

34

JS

JAN 07 2026



November 20, 2025

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

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs (BEA) to enter into a Memorandum of Understanding with the NH Department of Environmental Services (DES) (Vendor #177894) to provide \$55,693 for the purpose of administering part of the scope of the National Flood Insurance Program, which is reimbursed through the Community Assistance Program – State Support Services Element (CAP-SSSE) grant, effective upon Governor and Council approval through June 30, 2026. 100% Federal Funds

Funding is available in account, Planning Admin, as follows:

	<u>FY 2026</u>
03-22-22-221510-21980000-085-588544, Class 085 Interagency 044 Exp	\$ 55,693

EXPLANATION

BEA requests to enter into a Memorandum of Understanding with DES to provide \$55,693 to DES to help administer the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP).

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. FEMA has increased eligible funding in recent years to encourage states to expand their services. Under a proposed Memorandum of Understanding, which is pending Governor and Executive Council approval, BEA will transfer \$55,693 in federal funds to the Department of Environmental Services (DES), which will provide a 25 percent in-kind match valued at \$13,923. This agreement expands 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

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

November 20, 2025

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.

The Attorney General's Office has approved this memorandum of understanding as to form, substance, and execution.

Respectfully submitted,



James Key-Wallace
Interim Commissioner

State of New Hampshire
Interagency Memorandum of Understanding

Between the Department of Business and Economic Affairs and Department of Environmental Services for collaboration and completion of floodplain management program tasks as part of New Hampshire's Fiscal Year 2025 Community Assistance Program – State Support Services Element Program.

Whereas, the Department of Business and Economic Affairs [**"AGENCY 1"**] is a duly constituted agency or branch of government of the State of New Hampshire.

Whereas, the Department of Environmental Services [**"AGENCY 2"**] is a duly constituted agency or branch of government of the State of New Hampshire.

Whereas, pursuant to RSA 12-O, the Department of Business and Economic Affairs [**"AGENCY 1"**] was established to ensure the efficient coordinated function of the department, economic development policies of the state of New Hampshire and the collaborative participation of all related state departments, agencies, and authorities.

Whereas, pursuant to RSA 12-O:53-a, the Office of Planning and Development (OPD) was established within the Department of Business and Economic Affairs' **Division of Planning and Community Development** to: (a) Plan for the orderly development of the state and the wise management of the state's resources. (b) Compile, analyze, and disseminate data, information, and research services as necessary to advance the welfare of the state. (c) Encourage and assist planning, growth management, and development activities of cities and towns and groups of cities and towns with the purpose of encouraging smart growth. (d) Encourage the coordination and correlation of state planning by agencies of state government. (e) Participate in interstate, regional, and national planning efforts. (f) Administer federal and state grant-in-aid programs assigned to the office by statute or executive order. (g) Participate and advise in matters of land use planning regarding water resources and floodplain management. (h) Take a leadership role in encouraging smart growth and preserving farmland, open space land, and traditional village centers. (i) Administer the following programs: the statewide comprehensive outdoor recreation plan, the national flood insurance program, and the land conservation investment program.

Whereas, pursuant to RSA 21-O, the Department of Environmental Services [**"AGENCY 2"**] was established to be responsible for the following general functions: water pollution control, water supply protection, regulation of waste disposal, maintenance of state-owned dams, inspection of dams, flood control, and air pollution control.

Whereas, pursuant to RSA 485-I, the New Hampshire Coastal Program (NHCP) was established within the Department of Environmental Services to encourage and assist state and federal agencies and coastal zone municipalities in the sustainable use of the land and water resources of the coastal zone giving full consideration to ecological, cultural, historic, and esthetic values as well as the needs for compatible economic development.

Whereas, **AGENCY 1 and AGENCY 2** collaborated between 2022 and 2024 on floodplain management tasks as part of a National Oceanic and Atmospheric Administration project called "Flood Smart Seacoast: Coordinating Regional Resilience Partners to Integrate Future Climate Flood Risk in Floodplain Management and Access FEMA Hazard Mitigation Assistance in Vulnerable Coastal New Hampshire Communities."

Whereas, **AGENCY 1** will be awarded \$244,119 for the 2025-2026 grant round and seeks to pass-through \$55,693 of the federal funds available to enable **AGENCY 2** to assist in completing floodplain management activities within the coastal region of the state.

Whereas, **AGENCY 2**, acting through the New Hampshire Coastal Program, desires to utilize federal funding made available from **AGENCY 1** and provide a 25 percent non-federal in-kind match in the amount of \$13,923 to collaborate and complete floodplain management activities within the coastal region of the state.

NOW, THEREFORE, the parties enter into this Memorandum of Understanding to their mutual benefit, the benefit of the State and in furtherance of constitutional or statutory authority and objectives.

1. The NEW HAMPSHIRE DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS [**AGENCY 1**] agrees to:

- A. Pay **AGENCY 2** the amount of \$55,693 for the services described in the attached MOU Exhibit B, which is hereby incorporated by reference.

Execute the following if Box 1., A is checked: Payment shall be provided from:
10-21980000-588544

- B. Perform the services described in the attached MOU Exhibit B, which is hereby incorporated by reference.

2. The NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES [**AGENCY 2**] agrees to:

- A. Pay **AGENCY 1** the amount of _____ for the services described in the attached MOU Exhibit B, which is hereby incorporated by reference.

Execute the following if Box 1., A is checked: Payment shall be provided from [**IDENTIFY FUND**]:

- B. Perform the services described in the attached MOU Exhibit B, which is hereby incorporated by reference.

3. The method of payment and payment amount for the above-referenced services, if any is required, is described in the attached MOU Exhibit C such exhibit being hereby incorporated by reference.

4. All obligations hereunder are contingent upon the availability and continued appropriation of funds. The agencies shall not be required to transfer funds from any other account in the event that funds are reduced or unavailable.

5. The Memorandum of Understanding is effective upon Governor & Council approval until: June 30, 2026.
6. This Memorandum of Understanding may be amended by an instrument in writing signed by both parties. Either party may terminate this agreement by providing written notice to the other party at least 60 days prior to termination.
7. The Parties agree that the obligations, agreements and promises made under this Memorandum of Understanding are not intended to be legally binding on the Parties and are not legally enforceable.
8. Disputes arising under this Memorandum of Understanding which cannot be resolved between the agencies shall be referred to the New Hampshire Department of Justice for review and resolution.
9. This Agreement shall be construed in accordance with the laws of the State of New Hampshire.
10. The parties hereto do not intend to benefit any third parties and this Memorandum of Understanding shall not be construed to confer any such benefit.
11. In the event any of the provisions of this Memorandum of Understanding are held to be contrary to any state or federal law, the remaining provisions of this Memorandum of Understanding will remain in full force and effect.
12. This Memorandum of Understanding, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Memorandum of Understanding and understandings between the parties, and supersedes all prior Memoranda of Understanding and understandings relating hereto.
13. Nothing herein shall be construed as a waiver of sovereign immunity, such immunity being hereby specifically preserved.

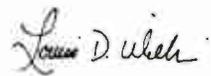
14. FOR AGENCY 1: DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS


_____ Date: 9/19/2025
Taylor Caswell, Commissioner, Department of Business and Economic Affairs

15. FOR AGENCY 2: DEPARTMENT OF ENVIRONMENTAL SERVICES


_____ Date: 8/21/25
Robert R. Scott, Commissioner, Department of Environmental Services

Approved by the New Hampshire Department of Justice for form, substance, and execution:

By:  Louise D. Williams On: 11/19/25
_____ [Date]
Louise Williams, Assistant Attorney General

Approved by the Governor and Council

By: _____ On: _____
[Date]

**Exhibit A
Special Provisions**

The following exhibits are incorporated into this agreement by reference:

Exhibit B: Scope of Services; Exhibit C: Schedule of Payments, and; Attachment A.

Exhibit B
Scope of Services

New Hampshire Fiscal Year 2025 Community Assistance Program – State Support Services Element Program

Project Goal: The primary goal of this project is to provide additional support and technical assistance to New Hampshire's coastal municipalities, which are home to 11 percent of the state's population, hold 40 percent of the state's total flood insurance policies, and are experiencing more frequent flood events. The Community Assistance Program – State Support Services Element (CAP- SSSE) program provides funding to states to provide technical assistance (e.g., mapping and regulation support, compliance actions, workshops/training, and more) to communities in the National Flood Insurance Program (NFIP) and to evaluate community performance in implementing NFIP floodplain management activities.

AGENCY 1 and AGENCY 2 agree to collaborate on the performance of federal grant #TBD (EMB-2025-GR-050xx) from the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) for the work described in the FY25 Community Assistance Program – State Support Services Element (CAP-SSSE) application and associated SF 424-A forms that were submitted on July 29, 2025 provided in Attachment A of this MOU, incorporated into this agreement by reference, and as summarized in the scope of services below.

Task 1. Management & Administration

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP will meet monthly with OPD for management team meetings to discuss the status of current and upcoming tasks and provide updates. NHCP will complete and submit quarterly progress reports to OPD that will include the status of task activities and percentage complete.

Task 2. Community Information System Entry

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP will enter information on training, general technical assistance, and other applicable tasks into the Community Information System spreadsheet and submit the spreadsheet quarterly to OPD for upload.

Task 3. State Model Regulation Updates and Monitoring of State Regulatory Environment

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP, in coordination with OPD, will review best practices and other states model floodplain ordinances to update the state's basic and higher standards model ordinances for coastal and non-coastal communities and the respective higher standards model ordinance notes. NHCP will gather input from community officials and other stakeholders on draft ordinances and make necessary changes. NHCP will finalize model ordinances for posting on OPD's website.

NHCP will revise the state's menu of higher standards with additional communities that have adopted higher standards and include additional higher standards and finalize for posting on OPD's website.

Task 4. Community & Stakeholder Outreach & Meetings

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP will develop coastal-related articles and updates each quarter for the NH NFIP newsletter, Flood Lines and assist with distribution of newsletter in coastal region.

NHCP will assist with developing and promoting Flood Awareness Week in Spring 2026 in the coastal region by developing coastal-specific outreach materials such as email and social media and press release language. Coordinate with the New Hampshire Coastal Adaptation Workgroup on sending and posting information during the week.

Task 5. Community & Stakeholder Workshops and Trainings

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP, in coordination with OPD, will provide the following training and outreach services.

NHCP will develop and conduct a 1-hour portion of a NH-certified realtor course called Living with Water in November 2025 for the Seacoast Board of Realtors. The 1-hour portion of the training will provide information and resources for realtors related to determining the location of a property on the FEMA floodplain map, highlighting floodplain regulations and flood insurance for the realtor's education to discuss with their clients, and the resources available for realtors to share with their clients.

NHCP will develop and conduct one, 3-hour Coastal A Zone Mapping and Requirements in-person training in a coastal community to provide building officials and others with information about how to review the FEMA maps and determine the location of the Coastal A zone and learn about the Coastal A Zone requirements as part of the NH State Building Code.

NHCP will develop and conduct one, 2-hour virtual training for community officials focused on educating their community members on how to prepare for flooding and reduce their flood risk using a toolkit of data and mapping sources, flood insurance, and flood mitigation resources and funding. The training will be recorded and posted on OPD's website.

Task 6. General Technical Assistance

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP will provide general technical assistance (GTA), as requested by OPD, and offer GTA services for coastal communities. NHCP will enter all GTA in CIS spreadsheet.

Task 7. Community Rating System Support

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP will meet with coastal communities that have expressed interest in participating in the Community Rating System (CRS) to provide an overview of the CRS program, discuss what activities that the community is already doing that can earn them points, and discuss any challenges or barriers that have or will prevent them from participating in CRS. NHCP will develop a report for each community, which will include a summary of the meeting's findings, an estimate of the community's current eligible CRS activities, recommendations on additional CRS activities the community can conduct, and next steps for the community to join CRS. NHCP will provide direct assistance to the

communities who are interested in moving forward with applying to join CRS. NHCP will work in coordination with OPD, FEMA, and ISO with applying for CRS participation.

Task 8. Strategic Planning

Timeframe: Upon Governor & Council approval to June 30, 2026

Description: NHCP will update state's substantial damage plan in coordination with the state's emergency management agency to develop goals, objectives, templates and tools for communities, and implementation plan of activities.

Exhibit C
Method of Payment and Contract Price

The Department of Business and Economic Affairs will pay to the Department of Environmental Services the total reimbursable program costs in accordance with the following requirements:

Reimbursement requests for program costs shall be made by the Department of Environmental Services at least on a quarterly basis to align with the award program period of performance quarters, using a payment request form as supplied by the Department of Business and Economic Affairs, which shall be completed and signed by the Department of Environmental Services. The payment request form shall be accompanied by proper supporting documentation in the amount of each requested disbursement and required matching funds. Documentation of reimbursable costs will be done through submission of quarterly progress reports. Payments shall be made upon receipt, review and approval of the quarterly progress report, and accompanying payment request form and through the state's inter-governmental payment process.

The total reimbursement shall not exceed \$55,693.



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Robert R. Scott, Commissioner



MEMORANDUM

DATE: August 11, 2025

FROM: Jen Gilbert, Coastal Program

SUBJECT: Memorandum of Understanding (MOU) with Department of Business and Economic Affairs

TO: Steve Couture, Administrator, Coastal Program

Attached for your review and approval is the Memorandum of Understanding (MOU) between the Department of Business and Economic Affairs (BEA) and DES for collaboration and completion of floodplain management program tasks as part of New Hampshire's Fiscal Year 2025 Community Assistance Program – State Support Services Element Program (CAP-SSSE), an annual state grant program that is administered by the Federal Emergency Management Agency (FEMA). The MOU has been reviewed by BEA staff and Louise Williams, Assistant Attorney General. Also attached are the DES Section F budget, and the BEA application budget narrative and statement of work.

The purpose of the MOU is to provide federal funding to the Coastal Program to conduct floodplain management tasks, which will provide the needed additional support and technical assistance to the coastal communities and assist BEA with completing required tasks and meeting their FEMA performance measures. In collaboration with BEA staff, a scope of services (MOU Exhibit B) was developed with DES seeking reimbursement of \$55,693 in federal funding to cover staff time needed to complete tasks and providing the required 25 percent non-federal, in-kind match in the amount of \$13,923 (DES Section F budget).

The notice of funding opportunity for this grant was released on July 25, 2025, which was over two months later than in previous years. BEA submitted their CAP-SSSE application to FEMA on July 29, 2025. FEMA anticipates an award date no later than September 30, 2025. BEA will be bringing this MOU to Governor and Council for approval as soon as possible.

Attachment A
NH DES Section F Budget SF424A
NH BEA FY25 FEMA CAP-SSSE Application Budget Narrative and Statement of Work

New Hampshire, Department of Business and Economic Affairs
 Community Assistance Program - State Support Services Element (CAP-SSSE)
 Detailed Cost Narrative
 Period of Performance: 7/1/2025 through 6/30/2026
 Submission/Print Date: 7/28/2025

The below Budget Totals have been rounded up to the nearest dollar for FEMA GO input. This may impact totals and cost match.

Grand Total Federal Funding Request for Base + Discretionary Activities	\$244,119.00
Grand Total State Share of Base + Discretionary Activities	\$61,032.00
Grand Total Proposed Cost of Base + Discretionary Activities	\$305,151.00
State Cost Match	25.00%

FEMA GO - Project SOW - Does Not Include Indirect or M&A Costs

Project SOW Costs	Personnel minus		Travel minus M&A	Equipment minus		Supplies minus		Contracts minus		Other Costs minus		Total Project SOW
	M&A	Fringe minus M&A		M&A	M&A	M&A	M&A	M&A				
Federal Share	\$141,335.00	\$67,746.00	\$6,648.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,760.00	\$217,489.00		
State Share	\$35,334.00	\$10,937.00	\$1,662.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$440.00	\$54,373.00		
Total	\$176,669.00	\$84,683.00	\$8,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$271,862.00		

FEMA GO - Management & Administration (M&A) Costs - Does Not Include Indirect Costs

M&A Costs	Personnel M&A	Fringe M&A	Travel M&A	Equipment M&A	Supplies M&A	Contracts M&A	Other Costs M&A	Total M&A
Federal Share	\$3,092.00	\$1,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,437.00
State Share	\$773.00	\$337.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,110.00
Total	\$3,865.00	\$1,682.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,547.00

Percent M&A = 2.00%

FEMA GO - Indirect Costs - For All Types Including M&A

Indirect Costs	Indirect for Project		
	SOW (minus M&A)	Indirect M&A	Total Indirect
Federal Share	\$21,749.00	\$442.00	\$22,193.00
State Share	\$5,438.00	\$113.00	\$5,549.00
Total	\$27,187.00	\$555.00	\$27,742.00

Grand Totals - Project SOW, Indirect, and M&A Costs (For SF424a)

Beneficial To Cost Type	Personnel Total	Fringe Total	Travel Total	Equipment Total	Supplies Total	Contracts Total	Other Costs Total	Indirect Costs Total	Grand Total
Federal Share	\$144,427.00	\$69,091.00	\$6,648.00	\$0.00	\$0.00	\$0.00	\$1,760.00	\$22,193.00	\$244,119.00
State Share	\$36,107.00	\$17,274.00	\$1,662.00	\$0.00	\$0.00	\$0.00	\$440.00	\$5,549.00	\$61,032.00
Total	\$180,534.00	\$86,365.00	\$8,310.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$27,742.00	\$305,151.00

Note: See exhibit marked Section F pages 1 through 6 for further details

DEPARTMENT OF ENVIRONMENTAL SERVICES BUDGET DOCUMENTATION FOR ASSISTANCE APPLICATIONS AND AMENDMENTS					Doc Last Revised	6/17/2025
The following outline provides an acceptable format for presenting budgetary information to support project expenditures.						
GRANT NAME	NHBEA FEMA FY25 CAP-SSSE Grant			DATE	7/1/2025	
CFDA Number	N/A			FEDERAL FISCAL YEAR	FY25	
GRANT ACCOUNTING UNIT (AU)	3651		PROGRAM MANAGER	Jennifer Gilbert		
FEDERAL						
PERSONNEL	(Class 10, 59, 50 and 18 overtime)					
ACCOUNT	POSITION NUMBER	TITLE	HOURLY SALARY	HOURS	PROGRAM COST	
					Subtotal (Class 10)	
3642	40468	Resilience Project Manager (J. Gilbert)	95,219.00	673.5		32,890
					Subtotal (Class 59)	32,890
					Subtotal FT/TE due to 9T position (Class 050)	
					Subtotal less than 6 months (Class 50)	
					Subtotal greater than 6 months (Class 050)	
					Subtotal (Class 18)	
					Total Direct Personnel Costs	32,890

				Subtotal (Class 10)		-
						-
						-
						-
						-
				Subtotal (Class 59)		-
						-
						-
						-
						-
				Subtotal less than 6 months (Class 50)		-
						-
						-
						-
				Subtotal greater than 6 months (Class 050)		-
						-
						-
						-
				Subtotal (Class 18)		-
						-
						-
				Total indirect Personnel Costs		-
						-
						-

NO EQUIPMENT MAY BE PURCHASED WITHOUT THE EXPRESS APPROVAL OF EPA.
 ANY EQUIPMENT PURCHASES PROPOSED WHICH ARE NOT INCLUDED IN THE
 ASSISTANCE AGREEMENT MUST BE APPROVED BY EPA IN WRITING.

SUPPLIES (CURRENT EXPENSE) Consumable Supplies/Phones/Postage - Specify Accounting Unit			
and must break these expenses out by class			
CONSUMABLE SUPPLIES (Specify classes)		Subtotal	
TELECOMMUNICATIONS (Specify classes)		Subtotal	
RENTAL (copiers, outside rentals, equip.) (Specify classes)		Subtotal	
Computer Maintenance (Specify classes)		Subtotal	
Lab Testing Costs (Specify classes)			
		Total Supplies	
CONTRACTUAL Specify actual class & Accounting Units			
ORG 1400	102 Great Bay Marine--Spill Response		13,293
		Total	13,293
OTHER COSTS - must specify class and Accounting units			
RENT (State Building)		Subtotal	
OIT (Class 27)		Subtotal	
Transfer to other agencies (Class 49)			
EAP (Class 49)			
		Total Other Costs	
TOTAL NON - FEDERAL			13,293
Standard Form 424A Section B - Budget Categories			
		Federal	Non-Federal*
	a. Personnel	32,890	-
	b. Fringe Benefits	18,083	-
	c. Travel	-	-
	d. Equipment	-	-
	e. Supplies	-	-
	f. Contractual	-	13,293
	g. Construction	-	-
	h. Other	3,058	-
	i. Total Direct Charges	54,031	13,293
	j. Indirect Charges	1,662	N/A
TOTAL GRANT APPLICATION	k. Totals	55,693	13,923

New Hampshire, Department of Business and Economic Affairs
 Community Assistance Program - State Support Services Element (CAP-SSSE)
 Statement of Work

Period of Performance: 07/01/2025 - 06/30/2026

The State of New Hampshire Department of Business and Economic Affairs will perform the activities listed within the following statement of work (SOW) during the FY25 period of performance. If for any reason the state must deviate from these plans, the state will coordinate with the FEMA Regional Office to update the Activity Planning & Pricing Tool and this SOW to reflect the resulting activity and cost adjustments.

Submission/Print Date: 7/28/2025

Statement of Work	Proposed Quantity
Base	521
00. Management & Administration (Not to Exceed 5%)	2
NH Coastal Program will meet monthly with OPD for 1-hour management team meetings to discuss the status of current and upcoming tasks and provide updates (12 hours). Jennifer will complete and submit quarterly progress reports to OPD that will include the status of task activities and percent complete (1 hour/quarter for 4 hours).	1
Activities related to the management and administration of CAP-SSSE funds for financial and grant management, monitoring, and application development for subsequent NOFOs. Continue work to address other requirements of the CAP-SSSE grant.	1
02. Community Information System (CIS) Entry	5
NH Coastal Program will enter information on training, general technical assistance, and other applicable tasks into the Community Information System (CIS) spreadsheet and submit the spreadsheet quarterly to OPD for upload into CIS.	1
Enter required information (CAC, CAV, GTA, Workshop, National Violation Tracker, etc.) into CIS as completed.	4
03. Community Assistance Contacts (CACs)	10
Conduct 6 CACs which involves a desktop map review, information and file research, meeting preparation, floodplain meeting, and follow up report and activities	6
Assist FEMA with CACs/CAVs conducted in state including information and file research, ordinance reviews, and participating in initial and follow up meetings.	4
03. Compliance Follow-Up Activities/Casework	1
Conduct or assist FEMA with compliance follow up activities	1
04. Floodplain Management Regulation Assistance	101

Review floodplain ordinances for compliance, complete an ordinance checklist, and confirm adoption of recommended updates for communities receiving updated Flood Insurance Rate Maps in 2025 and 2026	100
Assist communities who request a review of their local regulations to ensure compliance with NFIP requirements and/or who are interested in adoption of the state's higher standards model ordinance and higher standards.	1
05. Strategic Planning	4
Compile evidence and documentation of supporting activities for TSF submittal.	1
Update state's substantial damage plan in coordination with state's emergency management agency to develop goals, objectives, templates and tools for communities, and implementation plan of activities.	1
NH Coastal Program will update state's substantial damage plan in coordination with state's emergency management agency to develop goals, objectives, templates and tools for communities, and implementation plan of activities.	1
Create a Tiered State Framework Plan that will outline and sequence activities to maintain and/or improve TSF score.	1
06. State Model Regulation Updates and Monitoring of State Regulatory Environment	4
Update the state's basic model ordinance, update the state's higher standards model ordinance, and update state's menu of higher standards as needed	1
NH Coastal Program will review best practices and other states model floodplain ordinances to update both the state's basic and higher standards model ordinances and the higher standards model ordinance notes and the coastal basic and higher standards model ordinances and the higher standards model ordinance notes. Gather input from community officials and other stakeholders on draft ordinances and make necessary changes. Finalize model ordinances for posting on OPD website.	1
NH Coastal Program will revise the state's menu of higher standards with additional communities that have adopted higher standards and additional higher standards. Post final menu on website.	1
Develop a state policy and procedures on community compliance and enforcement, which will include standard operating procedures for identifying compliance concerns or program deficiencies, taking enforcement, and referral to FEMA. Also, to develop template enforcement products.	1
07. Community & Stakeholder Outreach & Meetings	227
Maintain and update NFIP data and information on Floodplain Management Program web site as needed.	1
Draft and email annual letters along with a community acknowledgement form to confirm receipt and confirm/update FPM contact to each NFIP community regarding their responsibilities, upcoming training, and encourage them to adopt higher standards. Update FPM contact database and CIS with updated community contact information	220

Develop and distribute the NH NFIP newsletter, Flood Lines, quarterly to all participating communities and interested parties through the 600+ email distribution list. A copy will be posted on the Floodplain Management Program web site.	4
NH Coastal Program will develop coastal-related articles and updates each quarter for the NH NFIP newsletter, Flood Lines and assist with distribution of newsletter in coastal region.	1
NH Coastal Program will assist OPD with developing and promoting Flood Awareness Week in Spring 2026 by developing coastal-specific outreach materials such as email, social media, and press release language. Jennifer will coordinate with coastal partners on distributing the information during the week.	1
07. Community & Stakeholder Workshops and Trainings	15
Develop and promote Flood Awareness Week in Spring 2026 by developing outreach materials such as email and social media and press release language. Coordinate outreach with other agencies on sending and posting information during the week.	1
Develop slides and create at least one new module for the NH Floodplain Learning for Officials On Demand (FLOOD) training program on an NFIP topic.	1
Develop and conduct two in-person Floodplain Basics for Local Officials training events in northern and southern portions of the state. Activities include location logistics, registration, development of presentation and in class exercises, travel to and from location, presentation, and any follow up. Requires travel.	2
Develop and conduct one Floodplain Basics for Local Officials training event. Activities include registration, update presentation, and any follow up.	1
Develop and conduct one Substantial Improvement/Damage training event.	1
Develop and conduct one Elevation Certificate training event.	1
Develop and conduct a Best Practices for an Effective Local Floodplain Management Program training event.	1
Develop and conduct an NFIP violations and enforcement training event.	1
Develop, conduct, and participate in other NFIP-related trainings, as needed or requested.	1
Review and make annual updates to State NFIP strategic communications and training plans.	2
NH Coastal Program will develop and conduct one, 2-hour virtual training for community officials focused on educating their community members on how to prepare for flooding and reduce their flood risk using a toolkit of data and mapping sources, flood insurance, and flood mitigation resources and funding. The training will be recorded and posted on OPD's website.	1

NH Coastal Program will develop and conduct one, 3-hour Coastal A Zone Mapping and Requirements in-person training in a coastal community to provide building officials and others with information about how to review the FEMA maps and determine the location of the Coastal A zone and learn about the Coastal A Zone requirements as part of the NH State Building Code.	1
NH Coastal Program will develop and conduct a 1-hour portion of an in-person NH-certified realtor course called Living with Water in November 2025 for the Seacoast Board of Realtors. The 1-hour portion of the training will provide information and resources for realtors related to determining the location of a property on the FEMA floodplain map, highlighting floodplain regulations and flood insurance for the realtor's education to discuss with their clients, and the resources available for realtors to share with their clients.	1
07. Professional Development & Credentialing Time (e.g. CFM)	14
Attendance and participation of 2 staff in FEMA trainings including Transformation activities and webinars and in FEMA Region 1's bi-monthly coordinators calls.	12
Training and testing for 2 staff to become CFM certified.	2
07. Programmatic Meetings & Conferences (e.g. Regional Meetings or ASFPM)	7
Coordination and participation of 3 staff at the FEMA Regional Office CAP-SSSE Coordination Meeting.	1
Attendance and participation of 2 staff at the virtual FEMA Hazard Mitigation Workshop.	1
Attendance and participation of 2 staff at the annual ASFPM conference. Requires travel.	1
Attendance and participation of 2 staff at NH's Silver Jackets quarterly 2-hour meetings and assist as needed with other activities.	4
08. General Technical Assistance (GTAs)	101
Respond to NFIP email and phone inquiries.	100
NH Coastal Program will provide general technical assistance (GTA), as requested by OPD, and offer GTA services for coastal communities. Enter all GTA in CIS spreadsheet.	1
09. Enrollment of Communities	16
Send annual email reminder to non-participating communities. Also, provide assistance to non-participating communities about the NFIP and provide enrollment assistance to those interested, as needed.	16
10. CRS Support	5
Conduct quarterly online 1 hour meetings of the NH CRS Users Group. Activity also includes preparing agenda, coordinating with ISO, preparing meeting notes, and following up with action items.	4

NH Coastal Program will meet with coastal communities that have expressed interest in participating in the Community Rating System (CRS) to provide an overview of the CRS program, discuss what activities that the community is already doing that can earn them points, and discuss any challenges or barriers that have or will prevent them from participating in CRS. Develop a report for each community, which will include a summary of the meeting's findings, an estimate of the community's current eligible CRS activities, recommendations on additional CRS activities the community can conduct, and next steps for the community to join CRS. Jennifer will provide direct assistance to the communities who are interested in moving forward with applying to join CRS. Work in coordination with OPD, FEMA, and ISO with applying for CRS participation.	1
1.1. Coordination with Other Programs and Agencies	7
Continue to collaborate and coordinate with insurance professionals, including but not limited to the NH Dept. of Insurance, the NH Independent Insurance Agents Association and FEMA regional insurance specialist, on joint flood insurance initiatives and professional development trainings at least annually.	1
Coordinate and participate in meetings with NH Coastal Program on activities related to coastal issues and resilience and engagement of communities and residents in preparing and planning for flood risks. Activities will include meetings, outreach events, and providing input relative to their Flood Smart Seacoast Project.	1
Participate in meetings and coordinate on outreach activities with the NH Coastal Adaptation Workgroup and provide advice on floodplain management activities.	1
Coordinate with FEMA and provide assistance to other agencies related to floodplain management.	1
Coordinate and participate in quarterly meetings with HSEM and DES, bi-annual meetings and activities with NH Homeland Security and Emergency Management on activities related to the Hazard Mitigation Assistance programs including participation on the state's Interagency Hazard Mitigation Team, and Public and Individual Assistance programs.	1
Review and comment on NHDOT projects and other projects, as requested in regards to NFIP requirements.	1
Meet with the Governor's office, other state agencies, State Fire Marshal's office, State Building Code Review Board, and FEMA on identified regulatory and program gaps, and work towards adoption of proposed requirements and standard operating procedures to address the gaps. This activity may include, meetings, development of presentation materials, and identification of enforcement mechanisms as needed.	1
12. Mapping Coordination Assistance	2

Work with the FEMA Regional Office to develop flood mapping priorities and assist FEMA mapping contractors with active mapping projects in the state. Assistance may include identifying and contacting stakeholders, reviewing and commenting on work maps, and participating in mapping meetings such as discovery, work map, CCO, and open house.	1
Develop and create outreach materials for community officials and provide these materials and other project information on a web site page for communities that have received preliminary maps.	1