



State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

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January 9, 2026

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

REQUESTED ACTION

Authorize the New Hampshire Department of Safety to enter into grant agreements with City of Berlin Fire Department (VC# 177362) in the amount of \$11,000.00 for a portion of the 2023 Homeland Security Grant Program (HSGP). Effective upon Governor and Council approval through August 31, 2026. 100% Federal Funds

Funding is available in account, HLS Equipment Grants, as follows:

02-23-23-231010-22980000-072-500574-Grants to Local Govt - Federal SFY2026 \$11,000.00

EXPLANATION

This grant supports the City of Berlin Fire Department's procurement of active shooter equipment designed to strengthen the State's and local jurisdictions' capabilities to prevent, protect against, and respond to attacks of terrorism. Funds awarded under this agreement must be utilized in compliance with the mission and allowable uses of the Homeland Security Grant Program. Eligible expenditures include anti-terrorism focused training exercises, and equipment for qualified first responder agencies at both the state and local levels.

The City of Berlin Fire Department has secured the required levels of insurance and has provided evidence of authority to execute and be bound by the contract. Documents supporting these assertions are available at the agency, for review upon request.

In the event that HSGP funds are no longer available, Highway Funds and/or General Funds will not be requested to support this program.

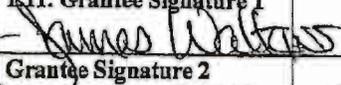
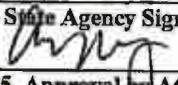
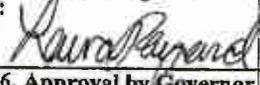
Respectfully submitted,

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 Berlin Fire Department		1.4. Grantee Address 263 Main Street Berlin, NH 03570	
1.5. Grantee Phone # 603-752-3135	1.6. Account Number 10-22980000-500574	1.7. Completion Date 8/31/2026	1.8. Grant Limitation \$11,000.00
1.9. Grant Officer for State Agency: Holly Boisvert, Grant Program Coordinator		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 		1.12. Name & Title of Grantee Signor 1 JAMES WATKINS Fire Chief	
Grantee Signature 2 		Name & Title of Grantee Signor 2 Phillip Warren, City Manager	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13. State Agency Signature(s) 		1.14. Name & Title of State Agency Signor(s) Amy L. Newbury, Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: 2/10/2026			
1.16. Approval by Governor and Council (if applicable) By: _____ On: / /			

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"), 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 B (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 on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 ("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 1.7 (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 C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, 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 and RSA 31-95-b.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, 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, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, 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
8. with the entity identified as the Grantee in block 1.3 of these provisions
- 8.1. PERSONNEL.
- 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 8.2. to perform such Project under all applicable laws.
- 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 8.3. the State, or who is a State officer or employee, elected or appointed.
- 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.
- 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 that 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, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR 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, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general
- 12.2. 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.
- In the event of Termination under paragraphs 10 or 12.4 of these general
- 12.3. 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.
- Notwithstanding anything in this Agreement to the contrary, either the State or, 12.4. except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, 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. 88.
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 B without the prior written consent of the State. 89.
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. 90.
17. INSURANCE. 91.
- 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: 92.
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and 94.
- 17.1.2 General 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 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; 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. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
- 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.
- 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.
- 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, if required or by the signing State Agency.
- 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 assignees. 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.
- 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.
- 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.
- SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

EXHIBIT A SPECIAL PROVISIONS

1. Grant expenses must be incurred and paid prior to August 31, 2026. All grant reimbursement requests must be submitted prior to October 15, 2026. Only expenses approved as outlined in Exhibit C may be reimbursed. Reimbursement requests shall meet all requirements in the DHS Terms and Conditions and Special Conditions.
2. "The Grantee" shall maintain financial records, supporting documents, and all other pertinent records for a period of 3 years after the final disposition.
3. Grant Agreement Revision to Provision 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. *The Grantee's liability herein shall not exceed the amount of \$1,000,000.* 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.

EXHIBIT B
SCOPE OF SERVICES

1. The Department of Safety, (hereinafter referred to as "the State") is awarding the Berlin Fire Department (hereinafter referred to as "the Grantee") \$11,000.00 for the purpose of local first responders statewide for executing anti- terrorism linked intelligence and information sharing, eligible training, exercises and procuring eligible equipment.
2. "The Grantee" agrees that the project grant period ends August 31, 2026, and that all expenses must be incurred and paid prior to this date and reimbursement requests submitted to the Department of Safety, Grants Management Bureau, prior to October 15, 2026.
3. "The Grantee" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Grantee", is responsible for the overall direction and assignment of all grant funded activities.

EXHIBIT C
GRANT AMOUNT AND METHOD OF PAYMENT

1. Grant Amount: \$11,000.00
2. Payment Schedule
 - a. "The Grantee" agrees that the total payment by "the State" under this grant agreement shall be up to \$11,000.00
 - b. "The State" shall reimburse up to \$11,000.00 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds (i.e: copies invoices and proof of payment).
 - c. "The Grantee" is responsible for the overall direction and assignment of all 2023 Homeland Security grant.

SPECIAL CONDITIONS – FFY 2023

SUBGRANTEE: Berlin Fire Department

GRANT AWARD AMOUNT: \$11,000.00

GRANT TITLE: Active Shooter Equipment

AWARD DATE: 9/25/2025

GRANT PROGRAM: 2023 Homeland Security Grant Program

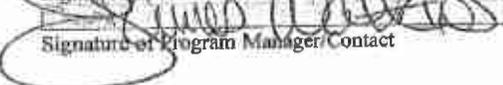
ALN#: 97.067

DHS Grant Award Number: EMW-2023-SS-00048

ALL SPECIAL CONDITIONS MUST BE RESPONDED TO **WITHIN FORTY-FIVE (45) DAYS FROM THE AWARD DATE AND PRIOR TO DISBURSEMENT OF FUNDS UNLESS OTHERWISE SPECIFIED. THESE GRANT FUNDS EXPIRE ON August 31, 2026.** 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:
 - i. Please supply the operations/activation plan for this equipment so all team membership is able have access to this equipment.
 - ii. A plan must be submitted to include the long-term maintenance plan for the equipment.
2. Per 2 CFR 200 and Subpart F, Non-Federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through sub recipient) in the organizational fiscal year shall have a single organization-wide audit conducted.
3. **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.
4. **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)".
5. 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>.
6. 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


 Signature of Authorized Official

 Signature of Program Manager/Contact

10/17/25
 Date
 10/17/25
 Date

FY 2023 DHS Standard Terms and Conditions

The Fiscal Year (FY) 2023 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2023. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2023 DHS Standard Terms and Conditions will be housed on dhs.gov at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

A. Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

- I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances — Non-Construction Programs, or OMB Standard Form 424D Assurances — Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.
- II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.
- III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

B. General Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.
- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.
- V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and

Initials: POO Initials: Initials:
Date: 10/17/23 Date: Date:

FY 2023 DHS Standard Terms and Conditions

Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

C. Standard Terms & Conditions

I. Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

II. Activities Conducted Abroad

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

III. Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

IV. Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101—12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

V. Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

VI. Civil Rights Act of 1964 — Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Initials: SPD Initials: Initials:
Date: 11/28 Date: Date:

FY 2023 DHS Standard Terms and Conditions

VII. Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

VIII. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

IX. Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

X. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

XI. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

XII. Education Amendments of 1972 (Equal Opportunity in Education Act) — Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

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XIII. E.O. 14074 — Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

XIV. Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

XV. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§3729-3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

XVII. Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

XVIII. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the Interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XIX. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a

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XX. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute — as it applies to DHS recipients, subrecipients, and their contractors and subcontractors — prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

XXI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources-on-http://www.lep.gov>.

XXII. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

XXIII. National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

XXIV. Nondiscrimination in Matters Pertaining to Faith-Based Organization

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

XXV. Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

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XXVI. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

XXVII. Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

XXVIII. Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

XXIX. Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

XXX. Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements:

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

XXXI. Reporting Subawards and Executive Compensation

Reporting of first tier subawards.

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

XXXII. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients must comply with the "Build America, Buy America" provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

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(1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below.

(a) When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

(1) applying the domestic content procurement preference would be inconsistent with the public interest;

(2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or

(3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at ["Buy America" Preference In FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](https://www.fema.gov).

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The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the "Build America, Buy America" provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

XXXIII. SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

XXXIV. Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

XXXV. Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons.

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 108 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

XXXVI. Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

XXXVII. USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

XXXVIII. Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

XXXIX. Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

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establishes that no later than 180 days after the date of enactment, FEMA must ensure that none of the funds made available for infrastructure projects may be obligated by FEMA unless it has taken steps to ensure that the iron, steel, manufactured products, and construction materials used in a project are produced in the United States. In section 70912, BABAA further defines a project to include "the construction, alteration, maintenance, or repair of infrastructure in the United States" and includes within the definition of infrastructure those items traditionally included along with buildings and real property. II. Waivers Under section 70914(b), FEMA has authority to waive the application of a domestic content preference when (1) application of the preference would be contrary to the public interest; (2) the materials and products subject to the preference are not produced in the United States at a sufficient and reasonably available quantity or satisfactory quality; or (3) inclusion of domestically produced materials and products would increase the cost of the overall project by more than 25%. Section 70914(c) provides that a waiver under 70914(b) must be published by the agency with a detailed written explanation for the proposed determination and provide a public comment period of not less than 15 days. Information on this waiver may be found on FEMA's website at <https://www.fema.gov/grants/policy-guidance/buy-america>. III. Public Interest in a General Applicability Waiver of Buy America Provisions for De Minimis products FEMA is approving a general applicability waiver to the Buy America preference for otherwise covered infrastructure project purchases, totaling up to 5% of the total applicable project costs, as referenced in Footnote 1 on Page 1, up to a maximum of \$1,000,000. The waiver is being established to reduce the administrative burden to recipients and subrecipients, which include small and disadvantaged communities, where the costs of compliance with the BABAA requirements could significantly distract from the focus on higher value BABAA compliant items. Without this waiver, awards may be delayed for infrastructure projects as award recipients must exert considerable effort accounting for the sourcing of miscellaneous, low-cost items and systematically undermine the opportunities and benefits to such communities requiring FEMA financial assistance, limiting the Agency's ability to deliver critical resources equitably and efficiently. The BABAA requirements apply to 23 FEMA financial assistance programs. To understand the scope of this waiver, FEMA reviewed awards for FY2020 and determined that under FEMA's Hazard Mitigation Assistance programs (which include FEMA's largest 4 financial assistance programs subject to BABAA), \$1.7 billion in project costs would be subject to BABAA. Of those \$1.7 billion, FEMA will waive otherwise covered infrastructure project purchases, totaling up to 5% of the total applicable project costs, as referenced in Footnote 1 on Page 1, up to a maximum of \$1,000,000. These figures support that a de minimis waiver is appropriate for FEMA programs because it would reduce administrative burden for smaller projects while still requiring the vast majority of FEMA funding to be subject to the domestic preference requirements of BABAA. Many of the resources and benefits delivered by these programs support projects in communities with limited technical and financial expertise to comply with complex, domestic preference requirements. Furthermore, FEMA will allocate additional personnel to process project-specific waivers. A de minimis waiver allows the Agency to dedicate critical personnel to the compliance activities of higher value BABAA compliant items and strengthen the Agency's ability to successfully implement the BABAA requirements. To date, FEMA has taken the actions below to implement the BABAA requirements: 1. Promulgated Agency-wide policy; 2. Developed Agency website on BABAA; 3. Ensured Notices of Funding Opportunity and awards were updated, as appropriate, with applicable terms and conditions; 4. Engaged in Tribal consultations; 5. Established process for waiver review and routing; 6. Developed outreach strategy plan to provide guidance and training to FEMA staff and recipients, subrecipients, and stakeholders; and 7. Developed contract provision and self-certification for recipients and subrecipients to include in their contracts and subcontracts funded by FEMA federal financial assistance for infrastructure. In addition to the

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actions above, a de minimis waiver focused on reducing administrative burden on recipients and subrecipients is also a key part of FEMA's implementation. IV. Assessment of Cost Advantage of a Foreign-Sourced Product Under OMB Memorandum M-22-11, agencies are expected to assess "whether a significant portion of any cost advantage of a foreign-sourced product is the result of the use of dumped steel, iron, or manufactured products or the use of injuriously subsidized steel, iron, or manufactured products" as appropriate before granting a public interest waiver. FEMA has concluded that this assessment is not applicable to this waiver, as this waiver is not based on the cost of foreign-sourced products. FEMA will perform additional market research during the duration of the waiver and consult with International Trade Administration (ITA) to better understand the market to limit the use of waivers caused by dumping of foreign-sourced products. V. Limited Duration of Waiver FEMA is committed to the successful implementation of the Buy America preference across its programs providing covered federal financial assistance for infrastructure projects and will move swiftly toward completing the processes outlined in this notice. This waiver is effective upon approval date, which is March 14, 2023, and will remain in effect for all awards or funding obligated to recipients and subrecipients of FEMA financial assistance infrastructure projects for five years from the approval date. As FEMA develops efficient waiver review capabilities, FEMA will review this waiver within five years of the date on which the waiver was issued or more often as appropriate to determine its continued utility, applicability and relevance with FEMA's missions and goals consistent with the IJA, and the Office of Management and Budget (OMB) Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

6 **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant.

7 **Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement

8 **Compliance Agreement:** The subrecipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by DOS. Failure to comply could result in a "Stop Payment" being placed on the grant.

9 **Conflict Of Interest:** Per 2 CFR 200 Recipients and subrecipients must disclose in writing to FEMA or its pass through entity, any potential conflict of interest in the Federal award's lifecycle. Personnel and other officials connected with this grant shall refer to the advice below but insure that a local policy is in place to comply generalized paraphrased policy sample herein and given below:

Advice: No official or employee of a state or unit of local government or of non-government grantees/subrecipients shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

Appearance: In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subrecipients shall avoid any action which might result in, or create the appearance of the following:

- Using his or her official position for private gain;
- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; and/or
- Adversely affecting the confidence of the public in the integrity of the government or the program.

Recipients and subrecipients must disclose, in a timely manner and in writing to FEMA or the pass-through entity, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.

10. **Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, **not to exceed the**

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maximum of \$650.00 per day. Permission for costs that exceed \$650 per day in total will need to be granted by DOS who must seek approval for DHS/FEMA for an increased rate.

11 Continuation: The applicant agrees that if the requested project is funded continuation is not guaranteed.

12. Contract Requirements: The applicant agrees that no contract or agreement may be entered into by the subrecipient for execution of project activities or provision for services to a sub grant project (other than the purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved application. Any such arrangements will provide that the subrecipient will retain ultimate control and responsibility for the project and that the contractor will be bound by these conditions as well as the subrecipient.

13. Construction Projects: NSGP Program is effectively considered a non-construction program. However, subrecipients using funds for ancillary construction projects/work must comply with the Davis-Bacon Act (40 U.S.C. 3141 et seq.). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determination, is available from the following website: <http://www.wdol.gov>. **Data Collection:** The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.

14. Deobligation of Grant Funds: All grants must be deobligated at the end of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by DOS.

15. Disclosure of Federal Participation: In compliance with Section 623 of Public Law 102-141, the subrecipient agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the project unless the subrecipient agrees to the following:

- Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of federal funds that will be used to finance the acquisition and
- Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.

16. 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 Unit." 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 Unit and U.S. Department of Homeland Security.

17. Financial Responsibility: The financial responsibility of subrecipients must be such that the subrecipient can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:

- Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
- Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
- The accounting system should provide accurate and current financial reporting information; and,
- The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

18. Interest and Other Program Income: The applicant agrees to be accountable for all interest or other income earned by the subrecipient with respect to sub grant funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by

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19. this grant during the project must be reported to DOS quarterly and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from DOS.
20. *Interoperable Equipment:* Grantee is responsible for all license requirements resulting from a potential grant. Equipment must meet DHS/FEMA recommended P-25 compatible standards
21. *Legal Action:* The subrecipient agrees that should the NH Department of Safety - Grants Management Unit determine that it needs to take legal action against the subrecipient for actions arising out of the grant, the subrecipient will waive jurisdiction and have the case heard in either state or federal court in Concord, New Hampshire.
22. *Obligation of Grant Funds:* Grant funds may not be obligated prior to the effective date of the approved grant award and without advance written approval by DOS. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 30 calendar days before the end of the grant period.
25. *Performance:* This grant may be terminated or fund payments discontinued by DOS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by DOS. In the event the subrecipient fails to perform the services described herein and has previously received financial assistance from DOS, the subrecipient shall reimburse DOS the full amount of the payments made. However, if the services described herein are partially performed, and the subrecipient has previously received financial assistance, the subrecipient shall proportionally reimburse DOS for payments made.
26. *Property Control:* Effective control and accountability must be maintained for all personal property. Subrecipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subrecipients should exercise caution in the use, maintenance, protection and preservation of such property. Subrecipients agree to follow the terms of 2 CFR 200.317 — 200.326: In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CFR 200.310-200.316): Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:
- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
 - (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
 - (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
 - (4) Adequate maintenance procedures must be developed to keep the property in good condition.
 - (5) If the grantee or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
- Disposition. Must be reported to Grants Management and completed in accordance with 2 CFR 200. In cases where a grantee or subrecipient fails to take appropriate disposition actions, the awarding agency may direct the grantee or subrecipient to take excess and disposition actions.
- Federal equipment.** In the event a grantee or subrecipient is provided federally-owned equipment:
- (1) Title will remain vested in the Federal Government.
 - (2) Grantees or subrecipients will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.
 - (3) When the equipment is no longer needed, the grantee or subrecipient will request disposition instructions from the Federal agency.
- Right to transfer title.** The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third party named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:
- (1) The property shall be identified in the grant or otherwise made known to the grantee in writing.

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(2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200.

(3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property. Right to transfer title. The Federal awarding agency may reserve the right to transfer title to the Federal Government or a third party named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

(1) The property shall be identified in the grant or otherwise made known to the grantee in writing.

(2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow 2 CFR 200

(3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

25. *Records:* The applicant will give the grantor agency or the DHS or the Office of the Inspector General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.

27. *Recording and Documentation of Receipts and Expenditures:* Subrecipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant: cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

28. *Reports:* The subrecipient shall submit, at such times and in such form as may be prescribed, such reports as DOS may reasonably require, including financial reports, progress reports, final financial reports and evaluation reports.

29. *Final and fiscal close-out Report:* The report is in addition to the cumulative progress reports and is also due 30 days after the end of the grant period.

30. *Retention of Records:* Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved. Re: Property records see as previously noted in this section: Subrecipients agree to follow the terms of 2 CFR 200.317 — 200.326. In part this includes the following long term obligation (paraphrased here for outline purposes only but not meant to be a substitute for understanding and applying the 2 CFR 200,310-200.316):

31. *Suspension or Termination of Funding:* DOS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subrecipient for any of the following reasons:

- Failure to comply substantially with requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law;
- Failure to adhere to the requirements, standard conditions or special conditions;
- Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding;
- Failure to submit reports;
- Filing a false certification in this application or other report or document;
- Other good cause shown.

32. *Utilization and Payment of Grant Funds:* Funds awarded are to be expended only for purposes and activities covered by the subrecipient's approved project plan and budget. Items must be in the subrecipient's approved grant budget in order to be eligible for reimbursement.

Initials: SW Initials: Initials:
Date: 1/17/23 Date: Date:

New Hampshire Grant Terms and Conditions 2023

33. *Utilization of Minority Businesses:* Subrecipients are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
34. *Written Approval of Changes:* Any mutually agreed upon changes to this sub grant must be approved, in writing, by DOS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

As a condition of the receipt of these funds:

Funding may be suspended or terminated for filing a false certification in this application or other reports or document as part of this program.

Tracking of Equipment:

Upkeep, maintenance, and training of and for equipment procured as part of the Homeland Security Grant Program is a local and/or grantee responsibility. The inventory of this equipment is a local responsibility and the recipient of such understands that inspections, auditing, and inventory accounting of this equipment may occur as a condition of this grant either from Federal, State or other appropriate level agency and agent.

Equipment valued over \$5,000:

To comply with OMB 2 CFR 200 equipment valued at this level must inventoried and tracked locally and be reported to the State Department of Safety (DOS) — Grants Management Unit for 2 years or until the item carries a depreciated value of less than \$250. The disposition of the equipment must be reported. DOS recommends consulting with local auditor's compliance and disposition rules governing equipment procured with Federal funds.

Certification by Official Authorized to Sign

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subrecipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

CERTIFICATION: I CERTIFY THAT I AM DULY AUTHORIZED UNDER THE STATUTES OF THE STATE OF NH TO APPLY FOR, AUTHORIZE, OR ACCEPT THE HOMELAND SECURITY GRANT FUNDS / EQUIPMENT HEREIN. *THE AUTHORIZING OFFICIAL MUST BE STATUTORILY ALLOWED TO SIGN A CONTRACT FOR THE MUNICIPALITY (i.e. Mayor, City Manager, Town Manager, Chairperson BOS, etc.) PER RSA 31:95b or RSA 37:6**

Non-Supplanting Certification: This certification, which is a required component of the New Hampshire application, affirms that federal Homeland Security grant funds will be used to supplement (add to) existing funds, and will not supplant (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. DHS/FEMA I.B. 379 allows as well as FP-205-402-125-1 which apply to maintenance and sustainment of grant or in some cases non- grant acquired capabilities with specific definitions. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds. Supplanting funds is loosely defined (for these purposes) as using federal grant money to "replace" or "take the place of existing local funding for equipment or programs. The funds are intended to provide local entities with increased or in 2023 sustained capabilities or to build capacity to address CBRNE/WMD terrorist incidents.

Initials: Initials: Initials:
Date: 10/17/25 Date: Date:

New Hampshire Grant Terms and Conditions 2023

National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA's website at: <https://www.fema.gov/ernemericv-riarragers/nimsArnDiernentatich-training>. Please see the: Preparedness Grants Manual for more information on NIMS. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on is on DHS/FEMA's website.

CERTIFICATION BY PROGRAM MANAGER/CONTACT*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Program Manager/Contact as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: James Watkins Title: FIRE Chief
Agency: BERLIO FIRE Mailing Address: _____
Phone Number: 1003-752-3135 263 MAIN STREET Berlin, NH 0357
Fax Number: _____ E-Mail Address: jk Watkins@berlioph.gov
Signature: James Watkins

CERTIFICATION BY FINANCIAL OFFICER*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Financial Officer as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Holly Larsen Title: Finance Director
Agency: City of Berlin Mailing Address: 168 Main St
Phone Number: (603) 752-6350 Berlin, NH 03570
Fax Number: _____ E-Mail Address: hlarsen@berlinnh.gov
Signature: Holly Larsen

Initials: JD Initials: _____ Initials: _____
Date: 10/17/23 Date: _____ Date: _____

New Hampshire Grant Terms and Conditions 2023

CERTIFICATION BY AUTHORIZED OFFICIAL*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Authorized Official as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Phillip Warner

Title: City Manager

Agency: City of Berlin

Mailing Address: 168 Main Street

Phone Number: 603 751 7332

Berlin NH 03570

Fax Number: _____

E-Mail Address: PWarner@berlinnh.gov

Signature: _____

Authorized Official (Individual who can bind organization into a contract, authorize payments, payroll etc.)

***NOTE: THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AUTHORIZED OFFICIAL CANNOT BE THE SAME PERSON**

Initials: PW Initials: _____ Initials: _____
Date: 10/1/13 Date: _____ Date: _____

**ACCEPTANCE OF AUDIT REQUIREMENTS
FFY 2023 Homeland Security Grant Program**

We agree to have an audit conducted in compliance with OMB Uniform Guidance 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$750,000). If a State Agency: Non-Federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through sub awards) in the organizational fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of if applicable to your State Agency in accordance with 2 CFR 200 F and the State CAFR. If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

NH Department of Safety
Office of the Commissioner
Grants Management Bureau
33 Hazen Drive
Concord, NH 03305

The following is information on the next organization-wide audit that will include this agency:

1. *Audit Period
(Organization's fiscal or calendar year to be audited)

Beginning: 7/1/2025 Ending: 6/30/2026
date date

2. Audit will be submitted to NH DOS Grants Management Bureau by:
(Date must be no later than the ninth month after the end of the audit period)

Date: 3/31/2027

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Uniform Guidance 2 CFR 200.

NH DOS Grants Management Bureau will furnish any information regarding the OMB Uniform Guidance 2 CFR 200 audit requirements, upon request.

FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR GRANT AWARD BEING DELAYED AND/OR CANCELLED.

Signatures: Dated 4/5/2025

James Watkins
Program Director

Holly Larsen
Financial Officer

[Signature]
Authorized Official
(per RSA 31:95b or RSA 37:6)

James Watkins
Print Name

Holly Larsen
Print Name

Philip Warren
Print Name

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	CITY MANAGER
APPLICANT ORGANIZATION	DATE SUBMITTED
CITY OF BOSTON	11-3-03

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**City Council Work Session
November 3, 2025**

Present were: Mayor Cone, Councilors Korzen, Grenier, Valerino, Plourde, Higbee, Qualls and Theberge. Councilor Morency was absent.

Others present: City Manager Phillip L. Warren Jr., Dir. Of Strat. Initiatives and Asst. City Mgr. Pamela Laflamme, Finance Director Holly Larsen, SAU3 District Educational Services Administrator Tammy Fauteux, Ilana Preuss of Recast City LLC, Monica Hurley of Northland Property Valuations, LLC via Zoom, BIDPA Board Chair Gabriella Goode, Lisa Connell, Berlin Daily Sun and Members of the Public.

Mayor Cone opened the meeting at 6:30 p.m.

2025 MS-1

Mr. Warren introduced Monica Hurley who was present via Zoom this evening, to answer questions regarding the MS-1 report. He distributed and read an email from Adam Denoncour of the DRA which was forwarded by Ms. Hurley. The email confirmed the MS-1 is reported on a calendar year basis regardless of whether community operates under a fiscal year (otherwise equalization would not be possible). For PILOTs, the total of the payments made under a given agreement during the calendar is the figure they would like to see reported on the MS-1. There is no expectation that this figure will match the reporting on the MS-434.

Councilor Grenier stated he's the one who questioned the amount on the MS-1 for the North Country Growers as it doesn't match the amount in the PILOT agreement. Ms. Hurley confirmed the amount on the MS-1 is the amount the city is expected to receive for the calendar year. Councilor Grenier confirmed the amount on the MS-1 should be \$200,000 versus the current \$75,000. Mr. Warren confirmed the amount will be increased. Ms. Hurley suggested that Finance Director Holly Larsen reviews the amounts entered on all the PILOTs. Mr. Warren confirmed with Ms. Hurley that the amounts on the MS-1 for PILOTs are the anticipated amounts for the calendar year. She responded yes, that is correct. The revised MS-1 report will be brought back to Council on November 10th as they have to hold a council work session to accept the election results.

Ilana Preuss, Recast Your City Consultant – Introduction (BIDPA)

Ms. Laflamme introduced the Chair of the BIDPA Board Gabriella Goode who was present, and Ilana Preuss who has been working with BIDPA under a contract to look at Berlin's downtown. She invited Ms. Preuss to speak about the current project. Ms. Preuss CEO of Recast City LLC works with communities all across the country to help them bring their downtown into a space and livelihood they want. Bring it back to life, strengthen it and bring small businesses to it. They do it through bringing small scale manufacturing businesses into store fronts which means any kind of business that creates a tangible product that you can replicate or package. Her work with BIDPA is to understand what is going on with the business sector in the city, understand what the needs are, how to help businesses grow and stay in the city, create good paying jobs and more opportunities for entrepreneurship from people or for people who live here. Over the next few days she will be interviewing property owners, meeting with the economic development team and the Planning Board as well as organizations that provide small business support. Questions were asked by the Council in regard to the project and other successful communities that have used Recast City's services. Ms. Preuss discussed similar projects from other communities and their successes.

Non-Public Session

At 7:03 p.m., Councilor Theberge moved with a second from Councilor Valerino to enter into Non-Public Session per RSA 91-A:3 II; (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. The motion carried unanimously by roll call.

A discussion was had regarding the sale of tax deeded properties. No votes were taken.

At 7:19 p.m., Councilor Theberge moved with a second from Councilor Valerino to come out of non-public session. The motion carried unanimously by roll call.

At 7:20 p.m., there being no further business in Work Session, Mayor Cone recessed before moving on to the Regular Meeting.

Respectfully Submitted,
Danielle Rioux
Executive Assistant

*Minutes are unofficial until they have been accepted by the City Council by motion.

CITY COUNCIL MEETING – Monday, November 3, 2025

Public Hearing

Mayor Cone opened the Public Hearing on Resolution 2025-24 DES GSCF 10-Wheel Truck Replacement at 7:26 pm. There were no public comments. Mayor Cone closed the Public Hearing at 7:27 pm.

Mayor Cone opened the Public Hearing on Resolution 2025-25 Assistance to Firefighters Grant FD at 7:27 pm. There were no public comments. Mayor Cone closed the Public Hearing at 7:27 pm.

Mayor Cone opened the Public Hearing on Resolution 2025-26 Homeland Security Grant FD at 7:27 pm. There were no public comments. Mayor Cone closed the Public Hearing at 7:28 pm.

Regular Meeting

Mayor Cone called the Regular City Council Meeting to order at approximately 7:28 pm.

a. Pledge of Allegiance

b. Roll Call

Present: Mayor Cone, Councilors Qualls, Higbee, Plourde, Valerino, Grenier, Korzen, and Theberge

Absent: Councilor Morency

Also present: City Manager Phillip Warren, Jr, Director of Strategic Initiatives Pamela Laflamme, Finance Director Holly Larsen, City Clerk Shelli Fortin, Police Chief Jeffrey Lemolne, Library Director Ann Brungot, Representative Lori Korzen, Representative Arnold Davis, Theodore Bosen, Matthew Chernicki, Janet Tremblay, Kelly Fortier, Lynn Blais, Paul Guerin, Christian Judson, Irene Blais, other members of the public, and Lisa Connell, Berlin Daily Sun.

c. Councilor Theberge moved, with a second by Councilor Higbee, to accept the minutes of the October 20, 2025, Regular Meeting and Work Session. So moved, the motion passed.

Disbursements:

Disbursement Summary Draft # 1996 with a start date of 10/21/2025 and an end date of 11/03/2025 for a total cash disbursement of \$780,954.75. Councilor Theberge moved, with a second by Councilor Korzen, to accept the disbursement summary and pay all bills as reviewed and approved by the Committee on Accounts/Claims. So moved, the motion passed.

PUBLIC COMMENTS

Janet Tremblay, of 15 Countryside Avenue, asked why the annual reports were behind by two years and why they are not printed and sent to residents. City Manager Warren advised that the report cannot be printed until the financial audit is received, and the auditor is behind. It was noted that annual reports have not been printed since 2016, and Mr. Warren advised he is not sure why the decision was made to stop printing them as he was not in Berlin at that time.

Matthew Chernicki, of 248 Burgess Street, asked why a revaluation is planned for 2026 since it does not have to be done until 2027. City Manager Warren explained that the revaluation does not affect what a taxpayer pays, that is determined by the budget. The equalization rate is currently at 73%, which means that the sale prices of homes are exceeding the assessed values. Utilities pay based on the equalization rate, so they are only assessed at 73% of their value, which causes the tax burden to fall on residential property owners. Mr. Chernicki also noted that the City has paid more each year to the County each time values have risen, and Mr. Warren explained that this is because the County budget has increased, not because values increased. Mr. Chernicki asked if the City picks up trash at the Coos County Nursing Home and was advised they do not. Mr. Chernicki suggested that the City hire an outside CPA to oversee finances in the city for a third-party recommendation. Mayor Cone advised that the Council would deliberate on those suggestions.

Kelly Fortier shared a letter with concerns about the Berlin Recreation Center:
Whom it May Concern:

I ask that you read this letter with an unbiased opinion, an open mind. Being such a small town it is often hard to do so, but for the sake of the children in this community I believe this is an acceptable request.

That being said, my name is Kelly Fortier, I have lived in Berlin since I was a teenager. As a child I frequented the Berlin Recreation Center, always finding it a safe, productive space. Now that I have children of my own, I was confident I'd be happy with the programs and sports provided by the Rec, however I was sadly mistaken. About 4 years ago my first son started with the Summer Soccer league. Right out of the gate it was disorganized and chaotic. I thought: "Okay, maybe this is just how kids 'organized' sports are.", and "They must've made some sort of big change (that I can't see), and are just ironing out the kinks still, this will be fine." These statements couldn't be farther from the truth.

Year after year I have been thinking these things, always giving the recreation center and its unapproachable "employees" the benefit of the doubt. Year after year the programs have only WORSENERD, which I honestly didn't think was possible. Still because my son loves soccer, so we continued to give it a try. This year, I had both my kids in it and I will tell you right now I will never spend another penny on a single one of the programs this place offers. You might as well shut it down. The coaches were rude, and one almost killed my asthmatic child by forcing him to play even though he was blue in the face! My younger son's team made feel as if we didn't belong because we were not part of their clique. I couldn't even complain about these situations to the Rec Director if I wanted to because he never answers the phone. He is always running around, acting strangely, almost as if he is under the influence of something. We were also told neither of my children would get shirts because they didn't order enough. "Oops, sorry." I paid \$100 for this!

Now that I have clued you into the atrocity that was the summer soccer program for the last 4 years, I will enlighten you as to what happened when I put my son in the Summer Program (against my better judgement I might add). Not a single person knew where my son was, he called me on his emergency watch during an asthma attack because there were no staff to be seen. When I called to complain about this, my calls went to voicemail. If I did manage to get through to someone it was "I'll look into this and call you back". I was horrified when another mother took my son from the park because there were no staff watching the kids AND NOBODY NOTICED! Not a soul! I'm extremely grateful this person meant well and it wasn't an abduction! When I learned this, nothing happened, nothing changed. My son also broke his thumb at the rec during the summer program, and no one called me. Thankfully I had given my 7-year-old that smart watch to call only me, because if I had left it up to the recreation department he would've had delayed medical care. This was in the first two weeks; he did not go back after the park incident.

My whole point to this letter is that the Recreation Department needs some serious looking into. What are Duane Johnson's qualifications? Why is he never around to deal with actual situations? How come he uses the gym for personal matters and plays favorites to his friends before letting the children use it? Why isn't he hiring capable and of age staff? Why is the staff obviously untrained? I am outraged by how my tax dollars are being spent. He does not actually listen to your concerns, nor does he pretend to. No one in that department is helping the children, they are not there for them. They are there for a paycheck, or some high horse being a Berlin official.

I will also say it is absolutely unacceptable for a Recreation Director to be speaking to others in the community and surrounding communities about anyone, especially people trying to do right by these children. As a person in a position of power you have a moral and integral right to behave in a manner that shows grace. This is especially true when you work in the presence of children constantly.

~~In speaking to other parents who have had the displeasure of dealing with the rec, I am well aware there have been multiple complaints against the Director. The fact that they keep getting dismissed over politics and buddy-buddy policies is enraging. This City is struggling enough, can't we just let the kids have one nice thing? I'm not one to speak up about the way the city runs usually, but I have had enough, especially knowing people have been complaining for years and nothing has happened.~~

We have since found a new soccer program that I am over the moon for. It is free, the coaches are actually nice and there is instruction. Life Skills are being built, as they should be. I would love to sit with Sylvia and

ask her what she thinks about the Recreation Department now, versus when she ran it. It would be my pleasure to speak formally with whoever will listen regarding this matter, I think it is extremely important to the community. Our kids deserve to have fun, be treated equally, and have access to quality programs.

Thank you for your attention in regard to this matter,

Kelly Fortier

Ms. Fortier also asked if background checks and drug tests are done for employees. Ms. Fortier asked why the Recreation Department budget has skyrocketed while the programs have gotten worse. Ms. Fortier asked about record keeping at the center and asked why the Recreation Department van is used for personal use.

Theodore Bosen, of 13 Blisson Road, spoke concerning the petition from 450 residents who oppose Dummer Yard and stated that there would be no legal exposure for the Council members to hold an opinion as they are not the permit granting authority if an application is submitted to the Planning Board. Mr. Bosen noted that residents want to be heard, and that expressing opinions is part of the democratic process. Mr. Bosen then spoke of a DEA drug raid in Franklin, NH, and subsequent media coverage by the Boston Globe, which he believes is serving the fascist ends of the current executive branch of the Federal government. Mr. Bosen was advised that he met his three-minute time limit for public comments. Mr. Bosen refused to stop speaking, stating that they cannot lawfully enforce the rule, limit speech based on the identity of the speaker or the content of the speech, and suggested that the rule was being selectively enforced because he is a political candidate. Mr. Bosen suggested that the City needs a civics lesson. Mr. Bosen spoke further about the Franklin drug raid and again noted his fears for legal exposure for the City if they participate in the Northern Border Alliance patrols.

Lynn Blais, of 490 Goebel Street, shared a prepared letter:

Hello, my name is Lynn Blais and I live at 490 Goebel St in Berlin. I am a lifelong resident. I'm here today as a mother of an 8-year-old who goes to the Recreation Center. I am very upset and worried about what's happening there.

My son told me that someone at the Rec. Center has made inappropriate comments to him, including that a worker "has a crush on him" and even saying they want pictures of my son and other boys in their bathing suits.

These same workers decided to give candy to a select group of kids who would "go outside and try different car door handles to see if they are unlocked. Then take something from inside the cars." If the children did this, they would get candy. Unfortunately, my son is one of those who completed the task and was rewarded by having candy thrown at their feet.

My son is 8 years old and was only doing what his Rec. Councilors were telling him to do. This is an illegal activity; this is contributing to the delinquency of a minor. I have also witnessed a worker pull down another worker's pants while they were in the office. I reported it to the person in charge. When I brought all this up, the person in charge said it was funny, all just joking around. The person in charge keeps excusing this bad behavior, brushing it off, instead of fixing the problems.

The person in charge does not seem to think this is serious. He says people are "too sensitive" and defends these comments instead of putting children's safety first. The person in charge told me that he was aware that my son and the other boys were sent outside to try to get into a car, but that when he heard about it he laughed because it was funny.

In regards to the staff telling an 8-year-old that another staff member has a crush on him, the person in charge said that "all his workers call this worker a pedophile all the time." And that they even joke about him having a crush on the director's daughter. The person in charge said that that is his family and he is ok with it. He said they are just joking around. He basically condoned this behavior and has no problems with his workers being called pedophiles.

The person in charge then said, "You should know that these workers come from important families in the community." I felt I was being threatened, that he was implying that if I made an issue of this, my son and I would become targets. I felt he was directly threatening me and my son to keep quiet!!! This is classic grooming behavior!

When I asked about security cameras, I was told they don't work. This has been reported to the Berlin Police Department, and I want the person in charge to know that his threat was useless, as I have no intention of backing down. This is about the safety and well-being of my son, and the other children.

Mayor and City Council, please remember: the staff are paid by the city and should be setting a good example for kids. Instead, they make things worse for the children they are supposed to protect.

This behavior and this situation are classic grooming techniques that are used against children. My child and his friends should never be sexualized for the amusement of city workers. This type of behavior wouldn't be allowed in ANY job setting, even among all adult staff.

People from the top down should lose their jobs for this and other sexualized comments and activities. Regardless of the outcome of the police investigation and whether or not charges can be pursued, this is completely inappropriate behavior for any community rec. center.

Someone should be held responsible for not taking complaints seriously and for allowing this to happen. The 'boys will be boys' excuse is ridiculous and dangerous.

Fix the security cameras. Cameras are put in place to protect the property, the workers, and the children.

No one, especially a child, should have to deal with this kind of behavior anywhere, and especially not at our city rec center.

In closing, I would like to see Berlin thrive and become known to people for things we do and the accomplishments we've made in the city. Not from a TV commercial that states, "if your child attended the Berlin rec department between these years, you may be entitled to compensation please call 1-800 for more information." That is where we are headed!

City Manager Warren stated that the department head brought the issue to him the next morning, they have taken swift action, and the employees will not be returning to work. Mr. Warren noted that none of this behavior is condoned. Mr. Warren noted that the issue is a personnel matter and asked that those with issues bring matters to his attention. Chief Lemoine confirmed that there is an ongoing police investigation into the incident.

Paul Guerin, of 583 Burgess Street, noted that other people have spoken about issues in the Recreation Department and they have been swept under the rug. City Manager Warren stated that every complaint has been investigated, and an appropriate outcome decided. Mr. Guerin shared a comment made on social media by Councilor Grenier in support of the Recreation Director after a previous incident. Councilor Grenier noted that the comment was made two years ago about an issue that was not a City activity or Recreation Department activity. Mr. Warren noted that personnel matters are not public record.

Christian Judson, of Forbush Avenue, stated that there should be no time limit for public comments at meetings, and then asked for the immediate removal of Councilor Grenier after the comment on social media, stating it was time for him to retire.

Irene Blais, of Goebel Street, suggested that under the circumstances, for the safety of the children and the workers, the cameras at the Recreation Department should be fixed. This way parents and grandparents do not have to wonder, as the recording would tell the proof of what happened. This way more kids could enjoy the recreation department. Ms. Blais asked about the person in charge of the department and if they will be reprimanded. City Manager Warren advised that appropriate action has been taken to be sure it does not happen again.

Paul Guerin, of 583 Burgess Street, asked why this was not done in the past when other complaints were brought up. Mr. Warren stated that it was not warranted based on what was presented.

UNFINISHED BUSINESS

1. Council Committee Reports

There were no Council Committee Reports.

2. Resolution 2025-24 DES GSCF 10 Wheel Truck Replacement (tabled 10/20/2025)

In the Year of Our Lord Two Thousand Twenty-Five

A RESOLUTION authorizing the receipt of a DES Granite State Clean Fleets Grant for the replacement of a Public Works 10 Wheel Truck.

Resolved by the City Council of the City of Berlin as Follows:

WHEREAS, the NH Department of Environmental Services, through the Granite State Clean Fleets Grant Program has offered the City funds to replace a 10 Wheel Truck, a 1999 International, with a Model Year 2026 replacement, with a total cost of \$ 173,921; and

WHEREAS, the grant will fund \$139,137 of the replacement and the City will fund \$34,784 from available Capital Improvement Program and Segregated funds.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Berlin, NH, that the City Manager is authorized to receive all grant funds from the NH Department of Environmental Services' Granite State Clean Fleets Grant Program in an amount not to exceed \$173,921. Be it Further Resolved that the City Manager is authorized to do all things necessary to effectuate the grant.

This resolution shall be in full force and effect from and after passage.

Councilor Grenier moved, with a second from Councilor Valerino, to remove Resolution 2025-24 from the table. So moved, the motion carried.

Councilor Grenier moved, with a second from Councilor Valerino, to read Resolution 2025-24 for a second time. So moved, the motion carried.

Councilor Grenier moved, with a second from Councilor Valerino, to read Resolution 2025-24 for a third time. So moved the motion carried.

Councilor Grenier moved, with a second from Councilor Valerino, to pass Resolution 2025-24. So moved, the motion carried.

3. Resolution 2025-25 Assistance to Firefighters Grant FD (tabled 10/20/2025)

In the Year of Our Lord Two Thousand Twenty-Five

A RESOLUTION accepting an Assistance to Firefighters Grant for \$148,974.00

Resolved by the City Council of the City of Berlin as Follows:

WHEREAS, The Fire Department has been awarded a regional Assistance to Firefighters Grant to obtain funding to receive new Fire hose, nozzles, and appliances along with the Towns of Gorham and Milan; and

WHEREAS, if this grant is awarded the City would be responsible for a 5% match to this grant totaling \$2,527.05 which will come from the Fire Department budget. Town of Gorham would be responsible for \$2,443.05 and the Town of Milan \$2,052.48; and

WHEREAS, Much of the Fire Department hose was manufactured in the 1970's and 1980's it needs to be replaced.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Berlin, NH that if awarded the Assistance to Firefighter grant, the City will authorize the expense of \$2,527.05.

This resolution shall be in full force and effect from and after passage.

Councilor Grenier moved, with a second from Councilor Valerino, to remove Resolution 2025-25 from the table. So moved, the motion carried.

Councilor Grenier moved, with a second from Councilor Valerino, to read Resolution 2025-25 for a second time. So moved, the motion carried.

Councilor Grenier moved, with a second from Councilor Valerino, to read Resolution 2025-25 for a third time. So moved the motion carried.

Councilor Grenier moved, with a second from Councilor Valerino, to pass Resolution 2025-25.

Councilor Korzen noted that Chief Watkins did reach out to him about the breakdown of the grant between the communities, and the total amount will be split based on the same percentages as the cost.

So moved, the motion carried.

4. Resolution 2025-26 Homeland Security Grant FD (tabled 10/20/2025)

In the Year of Our Lord Two Thousand Twenty-Five

A RESOLUTION accepting a 2023 Homeland Security Grant for \$11,000.00

Resolved by the City Council of the City of Berlin as Follows:

WHEREAS, The Fire Department has been awarded a 2023 Homeland Security Grant for \$11,000.00 to purchase Active Shooter equipment. Consisting of (6) Ballistic Helmets, (6) Ballistic vests, (2) sling first aid kits; and

WHEREAS, There is no match for this grant; and WHEREAS, Due to recent events and the Fire Department has no Active Shooter equipment, this equipment is necessary for the staff.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Berlin, NH that if awarded the Homeland Security Grant, the City will authorize the expense of \$0.00

This resolution shall be in full force and effect from and after passage.

Councilor Higbee moved, with a second from Councilor Qualls, to remove Resolution 2025-26 from the table. So moved, the motion carried.

Councilor Higbee moved, with a second from Councilor Qualls, to read Resolution 2025-26 for a second time. So moved, the motion carried.

Councilor Higbee moved, with a second from Councilor Qualls, to read Resolution 2025-26 for a third time. So moved the motion carried.

Councilor Higbee moved, with a second from Councilor Qualls, to pass Resolution 2025-26. So moved, the motion carried.

NEW BUSINESS

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1. Resolution 2025-27 Carnegie Corporation of New York Library (1st read)

Councilor Higbee moved, with a second by Councilor Qualls, to table the Resolution and schedule a public hearing for November 17, 2025. So moved, the motion carried.

2. Resolution 2025-28 Patriot Hydro Donation PD (1st read)

Councilor Higbee moved, with a second by Councilor Qualls, to table the Resolution and schedule a public hearing for November 17, 2025. So moved, the motion carried.

3. City Manager's Report

1. Attached is the September 2025 Activity Report for the Police Department.
2. Attached is the October 2025 Fire Department Activity Report.
3. As a reminder, no items should be left in the public way that may impede snow removal, including basketball hoops, bicycles and trailers.
4. We are in the process of compiling the Capital Improvement Plan for the coming year and this office has informed all departments that funding for this program will be limited in the coming year, due to the funds that may be available and the need to ensure that proper attention is paid to any potential tax increase.
5. The damaged fence at Friendship Park is due to a motor vehicle accident. We are waiting for the fence contractor to perform the repairs. Their schedule has delayed repairs.
6. Solid waste issues have improved in various areas but there are still instances where containers are placed at the curb the night prior.

City Manager Warren advised that Janet Nickerson, of the Chamber of Commerce, has requested \$350 from the City for the Parade of Lights.

Councilor Grenier moved, with a second by Councilor Valerino, to expend \$350 from the Council Contingency Fund for the Parade of Lights.

Councilor Korzen asked what the money will be used for, and City Manager Warren advised it will be used to support sponsorships and awards.

So moved, the motion carried.

Councilor Theberge noted that he received a phone call asking if there was a Christmas activity at the Recreation Department on November 29. Mr. Warren advised he would find out and let him know.

Councilor Valerino moved, with a second by Councilor Korzen, to accept the City Manager's report as presented and place it on file. So moved, the motion carried.

4. Mayor's Report

- a. Letter from Marie Arsenault re: Joliette Snowshoe Club Monument

Good Afternoon Friends;

I had almost given up but a recent post on Facebook has given me some hope that this could happen, such nice comments on events and memories of the Joliette Snowshoe Club.

~~I would like to put up a monument somewhere in Berlin about the history of the Joliette Snowshoe Club, Simple!~~

I have the monies I have a great design and I would like to use local people to create the monument. It being 6 ft high with the history of how the Snowshoe movements stopped in Berlin.

Being 5 feet across should create a pleasing picture of Snowshoes and just 2 feet wide should make it an easy monument to put saying some of the History of Berlin's Joliette Snowshoe Club.

Give me some time at a Council Meeting and I can convince someone that Really is a good thing.

Sincerely
Marie Arsenault

Marie Arsenault was in attendance and advised that she had been part of the Joliette Snowshoe Club from the age of 15 until it disbanded. Ms. Arsenault advised that she is hoping to erect a monument, as the club is an important part of the history and heritage of the Franco-American community.

Several Council members spoke in support of the monument, and suggested various possible locations, including the grass island by Service Credit Union, Hutchins Street Park, a snowshoeing trailhead, and the Laura Lee Viger botanical gardens. The Council noted concerns over future requests, suggesting a protocol should be in place. City Manager Warren will be in touch with Ms. Arsenault to move forward with a plan.

Councilor Korzen moved, with a second by Councilor Grenier, to accept the Mayor's report as presented and place it on file. So moved, the motion carried.

5. Public Comments

Theodore Bosen, of 13 Bisson Road, noted that people who stay at his Berlin Trails Inn snowshoe at Jericho State Park, and suggested it might be inspiring to see the Joliette Snowshoe Club monument at a trailhead there.

Matthew Chernicki, of 248 Burgess Street, thanked the Council for their service and the vast knowledge they bring to the City. Mr. Chernicki shared the quote "United we stand, divided we fall".

Janet Tremblay, of 15 Countryside Avenue, asked about Burgess Biomass and how they are doing. City Manager Warren stated that they are 99% emerged from bankruptcy with just paperwork left. Mr. Warren noted that they will negotiate a new PILT agreement in 12-18 months, as the one they currently have is only good for two years. Ms. Tremblay asked about the tax rate for this year, and Mr. Warren noted that the MS1 is the first part of the tax setting process, and it will be finalized on November 10. After that they will work with the State to get the rate set. Ms. Tremblay stated she is hoping for the best.

6. Council Comments

Councilor Qualls stated it was disturbing to hear about the complaints at the Recreation Center and asked that a non-public session be held for the Council at the next meeting to discuss the issues and get reassurance, as she is concerned about the youth. Mayor Cone stated that a non-public session will be held on November 17.

Councilor Grenier noted that he is also disappointed and disturbed about what happened, and agreed that the people involved should no longer be employed by the City. Councilor Grenier reiterated his support for DJ Johnson, noting that Mr. Johnson had worked hard to start a Post 36 Legion baseball program which won the state championship. Councilor Grenier stated that Mr. Johnson has rebuilt athletic programs for all ages at the Recreation Department. Councilor Grenier noted that the previous incident reported to the Council happened when Mr. Johnson was not working for the City or participating in a City activity. Councilor Grenier noted a recent incident that happened with another athletic program in which parents were disruptive, and asked if he would punish the program for the actions of unruly parents. Councilor Grenier noted the past incident was a mistake that Mr. Johnson would admit, and again stated that he is proud of what Mr. Johnson has done. Councilor Grenier agreed that department heads do need to be responsible for their employees and the City will deal with it.

Christian Judson asked to speak again, and Mayor Cone advised him that the Public Comment session was done.

Councilor Theberge recommended that the Recreation Director be present for the non-public meeting on November 17.

Councilor Higbee reminded everyone to vote on Tuesday, as this is their opportunity to influence democracy in the City. Councilor Higbee stated that he is encouraged by the number of people running for Council seats.

7. Adjournment

On a motion by Councilor Higbee, seconded by Councilor Qualls, the Council voted to adjourn the meeting at 8:51 pm. So moved, the motion carried.

Respectfully Submitted,
Shelli Fortin
City Clerk

Note: Minutes are unofficial until they have been accepted by the Council by motion.



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with these statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only; Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: City of Berlin City Hall 168 Main Street Berlin, NH 03570		Member Number: 120	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716		
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits, NH Statutory Limits, May Apply, If Not:		
<input checked="" type="checkbox"/> General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2025	7/1/2026	Each Occurrence	\$ 2,000,000	
			General Aggregate	\$ 10,000,000	
			Fire Damage (Any one fire)		
			Med Exp (Any one person)		
<input checked="" type="checkbox"/> Automobile Liability Deductible Comp and Coll: \$1,000 <input type="checkbox"/> Any auto	7/1/2025	7/1/2026	Combined Single Limit (Each Accident)	\$2,000,000	
			Aggregate	\$10,000,000	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	7/1/2025	7/1/2026	<input checked="" type="checkbox"/> Statutory		
			Each Accident	\$2,000,000	
			Disease - Each Employee	\$2,000,000	
			Disease - Policy Limit		
<input checked="" type="checkbox"/> Property (Special Risk Includes Fire and Theft)	7/1/2025	7/1/2026	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: \$1,000	
Description: Proof of Primex Member coverage only.					

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ - NH Public Risk Management Exchange By: <i>Mary Beth Purcell</i> Date: 7/30/2025 mpurcell@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of New Hampshire - Department of Safety 33 Hazen Dr. Concord, NH 03305			