HOMELAND SECURITY
EMERGENCY MANAGEMENT

NEW HAMPSHIRE DEPARTMENT OF SAFETY

HAZARD MITIGATION ASSISTANCE (HMA) PROGRAMS GUIDANCE

2019

Preface

This guide serves as a reference for New Hampshire (NH) Homeland Security and Emergency Management (HSEM) Hazard Mitigation Assistance (HMA) applicants. In addition to providing program overviews and informing new and current HMA participants about the application process, this guide outlines specific compliance and task requirements for successful program participation. This document also contains the State's priorities in funding under this program as identified within the current New Hampshire State Multi-Hazard Mitigation Update 2018. HSEM is pleased to respond to any questions not covered by this guide and welcome suggestions to improve the utility and content of the guide. Please contact the State Hazard Mitigation Officer at 603-271-2231 with any questions or suggested revisions. In addition, comments can be directed to HSEM via email at hazardmitigationplanning@dos.nh.gov.

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Overview

The U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) grant programs presents a critical opportunity to reduce the risk to individuals and property from natural hazards, while simultaneously reducing reliance on Federal disaster funds. On March 30, 2011, the President signed Presidential Policy Directive 8 (PPD-8): National Preparedness, and the National Mitigation Framework was finalized in May 2013. The National Mitigation Framework comprises seven core capabilities, including: threats and hazard identification, risk and disaster resilience assessment, planning, community resilience, public information and warning, long-term vulnerability reduction, and operation coordination.

HMA grant programs provide funding for eligible activities that are consistent with National Mitigation Framework's Long-Term Vulnerability Reduction Capability. HMA programs reduce community vulnerability to disasters and their effects, promote individual and community safety and resilience, and promote community vitality after an incident. Furthermore, HMA programs reduce response and recovery resource requirements in the wake of a disaster or incident, which results in a safer community that is less reliant on external financial assistance.

Hazard mitigation is defined as any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects. This definition distinguishes actions that have a long-term impact from those that are more closely associated with immediate preparedness, response, and recovery activities. Hazard mitigation is the only phase of emergency management specifically dedicated to breaking the cycle of damage, reconstruction, and repeated damage. Accordingly, States, territories, federally-recognized tribes, and local communities are encouraged to take advantage of funding that HMA programs provide in both pre- and post-disaster timelines.

- The **Hazard Mitigation Grant Program (HMGP)** (CFDA 97.039) is authorized by Section 404 of the Stafford Act, 42 U.S.C. 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster.

  HMGP funding is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. The amount of HMGP funding available to the Applicant is based on the estimated total Federal assistance, subject to the sliding scale formula outlined in Title 44 of the Code of Federal Regulations (CFR) Section 206.432(b) that FEMA provides for disaster recovery under Presidential major disaster declarations. The formula provides for up to 15 percent of the first $2 billion of estimated aggregate amounts of disaster assistance, up to 10 percent for amounts between $2 billion and $10 billion, and up to 7.5 percent for amounts between $10 billion and $35.333 billion.

- The **Pre-Disaster Mitigation (PDM)** Grant Program is authorized by the Stafford Act, 42 U.S.C. 5133. PDM is designed to assist States, territories, federally-recognized tribes, and local communities to implement a sustained pre-disaster natural hazard mitigation

program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters. Congressional appropriations provide the funding for PDM. The total amount of funds distributed for PDM is determined once the appropriation is provided for a given fiscal year. PDM can be used for mitigation projects and planning activities.

- The **Flood Mitigation Assistance (FMA)** Grant Program FMA is authorized by Section 1366 of the National Flood Insurance Act (NFIA) of 1968, as amended, 42 U.S.C. 4104c, with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP). FMA was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994. The Biggert-Waters Flood Insurance Reform Act of 2012 (Public Law 112-141) consolidated the Repetitive Flood Claims and Severe Repetitive Loss grant programs into FMA. FMA funding is available through the National Flood Insurance Fund (NFIF) for flood hazard mitigation projects as well as plan development and is appropriated by Congress. States, territories, and federally-recognized tribes are eligible to apply for FMA funds. Local governments are considered subapplicants and must apply to their Applicant State, territory, or federally-recognized tribe.

Definitions

APPLICANT – The entity, such as a State, territory, or federally-recognized tribe, applying to the Federal Emergency Management Agency (FEMA) for a Federal award that will be accountable for the use of the funds. Once funds are awarded, the Applicant becomes the Recipient, pass-through entity, or both.

HAZARD MITIGATION – Cost effective measures that will reduce the potential for damage to a facility from a declared disaster event.

INTERAGENCY HAZARD MITIGATION TEAM (IHMT) - The mitigation team that is activated following flood-related disasters pursuant to the July 10, 1980 Office of Management and Budget directive on Nonstructural Flood Protection Measures and Flood Disaster Recovery, and the subsequent December 15, 1980 Interagency Agreement for Nonstructural Damage Reduction.

MITIGATION ACTIVITY - Any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters. The term “measure” is used interchangeably with the term “project” in FEMA regulations.

PROJECT - Any mitigation measure or action proposed to reduce the risk of future damage, hardship, loss, or suffering from disasters.

RECIPIENT - The State of New Hampshire hereinafter referred to as the State.

STATE HAZARD MITIGATION OFFICER (SHMO) - The SHMO is the official representative of State

government who is the primary point of contact with FEMA, other Federal agencies, and local governments in mitigation planning and implementation of mitigation programs and activities required under the Stafford Act.

STATE HAZARD MITIGATION PLANNER (SHMP) - The individual responsible for reviewing and approving all Local Hazard Mitigation Plans in accordance with Program Administration by States.

SUBAPPLICANTS – The entity, such as a community/local government, federally-recognized tribe, or private non-profit (PNP), that submits a subapplication to the Applicant for FEMA assistance. Once funding is awarded, the subapplicant becomes the "subrecipient."

SUBAWARD - An award of financial assistance under the grant by a Recipient to an eligible subrecipient.

SUBRECIPIENT - A non-Federal entity that is provided an HMA award from the State, the pass-through entity, for their use in carrying out agreed-upon, eligible activities.

Eligible Subapplicants

Entity	HMGP	PDM	FMA
State Agencies	☑	☑	☑
Federally-recognized tribes	☑	☑	☑
Local governments/communities	☑	☑	☑
Private nonprofit organizations (PNPs)	☑		

Letter of Intent (LOI)

When funding becomes available for any of the HMA programs, the State Hazard Mitigation Officer will request the submission of a Letter of Intent (LOI) from potential subapplicants with an applicable submission deadline. LOIs will be reviewed for program eligibility and project application packages will be sent out for project development. Although LOIs are requested following funding availability, subapplicants may submit an LOI at any time via the HSEM Resource Center at https://prd.blogs.nh.gov/dos/hsem/?page_id=1199.

HMA Applications

FEMA will only consider applications that use a FEMA-approved methodology to demonstrate cost-effectiveness. This is typically demonstrated by the calculation of a Benefit Cost Ratio (BCR). Projects for which benefits exceed costs are generally considered cost effective. Benefits may include avoided damage, loss of function, and displacement. FEMA provides free Benefit Cost Analysis (BCA) software that allows subapplicants to calculate a project BCR. This software, training, and resources can be located at https://www.fema.gov/benefit-cost-analysis

HMGP subapplicants are required to submit their project application(s) in HSEM's online Resource Center. Refer to the current ***HMGP Quick Reference Guide*** for a checklist of information required at time of application: https://prd.blogs.nh.gov/dos/hsem/wp-

content/uploads/2014/11/HMGP-Application-QRG_2018.pdf. Should you not have the ability to apply online, an HSEM Field Representative is available to assist you.

Subapplications for the **PDM** and **FMA** programs are submitted through the Federal Emergency Management Agency (FEMA) eGrants portal. Subapplicants will receive an application package via email with the State's Access ID required to register in the eGrants system. Refer to the current FEMA Mitigation eGrant System Subapplicant Quick Reference Guide and Job Aid for Mitigation eGrants. Should you not have the ability to apply online, an HSEM Field Representative is available to assist you.

Application Review, Evaluation, and Ranking of Projects

The SHMO and hazard mitigation staff will perform the initial review of an LOI and full project applications to ensure all information and documentation is provided. The SHMO and a subapplicants' assigned HSEM Field Representative will assist with development of project applications.

As the HMA programs require Executive Order (EO) 12372 review, eligible applications will be presented at the Interagency Hazard Mitigation Team (IHMT) meeting where the project will be ranked and prioritized utilizing the IHMT Scorecard.

The SHMO will chair the IHMT, which includes permanent members from the following agencies/organizations:

a. NH Homeland Security and Emergency Management (HSEM)
b. NH Department of Environmental Services (DES)
c. NH Office of Strategic Initiatives (OSI)
d. NH Department of Transportation (DOT)
e. NH Department of Natural and Culture Resources (DNCR)
f. NH Division of Historical Resources (DHR)

Additional State agency representatives will be determined by the nature of the projects for which funds have been requested. Appropriate Federal agencies may also be asked to help review the merits of certain types of projects.

In the event two or more projects are tied in rank, they will be listed according to their benefit-cost ratios (BCR). In the event of another tie, the National Flood Insurance Program (NFIP) score will determine the highest score.

The SHMO will notify all subapplicants of the decision made by the State relative to their proposed project. Projects not selected for funding may be considered under other or future HMA funding opportunities at the instruction of the subapplicant. All approved mitigation projects must be submitted to FEMA for environmental concurrence and obligation of funds no later than the pre-identified application deadline:

HMGP - Twelve months following the date of the Disaster Declaration;

PDM and/or **FMA** – 90 days following the opening of the application period.

FEMA may request additional information and/or documentation for further clarification on a subapplication. The subapplicant has thirty (30) days to provide additional information in response to a formal request for information in order to proceed with the application process.

Grant Agreement

A grant agreement is required to be executed for each grant award and prior to subapplicants beginning their project**. If a project is started prior to grant agreement approval activities will be deemed ineligible.** This is a legally binding agreement between the subrecipient and the State of New Hampshire. The agreement contains general terms and conditions, scope of services, grant expiration date, reporting requirements, grant amount, and payment method, as well as any special provisions. Once the executed grant agreement is returned to HSEM, it may take another 1-2 months for review and final decision/approval to be made. Any changes in the original scope of work ***must*** have prior approval from FEMA. Please refer to *Scope of Work Changes*, under the Grant Compliance Requirements section for additional instructions.

Period of Performance

The Period of Performance (POP) is the period of time during which the non-Federal entity may incur costs.

- The POP for **HMGP** begins with the opening of the application period (12 months following the date of the Disaster Declaration) and ends no later than 36 months from the close of the application period.
- The POP for **PDM** and **FMA** programs begins with the opening of the application period and ends no later than 36 months from the date of subapplication selection.

Monitoring

HSEM is responsible for monitoring subrecipient activities. The purpose of grant monitoring is to ensure the program is being administered properly and records are being maintained in accordance with applicable regulations. It is also used to render technical assistance, as necessary. The level of monitoring for a subrecipient is determined by the result of a risk-based assessment *(refer to Risk Assessments (Pre-Award) under the Grant Compliance Requirements section of this document)*. The monitoring levels consist of programmatic reviews, desk audits and on-site program/compliance reviews. Contacts with subrecipients are documented and filed.

Contact Information

For questions or assistance with the HMA Programs, contact your assigned HSEM Field Representative at nhfs@dos.nh.gov, 603-223-3663 or contact the State Hazard Mitigation Officer at hazardmitigationplanning@dos.nh.gov or 603-271-2231.

Grant Compliance & Certification Requirements

2 C.F.R. Part 200 (the "Super Circular")

In December 2014, FEMA implemented Title 2, Part 200 of the Code of Federal Regulations (C.F.R.), the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Super Circular"). 2 C.F.R. Part 200 provides guidance on the administrative aspects of federal grants (e.g. how grants are awarded, managed, audited, and closed out). The following list identifies some of the areas where substantive changes were made, effective December 2014, in 2 C.F.R. Part 200 and impacts HMA subrecipients. **HMA subrecipients are encouraged to become familiar with the requirements of each section:**

- §200.112 Conflict of Interest
- §200.204 Federal Awarding Agency Review of Merit Proposals
- §200.307 Program Income
- §200.308 Revision of Budget and Program Plans
- §200.309 Period of Performance
- §200.313 Equipment

Current HMA subrecipients ***must*** continue to follow the terms and conditions of their individual awards. FEMA's 2014 Information Bulletin (IB) #400 provides guidance and information regarding the "Super Circular" and is available here: https://www.fema.gov/media-library-data/1419366341862-296dd0cc30bbf64a6b45581afe9d8b17/InformationBulletin400_2C.F.R.Part200_FINAL.pdf

Audit Submittals

All applicants are required to upload and submit a copy of their most recent audit documentation at the time of grant agreement submission. Submittal of additional audits may be requested if the grant award extends between multiple fiscal years or due to the determination of the risk assessment.

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will be required to review and sign the *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Form* at the time of application. Acceptance of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

Commingling

Commingling is the mixing or blending of funds so that expenditures cannot be identified to a particular grant, project, or indirect activity. FEMA requires that recipients of Federal grant funds utilize financial systems that provide for effective control over and accountability for all funds, with separate accounts established for each project. The accounting systems of all subrecipients ***must*** ensure that agency funds are not commingled with funds from other Federal agencies. Each award ***must*** be accounted for separately. Subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another. Where a subrecipient's accounting system cannot comply with this requirement, the subrecipient shall establish a system to provide adequate fund accountability for each project it has been awarded.

Data Universal Numbering System (DUNS)

A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business. The subrecipient's active DUNS number ***must*** be provided on HMA applications and will be verified by the State Hazard Mitigation Officer through www.sam.gov. Subrecipients should confirm they have a DUNS number or take the steps necessary to obtain one, as soon as possible. Subrecipients can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711 or by visiting the Dun & Bradstreet website.

Environmental Planning and Historic Preservation (EHP) Compliance

FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and projects funded by this grant program comply with Federal Environmental Planning and Historic Preservation (EHP) regulations, laws, and Executive Orders, as applicable.

Applicants proposing projects that have the potential to impact the environment, including, but not limited to, generator installations, upgrading of culverts, and road improvements ***must*** participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process ***must be completed and approved before*** funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review. If the project is started prior to EHP approval, the project will be considered **non-compliant** and receipt of FEMA grant funds will be jeopardized.

Additionally, all subrecipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in *FP 108-023-1, Environmental Planning and Historic Preservation Policy Guidance*, and *FP 108.24.4, Environmental Planning and Historical Preservation Policy*.

Other supporting documentation, including the EHP Checklist and Screening Form, is provided in HSEM's Resource Center at: https://prd.blogs.nh.gov/dos/hsem/?page_id=839.

All required EHP review documentation is to be submitted at time of application. Contact your HSEM Field Representative for assistance, if needed.

In the event that a subrecipient utilizes HMA funding to purchase a **200 horsepower or 120 Kilowatt diesel generator** the subrecipient must contact New Hampshire Department of Environmental Services (NH DES) Air Resources Division for possible permitting requirements.

Additional permitting may be required through New Hampshire Department of Environmental Services (NH DES) Oil Compliance Bureau for above ground petroleum storage tanks to include, but not limited to: facilities having a single above ground tank system with an oil storage capacity of more than 660 gallons. Subrecipients can reach out to NH DES Oil Compliance Bureau at 603-271-0686. For more information, please refer to the following Fact Sheet: https://www.des.nh.gov/organization/commissioner/pip/factsheets/rem/documents/rem-5.pdf

Excluded Parties List System

Applicants are ***required*** to confirm and certify that any and all vendors, contractors, or sub-contractors to be used for the proposed project(s) are not listed on the Excluded Parties List System (EPLS) located on www.sam.gov. For further information on the EPLS, refer to the following fact sheet: https://www.sam.gov/sam/transcript/Public_-_Identifying_Excluded_Entities.pdf

Extension Requests

Applicants should only propose projects that will be completed within the performance period. Extensions to the period of performance may be considered by HSEM when (due to circumstances beyond the control of the subrecipient) activities associated with the award cannot be completed within the stated performance period. The subrecipient should request an extension in writing at least 3 months prior to the grant's expiration date and include the following justification:

- Verification that progress has been made as described in quarterly reports
- Reason(s) for delay
- Current status of the activity/activities
- Current POP termination date and new projected completion date
- Remaining available funds, both Federal and non-Federal
- Budget outlining how remaining Federal and non-Federal funds will be expended
- Plan for completion, including updated schedule

Grant extensions are done on a case-by-case basis and approved by the Federal Emergency Management Agency (FEMA).

Matching Funds

The HMA programs traditionally have a **75% Federal** and **25% non-Federal** match (cash or in-kind) requirement. Under the PDM program, subapplicants may receive a cost share of up to 90% Federal if they are identified as a small and impoverished community. The FMA application allows

for a cost share of up to 100% Federal funding to severe repetitive loss structures and up to 90% Federal funding to repetitive loss structures.

Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. To meet matching requirements, the subrecipient contributions ***must*** be *reasonable, allowable, allocable, and necessary* under the grant program and ***must*** comply with all Federal requirements and regulations. At the time of application, proof of match is required via a match commitment letter. When seeking reimbursement, proof of match ***must*** be provided at the time of request. Any questions on allowable local match should be directed to your assigned HSEM Field Representative or the State Hazard Mitigation Officer.

Non-Compliance

Per 2 C.F.R. §200.338/Remedies for Noncompliance, if a subrecipient fails to comply with Federal statutes, regulations or the terms and conditions of the executed grant agreement (award), the State may impose additional conditions on the award (refer to 2 C.F.R. §200.207). If those additional conditions do not remedy the non-compliance, additional remedies are available, including temporarily withholding cash payments, disallowing costs, wholly or partially suspending or terminating the award, suspension or debarment proceedings, withholding further Federal awards for the project, and any other remedies legally available. Also, be sure that projects are ***NOT*** started and/or purchases are ***NOT*** made against the Federal award share prior to receiving notification of your grant award – you will ***NOT*** receive reimbursement and will risk ability to receive future grant funds.

Procurement by Non-Federal Entities

Procurement is the process of acquiring (buying, purchasing, renting/leasing or otherwise obtaining) goods and services. This process ***must*** be competitive and well-documented. All subrecipients of Federal awards ***WILL*** also follow 2 C.F.R §200.318-200.326 along with applicable local and State policies when procuring property and services. As covered under these regulations, subrecipients ***must*** maintain and use documented procurement procedures and standards of conduct, have written procedures for procurement transactions, and follow methods of procurement according to the size of the purchase. In combination with the previously mentioned procurement requirements, subrecipients ***must*** perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (currently set at $150,000) including contract modifications and provide HSEM with procurement documents upon request. Be sure to review the regulations in their entirety by following the links associated with each of the regulations listed below:

- § 200.318 General procurement standards
- § 200.319 Competition
- § 200.320 Methods of procurement to be followed
- § 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms
- § 200.322 Procurement of recovered materials

- § 200.323 Contract cost and price
- § 200.324 Federal awarding agency or pass-through entity review
- § 200.325 Bonding requirements
- § 200.326 Contract provisions (must contain applicable provisions described in *Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*)

Note: Federal requirements are in addition to local and state requirements.

Records Retention

With the acceptance of HMA funds, subrecipients are ***required*** to retain grant records and documentation for a period of three (3) years from the State's submission of the final expenditure report to FEMA. This date will be provided on the subrecipient's close out letter. Grant documentation includes, but is not limited to, grant applications, copies of financial reports, progress reports, expenditure reports, invoices, contracts, related correspondence and memoranda (which may include emails). Subrecipients shall also maintain detailed documentation of the 25% cost share (match) required by this grant.

Risk Assessments (Pre-Award)

In accordance with Federal Regulations, a risk assessment is conducted to determine the type and level of monitoring that is required for each subrecipient and is completed at the time of application. The assessment helps to identify risks to achieving grant objectives, analyzes those risks, and decides how to respond to those risks. The risk assessment contains a number of scoring criteria such as the size and complexity of the grant, past audit findings, experience and past performance of the applicant. The level of risk (low, moderate, high) helps determine the level of subrecipient monitoring or other response by HSEM. Monitoring procedures range from programmatic reviews to extensive site visit reviews. A separate risk assessment is performed for each grant program that the Department of Safety (DOS) manages.

Scope of Work Changes (SOW)

In accordance with 2 CFR §200.308, recipients must obtain FEMA's prior approval whenever there is a proposed subrecipient scope of work (SOW) change. Requests for changes to the SOW after award are permissible as long as they are consistent with the intent of the program. Requests must be made in writing and demonstrate the need for the scope change. The request also should include a revised scope, schedule, and budget. Any SOW changes are subject to all programmatic requirements, including EHP review requirements. All approvals will be at FEMA's discretion.

Special Conditions

Subrecipients shall be aware of and adhere to all special conditions and assurances that are included with the subrecipient grant award package. This also includes any standard and special conditions outlined in the EHP Review's Clearance Memo, if applicable.

Supplanting

FEMA's non-supplanting requirement states that grant funds ***must*** never replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Grant funds should increase the overall amount of resources available, and subrecipients ***must*** ensure that the current overall level of funding to support objectives (absent exigent circumstances) is not reduced because of Federal funds. *Note: Budgeting for matching funds is not considered supplanting and is allowable under the HMA programs as long as it is clearly identified as such.*

System for Award Management (SAM)

Subrecipients ***must*** maintain an updated and current SAM registration at www.sam.gov. The State Hazard Mitigation Officer will verify that each subapplicant's organization's name, address, DUNS number and Employer Identification Number (EIN) are up-to-date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.

Use and Disposition of Equipment

Subrecipients ***must*** use, manage and dispose of equipment acquired under this Federal award in accordance with 2 C.F.R. § 200.313(c) through (e) and must also comply with State equipment policies.

Disposition – For items of equipment with a current per unit fair market value greater than $250.00, refer to 2 C.F.R. § 200.313, Subsection (e) that covers retention, selling and transferring title. Subrecipients should notify the State Hazard Mitigation Officer of the need for disposition and include the following information: description of the property, serial number or other identification number, grant under which equipment was purchased, current per-unit fair market value, and proposed method of disposition. The State Hazard Mitigation Officer will provide appropriate disposition steps.

Eligible Activities

The following list of possible projects and activities is meant to guide the applicant in selecting projects for an HMA grant submission. This list of suggested projects is not intended to be all-inclusive. Local communities or agencies may have other specific projects and activities that reflect specific local needs.

A. Mitigation Projects

Eligible Activities	HMGP	PDM	FMA
Property Acquisition and Structure Demolition	☑	☑	☑
Property Acquisition and Structure Relocation	☑	☑	☑
Structure Elevation	☑	☑	☑
Mitigation Reconstruction	☑	☑	☑
Dry Floodproofing	☑	☑	☑
Generators	☑	☑	
Localized Flood Risk Reduction Projects	☑	☑	☑
Non-localized Flood Risk Reduction Projects	☑	☑	
Structural Retrofitting of Existing Buildings and Facilities	☑	☑	☑
Safe Room Construction	☑	☑	
Wind Retrofit for One- and Two-Family Residences	☑	☑	
Infrastructure Retrofit	☑	☑	☑
Soil Stabilization	☑	☑	☑
Wildfire Mitigation	☑	☑	
Post-Disaster Code Enforcement	☑		
5% Initiative Projects	☑		

Property Acquisition and Structure Demolition: The voluntary acquisition of an existing flood prone structure, and typically, the underlying land, and conversion of the land to open space through the demolition of the structure. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions.

Property Acquisition and Structure Relocation: The voluntary physical relocation of an existing structure to an area outside of a hazard-prone area, such as the Special Flood Hazard Area (SFHA) or a regulatory erosion zone, and typically, the acquisition of the underlying land. Relocation must conform to all applicable State and local regulations. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions.

Structure Elevation: Physically raising and/or retrofitting an existing structure in accordance with ASCE 24-14 (Base Flood Elevation [BFE] plus freeboard) or higher when required by FEMA or local ordinance. Elevation may be achieved through a variety of methods, including elevating on continuous foundation walls; elevating on open foundations, such as piles, piers, posts, or columns; and elevating on fill. Foundations must be designed to properly address all loads and be appropriately connected to the floor structure above, and utilities must be properly elevated as well. FEMA requires Recipients and subrecipients to design all structure elevation projects in accordance with ASCE 24-14.

Mitigation Reconstruction: The construction of an improved, elevated building on the same site where an existing building and/or foundation has been partially or completely demolished or destroyed. Mitigation reconstruction is only permitted for structures outside of the regulatory floodway or Coastal High Hazard Area (Zone V) as identified by the existing best available flood hazard data. Activities that result in the construction of new living space at or above the BFE will only be considered when consistent with mitigation reconstruction requirements. FEMA requires Recipients and subrecipients to design all mitigation reconstruction projects in accordance with ASCE 24-14.

Dry Floodproofing: Techniques applied to keep structures dry by sealing the structure to keep floodwaters out. For all dry floodproofing activities, FEMA requires Recipients and subrecipients to design all dry floodproofing projects in accordance with ASCE 24-14. Dry floodproofing is not permitted in the Coastal V Zone.

Generators: Generators are emergency equipment that provide a secondary source of power. Generators and related equipment (e.g., hook-ups) are eligible provided that they are cost effective, contribute to a long-term solution to the problem they are intended to address, and meet other program eligibility criteria.

- Under **PDM**: A generator that is a stand-alone project can be considered for PDM funding if the generator protects a critical facility. Generators and/or related equipment purchases are eligible when the generator directly relates to the hazards being mitigated and is part of a larger project.
- Under **HMGP**: A generator that is a stand-alone project can be considered under regular HMGP funding if the generator protects a critical facility. Critical facilities may include police and fire stations, hospitals, and water and sewer treatment facilities (for the definition of critical facilities, see Appendix B, Glossary). A generator that is a component of a larger project (e.g., elevation of a lift station) can also be funded under regular HMGP funding and the use of aggregation is permitted. Stand-alone generator projects that cannot be determined to be cost effective via standard HMA benefit-cost methodology may be eligible under the 5 Percent Initiative.

Localized Flood Risk Reduction Projects: Projects to lessen the frequency or severity of flooding, and decrease predicted flood damage, within an isolated and confined drainage or catchment area that is not hydraulically linked or connected to a larger basin. These projects include but are not limited to installation or modification of culverts and other stormwater management facilities; construction or modification of retention and detention basins; and construction or

modification of floodwalls, dams, and weirs. Modifications must be for the purpose of increasing risk reduction capabilities of the existing structures and cannot constitute only repairs. Localized flood risk reduction projects must not duplicate the flood prevention activities of other Federal agencies and may not constitute a section of a larger flood control system.

- Under FMA, localized flood reduction projects should benefit NFIP-insured properties. Projects will be prioritized based on the number of NFIP-insured properties included in the project. Projects that do not include NFIP-insured properties will not be considered for funding. Documentation must be provided in the subapplication to verify the NFIP insurance coverage, including the flood insurance policy and property locator numbers as appropriate.

Non-localized Flood Risk Reduction Projects: Projects that lessen the frequency or severity of flooding, and decrease predicted flood damage, within an area that is hydraulically linked or connected to a drainage basin that is regional in scale. These projects reduce flood hazards in areas larger than that of localized flood reduction projects and may include the construction, demolition, or rehabilitation of dams; construction or modification of dikes, levees, floodwalls, seawalls, groins, jetties, breakwaters, and stabilized sand dunes; and large-scale channelization of a waterway. Modifications must be for the purpose of increasing risk reduction capabilities of the existing structures and cannot constitute only repairs. These projects cannot constitute a section of a larger flood control system or duplicate the flood prevention activities of other Federal agencies on the same site. These projects types are only eligible under HMGP and PDM.

Structural Retrofitting of Existing Buildings: Modifications to the structural elements of a building to reduce or eliminate the risk of future damage and to protect inhabitants. The structural elements of a building that are essential to prevent damage include foundations, load-bearing walls, beams, columns, building envelope, structural floors and roofs, and the connections between these elements.

Non-structural Retrofitting of Existing Buildings and Facilities: Modifications to the non-structural elements of a building or facility to reduce or eliminate the risk of future damage and to protect inhabitants. Non-structural retrofits may include bracing of building contents to prevent earthquake damage or the elevation of utilities.

Safe Room Construction: Safe room construction projects are designed to provide immediate life-safety protection for people in public and private structures from tornado and severe wind events, including hurricanes. For HMA, the term “safe room” only applies to extreme wind (combined tornado and hurricane) residential, non-residential, and community safe rooms; tornado community safe rooms; and hurricane community safe rooms. This type of project includes retrofits of existing facilities or new safe room construction projects and applies to both single and dual-use facilities.

Wind Retrofit Projects: Wind retrofit projects of one- and two-family residential buildings must be designed in conformance with the design criteria found in FEMA P-804, Wind Retrofit Guide for Residential Buildings (2010).

Infrastructure Retrofit: Measures to reduce risk to existing utility systems, roads, and bridges.

Soil Stabilization: Projects to reduce risk to structures or infrastructure from erosion and landslides, including installing geotextiles, stabilizing sod, installing vegetative buffer strips, preserving mature vegetation, decreasing slope angles, and stabilizing with rip rap and other means of slope anchoring. These projects must not duplicate the activities of other Federal agencies.

Wildfire Mitigation: Projects to mitigate at-risk structures and associated loss of life from the threat of future wildfire through:

− Creation of Defensible Space: Projects creating perimeters around homes, structures, and critical facilities through the removal or reduction of flammable vegetation.

− Application of Ignition-resistant Construction: Projects that apply ignition-resistant techniques and/or non-combustible materials on new and existing homes, structures, and critical facilities.

− Hazardous Fuels Reduction: Projects that remove vegetative fuels proximate to at-risk structures that, if ignited, pose a significant threat to human life and property, especially critical facilities.

Post-Disaster Code Enforcement: Projects designed to support the post-disaster rebuilding effort by ensuring that sufficient expertise is on hand to ensure appropriate codes and standards, including NFIP local ordinance requirements, are used and enforced.

5 Percent Initiative Projects: These projects, which are only available pursuant to an HMGP disaster, provide an opportunity to fund mitigation actions that are consistent with the goals and objectives of the State or Tribal (Standard or Enhanced) and local mitigation plans and meet all HMGP requirements, but for which it may be difficult to conduct a standard BCA to prove cost-effectiveness.

B. Hazard Mitigation Planning

Eligible Activities	HMGP	PDM	FMA
Hazard Mitigation Planning	☑	☑	☑
Planning Related Activities	☑		

Mitigation plans are the foundation for effective hazard mitigation. A mitigation plan is a demonstration of the commitment to reduce risks from natural hazards and serves as a strategic guide for decision-makers as they commit resources.

The mitigation planning process includes hazard identification and risk assessment leading to the development of a comprehensive mitigation strategy for reducing risks to life and property. The mitigation strategy section of the plan identifies a range of specific mitigation actions and projects being considered to reduce risks to new and existing buildings and infrastructure. This section includes an action plan describing how identified mitigation activities will be prioritized, implemented, and administered.

All subapplicants for **PDM** and **FMA** must have a FEMA-approved local or Tribal Mitigation Plan by the application deadline and at the time of obligation of grant funds for mitigation projects. All subapplicants for **HMGP** must have a FEMA-approved local or Tribal Mitigation Plan at the time of obligation of grant funds for mitigation projects.

There is no mitigation plan requirement for development of a new mitigation plan.

Currently, HSEM applies on behalf of communities whose Local Hazard Mitigation Plan will be expiring through the Pre-Disaster Mitigation (PDM) Grant Program on an annual basis. Once award is received at the State, subrecipients are notified and a contactor commitment letter is requested. Subsequent grant agreements are distributed based upon the contractor commitment letter and the Local Hazard Mitigation Plan update may begin following grant agreement award. The following Local Hazard Mitigation Plan funding breakdown became effective in State Fiscal Year 2019 (July 1, 2018):

Jurisdiction Population*	Federal Share	Non-Federal Share	Total Cost
<1,000	$6,999.75	$2,333.25	$9,333.00
1,001 – 5,000	$7,500.00	$2,500.00	$10,000.00
5,001 – 10,000	$9,000.00	$3,000.00	$12,000.00
10,001 – 20,000	$9,999.75	$3,333.25	$13,333.00
20,001 – 30,000	$12,500.25	$4,166.75	$16,667.00
30,001 – 50,000	$15,000.00	$5,000.00	$20,000.00
>50,001	$17,499.75	$5,833.25	$23,333.00

Please note that figures are subject to rounding dependent upon the Federal application database. Population is based on the 2010 Census.

Eligible activities that can be funded as mitigation planning–related activities under HMGP (these activities are not eligible under PDM and FMA) include but are not limited to:

Updating or enhancing sections of the current FEMA-approved mitigation plan, such as:

- The risk and vulnerability assessment based on new information, including supporting studies, such as economic analyses.
- The mitigation strategy, specifically strengthening the linkage to mitigation action implementation, with emphasis on available HMA program grant funding.
- The risk assessment and/or mitigation strategy, incorporating climate adaptation, green building, smart growth principles, or historic properties and cultural resources information.

Integrating information from mitigation plans, specifically risk assessment or mitigation strategies, with other planning efforts, such as:

- Disaster recovery strategy (pre- or post-), preparedness, or response plans
- Comprehensive (e.g., land use, master) plans
- Capital improvement or economic development plans
- Resource management/conservation plans (e.g., stormwater, open space)
- Other long-term community planning initiatives (e.g., transportation or housing)

Building capability through delivery of technical assistance and training.

Evaluating adoption and/or implementation of ordinances that reduce risk and/or increase resilience.

Priority Projects

Priorities are established by the State of New Hampshire based on the current State Multi-Hazard Mitigation Plan, Mitigation Action Plan. For HMGP the unique characteristics of the event will also be considered. Priorities are identified within the IHMT Scorecard as seen below:

Interagency Hazard Mitigation Team (IHMT) Project Review

Reviewer Name and Agency:
Project:
Requested Federal Funding Amount:

Topic	Question (Yes +5, No +0, unless otherwise noted)	Points
Effectiveness	Is the project supported by technical information demonstrating feasibility?	
	Will the project likely be effective at achieving the project objective?	
	Is the project designed with climate adaptation in mind (e.g. to withstand anticipated future events)?	
	What mitigation approach is most applicable to this project? (choose one) Reduce Vulnerability/Harden (+5) Avoidance/Move (+15)	
Impact	Does the project address a site with multiple past damages related to it?	
	Will the mitigation action result in a significant increase in safety or reduction in risk to a high cost/critical/high impact problem?	
	Will the project increase available river corridor/floodplain acreage/storage?	
	Will the project enhance natural habitat?	
	Will the project protect important cultural or historic features?	
	Will the project protect economic assets (e.g. businesses, key infrastructure, key employers, etc.)?	
Proactivity	Is the project identified in the subapplicants Local Hazard Mitigation Plan?	
	Has the subapplicant taken previous mitigation actions to remedy, study, or alleviate the problem?	
	Is the subapplicant in good standing with the NFIP?	
	Is the subappicant participating in the Community Rating System (CRS) Program? (+15)	

Priority Projects	Is this a Property Acquisition Project? (+15)	
	Is this a Flood Risk Reduction Project? (+10)	
Unique Circumstances	Does the project have special qualities in terms of importance to the community, a compelling narrative, or other circumstance that is not reflected in other questions?	
	Is the subapplicant in the declared disaster area?	
Comments:		

Scorecard Instructions

Each eligible project submitted for consideration under available Hazard Mitigation Assistance (HMA) funding shall be prioritized and ranked using the Interagency Hazard Mitigation Team (IHMT) Project Review Scorecard.

Projects are reviewed for effectiveness, impact, proactivity, and unique circumstances. Considering the questions posed, rate each project in accordance with the given range:

- Is the project supported by technical information demonstrating feasibility? **Score can only be 0 or 5**
- Will the project likely be effective at achieving the project objective? **Score can only be 0 or 5**
- Is the project designed with climate adaptation in mind (e.g. to withstand anticipated future events)? **Score can only be 0 or 5**
- What mitigation approach is most applicable to this project? (choose one)

  -Reduce Vulnerability/Harden **Score can only be 0 or 5**

  - Avoidance/Move (+15) **Score can only be 0 or 15**
- Does the project address a site with multiple past damages related to it? **Score can only be 0 or 5**
- Will the mitigation action result in a significant increase in safety or reduction in risk to a high cost/critical/high impact problem? **Score can only be 0 or 5**
- Will the project increase available river corridor/floodplain acreage/storage? **Score can only be 0 or 5**
- Will the project enhance natural habitat? **Score can only be 0 or 5**
- Will the project protect important cultural or historic features? **Score can only be 0 or 5**

- Will the project protect economic assets (e.g. businesses, key infrastructure, key employers, etc.)? **Score can only be 0 or 5**
- Is the project identified in the subapplicants Local Hazard Mitigation Plan? **Score can only be 0 or 5**
- Has the subapplicant taken previous mitigation actions to remedy, study, or alleviate the problem? **Score can only be 0 or 5**
- Is the subapplicant in good standing with the NFIP? **Score can only be 0 or 5**
- Is the subappicant participating in the Community Rating System (CRS) Program? **Score can only be 0 or 15**
- Is this a Property Acquisition Project? **Score can only be 0 or 15**
- Is this a Flood Risk Reduction Project? **Score can only be 0 or 10**
- Does the project have special qualities in terms of importance to the community, a compelling narrative, or other circumstance that is not reflected in other questions? **Score can only be 0 or 5**
- Is the subapplicant in the declared disaster area? (only considered for HMGP Projects) **Score can only be 0 or 5**

The maximum points a project may score is 115. Based upon the final scores, projects with the most points will be submitted to FEMA for potential funding. Projects with fewer points will be waitlisted. These projects may then be considered for a different funding source and will undergo a subsequent IHMT review. All applicants will be notified following the IHMT review via email and official letter.

Ineligible Activities

HMA Grant funds may **NOT** be used for the following costs/items:

- Costs incurred against the Federal share **PRIOR** to notification of the grant award.
- Projects that do not reduce the risk to people, structures, or infrastructure.
- Projects that are dependent on a contingent action to be effective and/or feasible (i.e., not a stand-alone mitigation project that solves a problem independently or constitutes a functional portion of a solution).
- Projects with the sole purpose of open space acquisition of unimproved land.
- Property acquisition projects that are not compatible with open space and do not maintain open space for the conservation of natural floodplain functions, or properties that include encumbrances that may allow for horizontal drilling or fracking.
- Non-localized flood risk reduction projects specific to FMA.
- Flood control projects related to the repair or replacement of dams and other flood control structures, and repair of dams for the purpose of regular pre-scheduled or damage-induced maintenance.
- Projects for which actual physical work, such as groundbreaking, demolition, or construction of a raised foundation, has occurred prior to award or final approval. Projects for which demolition and debris removal related to structures proposed for acquisition or mitigation reconstruction has already occurred may be eligible when such activities were initiated or completed under the FEMA Public Assistance (PA) program to alleviate a health or safety hazard as a result of a disaster.
- Projects for preparedness activities or temporary measures (e.g., sandbags, bladders, geotubes).
- Projects that create revolving loan funds.
- Activities required as a result of negligence or intentional actions that contributed to the conditions to be mitigated; activities intended to remedy a code violation; or the reimbursement of legal obligations, such as those imposed by a legal settlement, court order, or State law.
- All projects located in Coastal Barrier Resources System (CBRS) Units, other than property acquisition and structure demolition or relocation projects for open space under HMA. For details on CBRS Units see Addendum, Part A.6.
- Projects located in an Otherwise Protected Area (OPA) that require flood insurance after project completion.
- Activities on Federal lands or associated with facilities owned by another Federal entity.
- Projects related to beach nourishment or re-nourishment.

- Projects for hazardous fuels reduction in excess of 2 miles from at-risk buildings and structures.
- Projects that address unmet needs from a disaster that are not related to mitigation.
- Retrofitting facilities primarily used for religious purposes, such as places of worship (or other projects that solely benefit religious organizations). However, a place of worship may be included in a property acquisition and structure demolition or relocation project provided that the project benefits the entire community, such as when a significant part of the community is being removed from the hazard area.
- Activities that only address manmade hazards.
- Projects that address, without an increase in the level of protection, the operation, deferred or future maintenance, rehabilitation, restoration, or replacement of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems or bridges, maintenance/rehabilitation of facilities, including dams and other flood control structures).
- Projects for the purpose of:
  - Landscaping for ornamentation (e.g., trees, shrubs)
  - Site remediation of hazardous materials (with the exception eligible activities, such as the abatement of asbestos and/or lead-based paint and the removal of household hazardous wastes for disposal at an approved landfill)
  - Water quality infrastructure
  - Projects that primarily address ecological or agricultural issues
  - Forest management
  - Prescribed burning or clear-cutting
  - Creation and maintenance of fire breaks, access roads, or staging areas
  - Irrigation systems
- Studies not directly related to the design and implementation of a proposed mitigation project.
- Preparedness measures and response equipment (e.g., response training, electronic evacuation road signs, interoperable communications equipment).

Appeal Process

An eligible subapplicant, subrecipient, or Recipient may appeal any FEMA determination regarding subapplications or applications submitted for funding under HMGP. FEMA will only consider written appeals that justify the request for reconsideration. The appeal should specify the monetary figure in dispute and the provisions in Federal law, regulation, or policy with which the appellant believes the initial action was inconsistent.

Whether the appeal originated with the Recipient or with a subapplicant/subrecipient, the appeal must be submitted in writing to the Regional Administrator by the Recipient. The Regional Administrator is the decision-maker on first appeals. An appeal of the Regional Administrator's decision on any first appeal (the second appeal) is decided by the Deputy Associate Administrator for Mitigation. In some cases, the appeal may involve highly technical issues. In these cases, FEMA may consult independent scientific or technical experts on the subject under appeal.

To begin the appeal process (including second appeals), appellants must submit documentation within 60 days after receiving the initial notice of the action on the first appeal. The Recipient must forward all appeals from a subapplicant/subrecipient with a written recommendation to the Regional Administrator within 60 days of receipt. The Region will forward second appeals with recommendation and associated documentation to FEMA Headquarters. Within 90 days following the receipt of an appeal, FEMA will notify the Recipient in writing of the disposition of the appeal or of the need for additional information.

If additional information is needed, FEMA will determine a date by which the information must be provided. Within 90 days following the receipt of the requested additional information (or 90 days after the information was due), FEMA will notify the Recipient in writing of the disposition of the appeal.

FEMA will provide its decision to the Recipient in writing. If the decision is to grant the appeal, the Regional Administrator will take the appropriate action.

Reporting Requirements

Federal Funding Accountability and Transparency Act (FFATA) Reporting Mandate

By law, all subrecipients receiving Federal awards totaling $25,000.00 or more are subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. These subrecipients ***must*** complete and return a FFATA subrecipient Information Reporting Form along with their executed grant agreement in order to continue the approval process. This form can be found on HSEM's Resource Center at: https://prd.blogs.nh.gov/dos/hsem/?page_id=839.

Quarterly Progress Reporting

Subrecipients are ***required*** to submit Quarterly Progress Reports (QPRs) that provide sufficient detail to measure progress of the funded project(s). Reimbursements will NOT be made if a subrecipient is delinquent with their QPRs. The HMA QPR form is available on the HSEM Resource Center at: https://prd.blogs.nh.gov/dos/hsem/?page_id=848.

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

Compliance of Audit Requirements

All non-Federal entities that expend $750,000 or more in federal awards during a subrecipient's fiscal year are required to obtain a single audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-133 – Audits of State, Local Governments and Non-Profit Organizations, the OMB Circular A-133 Compliance Supplement and Government Auditing Standards. All subrecipients are required to certify and return the *Audit Certification Form* no later than sixty (60) days from the subrecipient's fiscal year end date in which reimbursement is received. If applicable, subrecipients ***must*** submit a copy of their A-133 Audit Report within nine (9) months of their fiscal year end*. The *Audit Certification Form* can be found on HSEM's Resource Center located here: https://apps.nh.gov/blogs/hsem/?page_id=419 and ***must*** be completed by the Chief Financial Officer, Business Manager, Treasurer or other person responsible for the financial records of the organization.

***Examples**

Fiscal Year Reimbursement Received	A-133 Audit Return By Date
January 1, 2017 – Dec. 31, 2017	September 30, 2018
July 1, 2017 – June 30, 2018	March 31, 2019

Requests for Reimbursement

All projects are ***required*** to be completed and invoices need to be dated on or before the grant agreement's expiration date. Because HSEM has to close out its financial accounts and report its expenses to FEMA in a timely manner, all requests for reimbursement ***must*** be made no later than 30 days after the expiration of the grant agreement. Otherwise, reimbursement may not be paid. Requests for reimbursement ***must*** be submitted on community/agency letterhead that matches the address shown in Section 1.4 of the executed grant agreement. A template for the request for reimbursement letter is available on HSEM's Resource Center located at:

https://prd.blogs.nh.gov/dos/hsem/?page_id=839.

Reimbursement requests ***must*** include any outstanding reports (QPR, Final Performance and Expenditure Report, and the Equipment Inventory Form accompanied by photos, if required), proof of costs (copies of invoices/bills, payroll documentation, sign in sheets, agendas, etc.), proof of payment (cancelled checks, copies of accounting ledgers and/or statements documenting payment) and proof of match equal to or greater than the reimbursement request. HSEM has no obligation and makes no commitment to reimburse for subrecipient costs incurred prior to or after the effective dates of the grant agreement; therefore, any purchases made **PRIOR** to and **AFTER** the grant award will be **disallowed.** The exception would include incurred costs prior to award that have been identified within the application as pre-award costs or match. Reimbursement can be requested through the HSEM Resource Center: https://prd.blogs.nh.gov/dos/hsem/?page_id=4652.

Close Out Process

Within 30 days after the grant's expiration date, the subrecipient ***must*** submit all financial, performance, and other reports required as a condition of the grant to include the following:

- Final request for reimbursement,
- Final Quarterly Progress Reports,
- Final Performance and Expenditure Report,
- Equipment Inventory Forms with accompanying photos (if applicable),
- Copy of any plans developed with grant funding (if applicable),
- Final Site inspection and site photos (if applicable), and
- Deed Restriction (if applicable).

Once the grant file is reviewed for completeness and accuracy and final payment has been paid to the subrecipient, an official closeout request letter will be sent to FEMA. Once the project is closed, the State Hazard Mitigation Officer will send a closeout letter to the subrecipient. The Equipment Inventory Form, Final Quarterly Progress Report, and Final Performance and Expenditure Report can be found on HSEM's Resource Center at: https://prd.blogs.nh.gov/dos/hsem/?page_id=839.

Note: Only equipment with a value of $250.00 or greater needs to be documented.