 - Proof of match funds expended and documented to coincide with the grant requirements must accompany each reimbursement request.
 - Documentation to substantiate the contractor work on the grant certified by the consultant and NH DoIT.
 - We will need a letter on DoIT letterhead addressed to NH DOS- Grant Management Bureau (NOT HSEM) stating which grant this applies to and what G&C agreement.
2. **Equipment:** The subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security and the NH Department of Safety - Grants Management Bureau." Additionally, when practicable, any equipment purchased with funding under this agreement shall bear on it the logos of the NH Department of Safety - Grants Management Bureau and U.S. Department of Homeland Security.
 3. **Publications:** The recipient agrees that all publications created with funding under this grant shall prominently contain the following: "This document was prepared under a grant from the Federal Emergency Management Agency's Grant Programs Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD, the U.S. Department of Homeland Security or the NH Department of Safety (DOS)".
 4. **Project Implementation:** The subrecipient agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. For projects subject to EHP/NEPA, NO work can begin until EHP/NEPA approvals are granted. DOS-GMB will advise sub-recipient of the approval once received. DOS-GMB 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.
 5. All sub-grantees must comply with the Grant Terms and Conditions included with this award.
 6. All sub-grantees must comply with the National Incident Management System (NIMS) minimum requirements as specified in the Fiscal Year 2022 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.
 7. 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>.
 8. 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. http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf

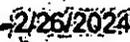
9. Recurring costs/fees are limited for funding under the 2022 SLCGP. Internet service fees, radio service fees, cellular phone fees, satellite phone fees, license fees, etc. and similar paid for with grant funds are for months during the grant period only and cannot extend beyond the end date of the grant unless purchased with an original purchase during the grant.



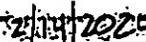
Signature of Authorized Official



Signature of Program Manager/Contact



Date



Date