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September 25, 2024

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court and

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

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent upon the approval of Requested Action #2, authorize the Department of Business and Economic Affairs (BEA) to establish one (1), full-time Urban and Regional Planners-3, (19-3050 SOC19, Pay Band 7) position, to coordinate and help administer FEMA grant programming, effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. **100% Federal Funds**
2. Authorize the Department of Business and Economic Affairs (BEA), Office of Planning and Development to accept and expend \$57,150 of Federal Emergency Management Agency (FEMA) funds for the purpose of assisting with implementation of the National Flood Insurance Policy Program in compliance FEMA regulations, effective upon Governor and Council approval through June 30, 2025. **100% Federal Funds**

Funds are to be budgeted in FY2025 in the following account:

03-22-022-221510-21980000, Planning Admin

Class	Description	FY25 Current Adjusted Authorized	Requested Action	FY25 Revised Authorized
000-400391-16	Federal Funds	\$ 117,075	\$ 57,150	\$ 174,225
007-406216-68	Agency Income	\$ 27,349	\$ -	\$ 27,349
	General Funds	\$ 844,761	\$ -	\$ 844,761
	TOTAL REVENUE	\$ 989,185	\$ 57,150	\$ 1,046,335
010-500100	Personal Services Perm Classified	\$ 430,098	\$ -	\$ 430,098
020-500200	Current Expenses	\$ 2,000	\$ -	\$ 2,000
022-500258	Rent To Agents Non-State Space	\$ 6,137	\$ -	\$ 6,137
026-500251	Membership Fees	\$ 940	\$ -	\$ 940

027-582703	Class 027 Interagency 003 exp	\$ 5,107	\$ -	\$ 5,107
030-500301	Equipment - New	\$ 500	\$ 3,000	\$ 3,500
039-500190	Telecommunications	\$ 345	\$ -	\$ 345
040-501587	Indirect Costs	\$ 7,000	\$ -	\$ 7,000
041-500801	Audit Fund Set Aside	\$ 136	\$ 39	\$ 175
042-500620	Post Retirement Benefits	\$ 3,928	\$ -	\$ 3,928
059-500117	Salary Temporary Employees	\$ -	\$ 39,111	\$ 39,150
060-500601	Benefits	\$ 246,879	\$ 15,000	\$ 261,879
070-500707	Travel - in state	\$ 2,325	\$ -	\$ 2,325
073-500581	Grants Non-Federal	\$ 120,112	\$ -	\$ 120,112
080-500717	Travel - out of state	\$ 5,000	\$ -	\$ 5,000
102-500731	Contracts for Program Services	\$ 158,678	\$ -	\$ 158,678
	TOTAL EXPENSES	\$ 989,185	\$ 57,150	\$ 1,046,335

EXPLANATION

The Principal Planner will serve a key role in providing services to municipalities, as required by the Federal Emergency Management Agency (FEMA), by implementing the State of New Hampshire's Floodplain Management Program, including FEMA's National Flood Insurance Program (NFIP). This role will develop and manage annual grant activities, provide technical assistance to municipalities, the public, and other stakeholders, and develop and update fact sheets, website information, newsletter articles and other informational materials. Further, this position will conduct research, analysis, interpretation, and assessments of the programs through site visits to ensure compliance, develop and provide training to various stakeholders, and perform community outreach activities. The proposed duties are like those of other positions within the same occupational group and level currently operating throughout the state, and they parallel the Broad Group Specification appropriately. The position is also appropriate within the agency's organizational structure.

This position is 75% grant-funded and 25% of existing General Funds will be used as a required match. FEMA recently increased the funding available to states to encourage expansion of NFIP programs due to increased needs for technical assistance. The award to the State of New Hampshire was recently increased to cover 75% of the cost of this position. Pursuant to RSA 9:16-a, II-a, remaining available class 40 and 42 funds carried forward to the FY25 (the second year of the biennium). Based on how indirect cost and post-retirement are calculated towards eligible expenditures, the current appropriations in these classes are anticipated to be adequate at the time of this request.

Funds are budgeted as follows:

Class 030 – Equipment – office furniture to support requested position

Class 041 – Audit Funds Set Aside – to comply with RSA 124:16 which requires all agencies which receive federal funds set aside a percentage (0.1%) of federal revenue amount received to pay for financial and compliance audits.

Class 059 – Temp Full Time – for the one temporary full-time position requested above

Class 060 – Benefits – for the one temporary full-time position requested above

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

1) List of Personnel involved:

(1), full-time Urban and Regional Planners-3, 19-3050 SOC19, Pay Band 7

2) Nature, need and duration:

The position will be responsible for developing and managing grant activities; providing technical assistance to municipalities, the public, and other stakeholders; developing and sharing informational materials; supporting FEMA with compliance issues; and monitoring and assessing through site visits. The grant period runs through June 30, 2025 and grant funds are expected to be awarded to cover the second year of the 9T authorization.

3) Relationship to existing agency programs:

The NFIP program is ongoing through BEA staff. FEMA recently increased the amount of funding to states to encourage expanded efforts due to increased flooding concerns.

4) Has similar program been requested of the Legislature and denied? No

5) Why wasn't funding included in the agency's budget request?

Funding for this program does not coincide with the state fiscal year. FEMA funding increased during their last fiscal year, which did not coincide with the biennium budget. The need for technical assistance to municipalities and to assist FEMA with enforcement has increased dramatically over the past year. Technical assistance requests more than tripled over what was previously budgeted, and increased coordination is needed as more organizations work towards addressed flooding concerns.

6) Can portions of the grant funds be utilized for other purposes?

These funds can only be used for the purpose of the grant award.

7) Estimate the funds required to continue these positions:

Funding is required for the duration of the grant, through June 30, 2025, and is expected to be continued beyond that period. The estimated cost for the position through the end of FY 2026 is \$75,000.

If Federal Fund eligibility changes, additional General Funds will not be requested to support

this position. Respectfully submitted,



Taylor Caswell
Commissioner



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
54 Regional Drive, Suite 5
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

LORRIE A. RUDIS
Director of Personnel
(603) 271-3261

June 10, 2024

Bob Vachon, Director
Administration and Operations
Business and Economic Affairs
100 North Main Street, Suite 100
Concord NH 03301

Regarding: Request to establish a full-time temporary 19-3050 Urban and Regional Planners-3, Pay Schedule SOC19, Pay Band 7 – position #9T3356

Dear Mr. Vachon:

The Division of Personnel approves the New Hampshire Department of Business and Economic Affairs request received on 5/29/2024 to establish position #9T3356 as a full-time, temporary position classified as 19-3050 Urban and Regional Planners-3, pending funding approval.

This position is 75% grant-funded and 25% general funds. It will serve as the Principal Planner for the Floodplain Management Program for the Office of Planning and Development (OPD).

The Principal Planner will serve a key role in expanding services to municipalities, as required by the Federal Emergency Management Agency (FEMA), by implementing the State of New Hampshire's Floodplain Management Program, to include FEMA's National Flood Insurance Program (NFIP) and Risk Mapping, Assessment and Planning (Risk MAP) Programs. This role will develop and manage annual grant activities, provide technical assistance to municipalities, the public, and other stakeholders, and develop and update fact sheets, web site information, newsletter articles and other informational materials. Further, this position will conduct research, analysis, interpretation, and assessments of the programs through site visits to ensure compliance. develop and provide training to various stakeholders, and perform community outreach activities. The proposed duties are like those of other positions within the same occupational group and level currently operating throughout the state, and they parallel the Broad Group Specification appropriately. The position is also appropriate within the agency's proposed organizational structure.

Your agency will be responsible for bringing the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel Operations Section at CentralHRProcessing@nh.gov.

Sincerely,

Marianne Rechy
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/11/2024



Heather Shank

BUSINESS AND ECONOMIC AFFAIRS, NEW HAMPSHIRE DEPARTMENT OF
100 N MAIN ST STE 100
CONCORD, NH 03301

EMB-2024-GR-05018

Dear Heather Shank,

Congratulations on behalf of the Department of Homeland Security, your application submitted for the Fiscal Year (FY) 2024 Community Assistance Program State Support Services Element (CAP-SSSE), has been approved in the amount of \$174,224.95 in Federal funding. This award of federal assistance is executed as a Cooperative Agreement. As a condition of this award, you are required to contribute non-Federal funds equal to or greater than \$43,556.17 for a total approved budget of \$217,781.12. Please see the Fiscal Year 2024 Community Assistance Program - State Support Services Element for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Award Summary - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- Fiscal Year (FY) 2024 Validated State Activity Planning and Pricing (APP) Tool
- Validated Tiered State Framework (TSF) Assessment

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. L. Smith", is located below the "Sincerely," text.

FISCAL SITUATION
FY 2025
03-22-022-221510-21980000, Planning Admin

Total Federal Authorization	\$	174,225
Less Expenditures thru 6/30/24	\$	-
Remaining Authorization to Budget	\$	<u>174,225</u>
Less Current FY25 Budget Authorization	\$	117,075
Total Available for Budgeting	\$	<u>57,150</u>
Available to Budget at a Later Date	\$	-
REQUESTED ACTION	\$	<u>57,150</u>

Grant Award Number	Award Amount	Expenses to 6/30/24	Balance
EMB-2024-GR-05018	\$ 174,225	\$ -	\$ 174,225

\$ 174,225