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New Hampshire Department of
BUSINESS AND
ECONOMIC AFFAIRS

November 20, 2025

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

Her Excellency, Governor Kelly A. Ayotte
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to the provisions of RSA 9:16-c, I, and contingent upon the approval of Requested Action #2, authorize the Department of Business and Economic Affairs to transfer funds in the amount of $42,646 and create a new expenditure class code, effective upon approval of the Fiscal Committee and the Governor and Council through June 30, 2026, and further authorize the funds to be allocated as shown below. 100% Federal Funds

2. Authorize the Department of the Business and Economic Affairs, Office of Planning and Development (OPD) to accept and expend $13,047 in FEMA's Community Assistance Program – State Support Services Element (CAP-SSSE) grant to fund the Office of Planning and Development to administer the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP), effective upon approval of the Governor and Council through June 30, 2026. This is the intended use of CAP-SSE funds. 100% Federal Funds

Funds are to be budgeted in FY2026 in the following account:

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

Class	Description	FY26 Current Adjusted Authorized	Requested Action #1	Requested Action #2	FY26 Revised Authorized
000-400391-16	Federal Funds	$ 231,072	$ -	$ 13,047	$ 244,119
007-406216-68	Agency Income	$ 36,960	$ -	$ -	$ 36,960
	General Funds	$ 978,522	$ -	$ -	$ 978,522
	TOTAL REVENUE	$ 1,246,554	$ -	$ 13,047	$ 1,259,601
010-500100	Personal Services Perm	$ 582,452	$ (28,672)	$ -	$ 553,780
020-500200	Current Expenses	$ 4,000	$ -	$ -	$ 4,000
022-500248	Rents - Leases - Other than State	$ 27,261	$ -	$ -	$ 27,261
026-500251	Organizational dues	$ 968	$ -	$ -	$ 968
027-582703	Transfers to DoIT	$ 4,741	$ -	$ -	$ 4,741

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030-500311	Equipment - New	$ 515	$ -	$ -	$ 515
039-500188	Telecommunications	$ 452	$ -	$ -	$ 452
040-501587	Indirect Costs	$ 17,000	$ -	$ -	$ 17,000
041-500801	Audit Fund Set Aside	$ 175	$ -	$ -	$ 175
042-500620	Post Retirement Benefits	$ 9,970	$ -	$ -	$ 9,970
059-500117	Temp Full Time	$ 64,160	$ -	$ -	$ 64,160
060-500601	Benefits	$ 358,755	$ (13,974)	$ -	$ 344,781
066-500543	Employee Training	$ 10,000	$ -	$ -	$ 10,000
070-500707	Travel - in state	$ 2,395	$ -	$ -	$ 2,395
073-500581	Grants Non-Federal	$ 7,391	$ -	$ -	$ 7,391
080-500717	Travel - out of state	$ 5,150	$ -	$ -	$ 5,150
085-588544	Interagency Txfr of Federal Funds	$ -	$ 42,646	$ 13,047	$ 55,693
102-500731	Contracts for Program Services	$ 151,169	$ -	$ -	$ 151,169
	TOTAL EXPENSES	$ 1,246,554	$ -	$ 13,047	$ 1,259,601

EXPLANATION

The National Flood Insurance Program (NFIP), administered by the Federal Emergency Management Agency (FEMA), provides affordable flood insurance to property owners, renters, and businesses while encouraging communities to adopt floodplain management practices that reduce future flood damage. Participation in the NFIP is voluntary, but only residents in participating communities are eligible to purchase federally backed flood insurance. By joining the NFIP, communities agree to enforce building and zoning standards that help protect people and property from flood risks. The program reduces the financial burden on taxpayers by limiting the need for federal disaster assistance after floods and promotes safer, more resilient development in flood-prone areas. In New Hampshire, the NFIP plays a key role in protecting residents and supporting local mitigation efforts across the state's flood-prone communities.

BEA, through its Office of Planning and Development (OPD), administers the National Flood Insurance Program (NFIP) in New Hampshire with annual funding from FEMA's Community Assistance Program – State Support Services Element (CAP-SSSE) grant. Based on previous funding available from FEMA for past fiscal years, OPD requested and received $231,072 for the FY 2026 budget. FEMA has increased eligible funding in recent years to encourage states to expand their services. FEMA subsequently approved additional CAP-SSSE funds for FY 2026 for the State of New Hampshire for the purpose of expanding services.

Under a proposed Memorandum of Understanding effective July 1, 2025, to June 30, 2026 (pending Governor and Council approval), BEA will transfer $55,693 in additional federal funds to the Department

of Environmental Services (DES), which will provide a 25 percent in-kind match valued at $13,923. The MOU would expand NFIP services funded under the CAP-SSSE grant per federal objectives, supports DES's Coastal Program, and strengthens floodplain management efforts in coastal communities. By coordinating resources, the MOU enhances both agencies' effectiveness in reducing flood risk, building community resilience, and supporting long-term economic and environmental sustainability in New Hampshire's coastal region.

This request is to accept the additional $13,047 from the CAP-SSSE grant not previously budgeted to transfer to DES (pending Governor and Council approval of the MOU).

Funds are budgeted as follows:

Class 010 – Personnel Costs – reduction in costs due to vacant position.

Class 060 – Benefits - reduction in costs due to vacant position.

Class 085 – Interagency Transfers of Federal Funds– funding for DES services provided pertaining to the NFIP program.

In the event that Federal Funds are no longer available, General Funds will not be requested to continue the support of this program.

Respectfully Submitted,

James Key-Wallace
Interim Commissioner

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

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council

FISCAL SITUATION
FY 2026
03-22-22-221510-21980000, Planning Admin

Total Federal Authorization	$	244,119
Less Expenditures thru 6/30/25	$	-
Remaining Authorization to Budget	$	244,119
Less Current FY26 Budget Authorization	$	231,072
Total Available for Budgeting	$	13,047
Available to Budget at a Later Date	$	-
REQUESTED ACTION	$	13,047

Grant Award Number	Award Amount	Expenses to 6/30/25	Balance
EMB-2025-MT-05001	$ 244,119	$ -	$ 244,119

Award Letter

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

Effective date: 09/23/2025

FEMA

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

EMB-2025-MT-05001

Dear Heather Shank,

Congratulations on behalf of the Department of Homeland Security, your application submitted for the Fiscal Year (FY) 2025 Community Assistance Program - State Support Services Element (CAP-SSSE), has been approved in the amount of $244,119.00 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 $61,032.00 for a total approved budget of $305,151.00. Please see the Fiscal Year 2025 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) 2025 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,

CHRISTOPHER J MARKESICH

Digitally signed by CHRISTOPHER J MARKESICH
Date: 2025.09.22 10:30:08 -04'00'

Christopher Markesich
Branch Chief
Floodplain Management and Mitigation