HOMELAND SECURITY
EMERGENCY MANAGEMENT

NEW HAMPSHIRE DEPARTMENT OF SAFETY

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

CFDA #97.042

Preface

This guide serves as a reference for New Hampshire Homeland Security and Emergency Management Emergency Management Performance Grant Program applicants. In addition to providing a program overview and informing new and current EMPG 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.

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 EMPG Coordinator at 603-271-2231 with any questions or suggested revisions. In addition, comments can be directed to HSEM via email at nhempgprogram@dos.nh.gov.

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Overview

The Emergency Management Performance Grant (EMPG) Program supports building and maintaining a comprehensive, all-hazards emergency preparedness system. This includes assisting State and local governments and other eligible agencies to build and sustain the core capabilities outlined in the National Preparedness Goal (NPG). New Hampshire's EMPG Program focuses on Planning, Organization/Administrative (project-driven), Equipment, and Maintenance/Sustainment.

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) has identified an overarching ***priority*** for the EMPG Program: *Supporting the implementation of the National Preparedness System.*

The National Preparedness System (NPS) is the instrument the Nation employs to build, sustain, and implement core capabilities to achieve the goal of a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the NPS allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal.

Definitions

Applicant - An eligible non-Federal entity that applies for funding under the EMPG Program. The entity is referred to as an *Applicant* during the pre-award phase only and includes state and local governments, educational facilities, and critical non-profit agencies.

Subrecipient - A non-Federal entity that is awarded an EMPG grant from HSEM, the pass-through entity, for their use in carrying out agreed-upon, eligible activities.

EMPG Application

Applicants are required to submit their project application(s) via HSEM's online Resource Center. The application(s) submitted will identify all projects in detail. Refer to the current ***EMPG Quick Reference Guide*** for a checklist of information required at time of application. The online **EMPG Application** is located on the Resource Center and is available year round. Should you not have the ability to apply online, an HSEM Field Representative is available to assist you.

Application Review

Completed applications are initially assessed by HSEM Field Representatives and then by the EMPG Coordinator. Some applications may require an additional review by committee, according to guidelines established in this document. This review takes place monthly, or as needed. The EMPG Review Committee consists of representatives from HSEM as well as external subject matter expects, as applicable to the type of submitted projects. The merits of the application will include, but not necessarily limited to:

- The project supports and aligns with the National Preparedness Goal (NPG);
- The project enhances the Subrecipient's emergency management capabilities based on the threats and hazards that are most relevant now and in the future to their community/agency;
- The project is not for everyday use and is primarily for enhancing emergency management capabilities;
- The project is technically feasible;
- The match identified in the application relates to the project and is verifiable, reasonable, allowable, and necessary;
- The application demonstrates clearly defined and well-planned milestones which show the project can be completed within the performance period for the grant;
- The cost of this project is reasonable for the project type;
- The project is a high priority/immediate need for the Subrecipient;
- The useful life (longevity) of the project is identified and sustainable;
- The project fits within NH's identified priorities.

Letter of Intent

The purpose of this form is to establish your community/organization's interest in the EMPG Program. **This form should be submitted prior to application submission if the proposed project falls into one of these categories: (1) cost estimates exceed $50,000.00, (2) project requires an Environmental and Historic Preservation (EHP) compliance review, or (3) project is identified as medium or low priority according to EMPG guidance.** The online **Letter of Intent** is located on the Resource Center and is available year round. Should you not have the ability to submit this form online, an HSEM Field Representative is available to assist you.

Grant Agreement

A grant agreement is required to be executed for each grant award. 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. Any changes in the original scope of work ***must*** have prior approval of the EMPG Coordinator. 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. Refer to *Scope of Work Changes*, under the Grant Compliance Requirements section for additional instructions.

Period of Performance

Beginning dates for an award is dependent upon when each individual grant agreement is approved. Once a grant agreement is approved, Subrecipients are notified via email of the effective date. Please reference the table below for the applicable period of performance end date. Please notice the differences in the end dates of each Period of Performance for the Federal Fiscal Years. This change allows for an efficient and accurate closeout for the overall program.

EMPG Award	Period of Performance
Federal Fiscal Year 18 (FFY18)	**October 1, 2017 - September 30, 2020**
Federal Fiscal Year 19 (FFY19)	**October 1, 2018 - August 31, 2021**

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. The level of monitoring a subrecipient will be required to undergo is determined by the result of the Risk Assessment (Pre-Award). This risk identifier is dependent on a number of factors further outlined in the Risk Assessment (Pre-Award) section. In order to comply with Federal and State regulations, subrecipients must fully and accurately complete all areas of reporting and do so in a timely manner. Failure to do so could result in limitation of funds or prohibit future funding requests from this grant program or other grant programs through Homeland Security and Emergency Management.

Contact Information

For questions or assistance with the EMPG Program, contact your assigned HSEM Field Representative at nhfs@dos.nh.gov, 603-223-3663 or contact the EMPG Coordinator at nhempgprogram@dos.nh.gov or 603-271-2231.

NH Division of Homeland Security and Emergency Management	(603) 271-2231	nheoc@dos.nh.gov
Jennifer Harper, HSEM Director	(603) 223-3615	jennifer.harper@dos.nh.gov
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Elizabeth Gilboy, Field Representative	(603) 223-3668	elizabeth.gilboy@dos.nh.gov
Paul Hatch, Field Representative	(603) 223-3635	paul.hatch@dos.nh.gov
Heidi Lawton, Senior Field Representative	(603) 223-3631	heidi.lawton@dos.nh.gov
Alex Marinaccio, Senior Field Representative	(603) 223-3657	alexander.marinaccio@dos.nh.gov

Grant Compliance & Certification Requirements

You must fully review and understand the following compliance requirements as you will be asked to certify this in your application.

2 C.F.R. Part 200

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 EMPG Subrecipient. **EMPG 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 EMPG subrecipients ***must*** continue to follow the terms and conditions of their individual awards. An electronic version of 2 C.F.R. Part 200 is located at ecf.gov and updated on a regular basis.

Audit Submittals

All applicants are required to upload and submit a copy of their most recent audit documentation at the time of application. 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.

Authorized Equipment List

The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into categories, sub-categories and then individual equipment items. NH's program allows for equipment that falls under nine (9) of the AEL categories (*refer to Allowable Costs, Section C, Equipment of this document)*.

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

Applicants will be required to review and provide acceptance of 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 C.F.R. 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.

Davis-Bacon Act Compliance

EMPG Subrecipients using funds for construction projects ***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 worksite no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determinations, is available at the DOL website.

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 the EMPG application and will be verified by the EMPG Coordinator 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, ***must*** participate in the FEMA EHP review process. These projects would include, but not limited to:

- generator installations,
- construction of communication towers,
- modification of existing buildings,
- structures and facilities (i.e., installing security cameras or overhead projectors)

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 Screening Form, located in HSEM's Resource Center.

When applying for funds to construct **communication towers**, applicants ***must*** submit evidence that the Federal Communications Commission's (FCC) Section 106 review process has been completed and upload all documentation resulting from that review into their online EMPG application. Applicants are also encouraged to coordinate with the State Historic Preservation Office (SHPO) to identify potential historic preservation issues. 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 EMPG 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 Registration of Aboveground Petroleum Storage Tanks Fact Sheet.

Excluded Parties List System

Applicants are ***required*** to confirm and certify that any and all vendors, contractors, or sub-contractors being 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 Identifying Excluded Entities Fact Sheet.

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 explaining why the project could not be completed within the established deadline. Extensions are granted on a case-by-case basis by the EMPG Coordinator and/or the HSEM Director.

Matching Funds

The EMPG Program has a **50% Federal** and **50% Local** match (cash or in-kind) requirement. 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 if the applicant plans to use previously accrued soft/in-kind match (prior to grant application, but within the grant's period of performance). Otherwise, when seeking reimbursement, proof of match equal to the amount being requested ***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 EMPG Coordinator.

National Incident Management System (NIMS) Compliance

In accordance with HSPD-5, *Management of Domestic Incidents,* the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. NIMS provides a common approach to state and national response that enables responders at all levels to work together more effectively to manage domestic incidents. It includes a core set of guidelines, standards, and

protocols for command and management, preparedness, and communications in emergency situations. Applicants ***must*** certify that they are NIMS compliant or working towards compliance and will furnish documentation upon request. Applicants are ***required*** to complete and submit the online NIMS Compliance Survey annually, located on the HSEM Resource Center.

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 procurements 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 business, 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 EMPG 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 50% cost share (match) required by this grant.

Risk Assessments (Pre-Award)

In accordance with 2 C.F.R 200.328, 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 the Department of Safety (DOS) manages.

Dependent on the level or risk (low moderate or high), a subrecipient may be subject to additional reporting and/or site visits. Additional reporting will consist of (however, is not limited to) answering additional questions in the Quarterly Progress Report (QPR) and site visits. The questions addressed in the QPRs and through site visits will allow the EMPG Program Coordinator to determine whether the project is progressing appropriately and that the subrecipient is

familiar or knowledgeable on the responsibilities of the EMPG Program. Subrecipients will be notified of their level of risk, and additional reporting requirements as applicable, at the time of award. Failure to comply can limit or prohibit future funding opportunities for this grant program and others offered by Homeland Security and Emergency Management (HSEM).

SAFECOM Guidance

Subrecipients who receive awards under the EMPG that wholly or partially provide funding for emergency communication projects and related activities ***must*** comply with the most recent version of the *SAFECOM Guidance on Emergency Communications Grants*. The SAFECOM Guidance is updated annually to provide current information on emergency communications policies, eligible costs, best practices, and information on technical standards that ensure greater interoperability for State, local, tribal, and territorial Subrecipients investing Federal funds in emergency communications projects. The Guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Subrecipients investing in broadband-related investments should review *IB 386: Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments,* and ensure projects support the Statewide Communication Interoperability Plan (SCIP). Contact the **Statewide Interoperability Coordinator** at 603-223-8003 with any questions.

Scope of Work Changes

Subrecipients may request a modification to their grant agreement for minor changes in the Scope of Work. **Any changes in the original Scope of Work *must* have prior approval by the EMPG Coordinator**. Requests for Scope of Work changes ***must*** be submitted well in advance of the grant's expiration date to allow for adequate review and approval, if allowable. Subrecipients should submit a ***Grant Change Request Form*** which includes a written justification for any changes being proposed.

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 EMPG Program 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 EMPG Coordinator will verify that each applicant'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. Subrecipients ***must*** assure an effective system for property management exists; this assurance is certified in their EMPG grant application and a description of their property management system is required to be provided at the same time.

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 EMPG Coordinator 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 (EMPG),
- Current per-unit fair market value,
- Proposed method of disposition.

The EMPG Coordinator will provide appropriate disposition steps.

Allowable Costs

The following list of possible projects and activities is meant to guide the applicant in selecting projects for an EMPG 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. Planning

EMPG Program funds may be used for a range of emergency management planning activities. Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning ***must*** include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan.

Planning should be all-hazards focused based upon the most probable threats and hazards identified within the State Hazard Mitigation Plan, State Threat and Hazard Identification and Risk Assessment (THIRA), and the local jurisdiction's Multi-Hazard Mitigation Plan (as appropriate).

The following two (2) plans are considered **HIGH PRIORITY** planning projects:

1. **Local Emergency Operations Plan (LEOP)**
   The EMPG Program will fund the development/update of a community's LEOP using the current template, which can be found at the HSEM Resource Center. The LEOP ***must*** be consistent with the Comprehensive Preparedness Guide (CPG) 101 v.2, November 2010. This serves as the foundation for State and local emergency planning. CPG 101 can be found at FEMA.gov.

   A copy of the completed plan *must* be submitted electronically to HSEM in order to receive reimbursement.

   Funding for an LEOP is based on population (2010 census) as outlined below:

LEOP Funding Scale	
Population Range	Total Funding Not to Exceed
1-1,000	$3,500.00
1,001-5,000	$4,000.00
5,001-10,000	$4,500.00
10,001-20,000	$5,000.00
20,001-30,000	$5,500.00
30,001 & up	$6,000.00

2. **Continuity of Operations Plan (COOP)**
   The EMPG Program will fund the development/enhancement of a community COOP Plan using the COOP template and HSEM crosswalk, ensuring all of the essential elements are included in the plan. The template and crosswalk can be found at:

   https://apps.nh.gov/blogs/hsem/?page_id=2783.

   The community COOP plan ***must*** be consistent with the Continuity Guidance Circular 1 and 2 (CGC 1 and 2), dated 2013. This provides planning guidance and methodology to assist non-Federal government organizations in identifying and ensuring continued performance of their mission essential functions and can be found at:

https://www.fema.gov/continuity-guidance-circular-cgc

A copy of the completed plan *must* be submitted electronically to HSEM in order to receive reimbursement.

Funding for COOP plan development is based on population (2010 Census) as outlined below:

COOP Funding Scale	
Population Ranges	Total Funding Not to Exceed
1-1,000	$4,000.00
1,001-5,000	$4,500.00
5,001-10,000	$5,000.00
10,001-20,000	$5,500.00
20,001-30,000	$6,000.00
30,001-50,000	$6,500.00
50,001 & up	$8,000.00

Other *Planning Activities* may include, but are not limited to, the following:

- Development of Support Annexes to the LEOP:
  a. Warning
  b. Population Protection
  c. Financial Management
  d. Mutual Aid/Multi-Jurisdiction Coordination
  e. Private Sector Coordination
  f. Prevention and Protection
  g. Recovery
  h. Commodities
  i. Sheltering
  j. Dam Emergency Action Plan
  k. Debris Management
- Hazard, Threat, or Incident Specific Annexes to the LEOP
  a. Natural Hazards Based
  b. Technological Hazards Based
  c. Human-Caused/Terrorism Based
- Other planning-related activities will be considered for eligibility if they fit into homeland security or emergency management focused whole-community all-hazard planning.

- Develop or update a FEMA approved Multi-Hazard Mitigation plan – only if unable to obtain funding through Hazard Mitigation Assistance (HMA) Grants.

COMMUNITIES must have the following two (2) plans in place before HSEM will consider funding other projects. Applicants may apply for funding for these plans in conjunction with other projects.

1. **Updated LEOP (revised less than 5 years ago)**
2. **FEMA approved Local Hazard Mitigation Plan**

SCHOOLS must have a site specific emergency response plan (compliant with RSA 189:64) that supports implementation of NIMS if receiving funds from this grant program.

For communities within the Seabrook Station Nuclear Power Plant Emergency Planning Zone (EPZ), the HSEM Planning Section will provide assistance in developing the *Community Emergency Response for Nuclear Facilities Plan* and the *Radiological Emergency Response for Nuclear Facilities Host Plan*.

B. Organization/Administrative

Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, (42 U.S.C. §§ 5121-5207), EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other activities in support of emergency management, if project driven. Proposed staffing activities should be linked to accomplishing emergency management-related projects and activities.

Organization/Administrative projects and activities may include, but are not limited to, the following:

- Maintain/upgrade an EOC capable of accommodating staff to respond to local emergencies.
- Establish and maintain a call-down list for EOC staff.
- Establish and maintain emergency response/recovery resource lists.
- Logistics and Resource Management, following the FEMA program guidance.
- Develop and maintain written duties and responsibilities for EOC staff positions and agency representatives (Checklist/Job Action Sheets).
- Develop and maintain public-private sector partnerships.
- Conduct a hazard analysis and risk assessment.
- Develop public education and awareness information (i.e., brochures and pamphlets).
- Develop and maintain a list of private non-profit organizations within your local jurisdiction to ensure that these organizations are included in requests for public assistance funds.

- Develop/enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.
- Develop or update procedures for tracking disaster-related expenses by local agencies.
- Program evaluations.
- Develop/enhance systems to monitor training programs.

C. Equipment

Allowable equipment categories for the EMPG Program are listed on the web-based version of the Federal Authorized Equipment List (AEL).

Unless otherwise stated, equipment ***must*** meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Allowable equipment, under NH's EMPG Program, includes equipment from the following AEL Categories:

[04] Information Technology

[05] Cyber Security Enhancement Equipment

[06] Interoperable Communications Equipment *(refer to SAFECOM Guidance info on Page 11*, (**Maximum Award: $5,000.00**)

[07] Detection Equipment

[10] Power Equipment i.e., generators[1], (**Maximum Award: $75,000.00**)

[11] CBRNE Reference Materials

[14] Physical Security Enhancement Equipment

[19] CBRNE Logistical Support Equipment

[21] Other Authorized Equipment (i.e., equipment to support an EOC)[2] (**Maximum Award: $40,000.00**)

If you have questions concerning the eligibility of equipment not specifically addressed in the AEL, contact your HSEM Field Representative for clarification.

[1] **Generators - PRIORITY** will be given for projects that provide emergency power to primary shelters and primary EOCs that are outlined in the community's approved LEOP. Generators are also considered a **PRIORITY** for drinking/waste water facilities, critical communication structures (i.e., towers with communication equipment), if communication is used for all-hazards emergency management. **Maximum award:** $75,000.00

[2] **EOC Equipment - PRIORITY** will be given for projects that provide equipment to enhance/support the capabilities of PRIMARY Emergency Operations Centers (EOCs) that are outlined in community's up-to-date LEOP: **Maximum award:** $40,000

D. Maintenance and Sustainment

The use of EMPG Program funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards.

Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that were not originally purchased with EMPG Program funding may not be subsequently paid for with EMPG Program funding. Maintenance and Sustainment may include:

Maintenance Agreements, Service Contracts and Extended Warranties - To increase the useful life of the equipment, maintenance agreements, service contracts and extended warranties may be purchased using grant funding from one fiscal year to cover equipment purchased with funding from a different fiscal year. The use of EMPG funding for the purchase of maintenance contracts and warranties ***must*** meet the following conditions:

- Maintenance contracts and warranties may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
- Maintenance contracts and warranties ***must*** be purchased using funds from the same grant program used to purchase the original equipment.
- The term of the Maintenance Contract shall ***NOT*** exceed the period of performance of the grant to which the maintenance contract is being charged.
- Warranties are allowed to be purchased up front and ***can exceed*** the grant's period of performance.

Repair and Replacement Costs - The cost of repair and replacement parts for equipment purchased using EMPG funding is an allowable expense.

- Repair and replacement parts may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
- To avoid supplementing Congressional appropriations for specific programs, repair and replacement parts ***must*** be purchased using the same grant program used to purchase the original equipment.

Upgrades - EMPG funding may be used to upgrade previously purchased allowable equipment. For example, if the Subrecipient purchased risk management software with EMPG Program funds in 2013 and would like to use 2016 grant funding to upgrade the software, this is allowable.

- Upgrades may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
- To avoid supplementing Congressional appropriations for specific programs, upgrades ***must*** be purchased using the same grant program used to purchase the original equipment.

User fees - User fees are viewed as costs for specific services required to maintain and provide continued operation of equipment or systems. An example would be the recurring service fees associated with handheld radios.

- User fees may only be paid for equipment that has been purchased using FEMA preparedness grant funding.
- To avoid supplementing Congressional appropriations for specific programs, user fees ***must*** be paid for using the same grant program used to purchase the original equipment.
- The service time purchased shall ***not*** exceed the period of performance of the grant to which the user fee is being charged.

E. Active Threat Training (Train-the-Trainer)

Following publication of the New Hampshire School Safety Preparedness Task Force 2018 Report, HSEM has prioritized funding for Active Threat Training. *Applications for Active Threat Training (train-the-trainer) will be considered and awards will be made on condition that funds are available in the EMPG Program.* This activity falls in line with the following Report Recommendations:

Recommendation 28: School staff who will perform in a leadership role during an incident should be trained in the predetermined emergency response actions so they know what steps first responders will be taking upon notification of the incident and how to best coordinate efforts with those first responders as they arrive on scene.

Recommendation 35: Each school should exercise its active shooter functional annex on a regular basis to ensure staff and students have a clear understanding of roles and responsibilities. Changes and adaptations to the plan should be made as gaps and weaknesses are identified.

The purpose of the Active Threat Training priority is to improve and enhance school preparedness by funding up to $1,500.00 for two SAU employees to attend Active Threat Training (train-the-trainer). It is recommended that at least one of these employees be law enforcement. Upon time of the application, an SAU must provide the current number of faculty and staff to include, but not limited to: administration, bus drivers, coaches, custodial staff, food service, nurses, and School Resource Officers (SROs). If an SAU exceeds 500 faculty and staff, additional SAU employees may be funded.

Applications will be reviewed by the EMPG Program Coordinator as well as HSEM Training and Exercise to ensure the following vendor criteria are met:

- Curriculum shall include instructor led class to educate and train participants on proactive response to violent intruder events based on the Federal "Run/Avoid, Hide/Deny, Fight/Defend" recommendation, utilizing a combination of education and practical training.

- Curriculum shall be research based and comply with national standard of care recommendations that meet or exceed Department of Homeland Security (DHS), Federal Bureau of Investigation (FBI), Department of Justice (DOJ), and NFPA 3000.
- Training should include Pre-K through 12th Grade Curriculum with an alerting component in addition to federally recommended "Run/Avoid, Hide/Deny, Fight/Defend".
- Training modules should be specific to administration, bus drivers, coaches, custodial staff food service, support staff, Pre-K, and students with disabilities.
- Instructor Certification train-the-trainer training in options-based active threat response preparedness.

This funding opportunity is specifically for instructor certification in proactive options-based active threat preparedness. Funding under this category is limited to public and charter schools to support the eligible activities listed above. **This funding will allow for the initial investment in active threat response preparedness for individuals in education facilities in the State of New Hampshire. Subrecipients are responsible for any/all subsequent training requirements and any other associated costs/fees that may incur.** Using the grant funds is the first step in active threat preparedness and it is recommended that each educational facility in the state of New Hampshire continue with additional preparedness strategies such as:

- Age appropriate learning for students
- Considerations for students with disabilities and access and functional needs
- Community involvement education
- Annual drills, documentation, and tracking
- Behavioral Intervention Teams in each School Administrative Unit (SAU)

Funds will be reimbursed upon completion of the training and submittal of proper documentation to include match. Refer to the current EMPG Active Threat Training (train-the-trainer) Quick Reference Guide for information required for application.

High Priority Projects

The following list outlines some of the projects that are considered high priority items in NH's EMPG Program. Priorities *may change at any given time* depending on a number of conditions (i.e., revisions to the State's Homeland Security Strategy, gaps identified in NH's annual THIRA/SPR and other types of assessments, weather and/or other events that have affected or have the potential to affect the State, results of after-action reports, etc.). Applications for these items will be reviewed and considered before other projects:

- Development or update of LEOPs.
- Development or update of COOP Plans.

- Equipment to support/enhance the capabilities of **PRIMARY** EOCs (**Maximum Award: $40,000.00**). [1]
- Backup power for **PRIMARY** EOCs (**Maximum Award: $75,000.00**).
- Backup power for **PRIMARY** shelters (**Maximum Award: $75,000.00**).
- Backup power for water and sewer treatment facilities – e.g., pump stations and waste water facilities (**Maximum Award: $75,000.00**).
- Backup power for critical communication structures - i.e., towers with communications equipment (**Maximum Award: $25,000.00**).
- Active Threat Training (train-the-trainer) **(up to $1,500 for two SAU employees per 500 school support staff)**

Medium Priority Projects/Allowable Costs

Due to the limited amount of funding and a high volume of quality projects, it is necessary to set funding priorities based on the State Homeland Security Strategy, THIRA and SPR, as well as other State and Federal guidelines.

The following items are considered medium priority under NH's EMPG Program. Applications for these items will be reviewed by the EMPG Review Committee and consideration will be made on a **case-by-case basis**:

- Communication equipment for Emergency Management use and located in a PRIMARY EOC (**maximum award**: **$10,000.00**) (i.e., EOC base station radios, repeater systems).
- Portable electronic sign boards (**maximum award: $15,000.00**).
- Emergency Management equipment trailers (**maximum award: $10,000.00**).
- Tablets for use in emergency vehicles (**maximum award:** 25% of total cost of hard cash, maximum of 3 per community and ***must*** be used for emergency management purposes only).

Low Priority Projects/Allowable Costs

As previously mentioned, due to limited amount of funding and high volume of quality projects, it is necessary to set funding priorities based on the State's assessments and reports. Applications for projects that do not fit within the Medium and High Priority Projects may be considered to be

[1] For Primary EOCs undergoing new facility construction (i.e. the community is constructing a new EOC and/or implementing significant extensions to existing structures resulting in new blueprints), the maximum awards of EOC Equipment, communication equipment, and backup power may be bundled not to exceed a total maximum award of $125,000.00. Projects will be reviewed on a case-by-case basis.

a Low Priority Project and will be placed on hold and reviewed at end of the grant funding cycle after Medium and High Priority Projects have been processed.

The following items are considered low priority under NH's EMPG Program:

- Equipment for secondary/backup EOCs.
- Generators for secondary/backup EOCs.
- Generators for secondary/backup shelters.
- Generators for public works facilities.

Unallowable Costs/Items Not Funded

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

- Costs incurred/purchases made against the Federal share **PRIOR** to notification of the grant award.
- General administrative projects not directly connected to a specific Emergency Management-related project.
- Fixed/stationary emergency electronic sign boards.
- Mobile Data Terminals (MDTs) for **everyday** use.
- The same/similar project will ***not*** be funded year after year.
- Radios/pagers for everyday/service use.
- Projects exceeding **$100,000.00** (refer to waiver process notice below).
- Expenditures for weapons systems and ammunition.
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities and projects unrelated to the completion and implementation of the EMPG Program.
- Emergency response vehicles (i.e., command vehicles, mobile EOCs).
- Building construction projects (i.e., the physical construction of a new EOC).
- Incident Response Vehicles – the Department of Safety has a policy in place **NOT** to fund incident response vehicles.
- ATVs and accessories
- Unmanned Aircraft Systems (UAS)
- Cybersecurity (i.e., software/hardware, training, plans)

- Internet upgrades or associated equipment (whether or not intended for **everyday** use)

  Other items not in accordance with the portions of the Authorized Equipment List (AEL) and allowable costs listed above.

Waiver and Appeal Process

Waivers – Waivers may be considered on a case-by-case basis and will be brought to the NH Department of Safety's Commissioner by HSEM leadership (i.e., projects over $100,000). All ineligible applications may request a waiver from the Commissioner of Safety if there is overwhelming information that the project meets the overall mission of the EMPG Program.

Appeals – This process is designed to allow for appeals to be submitted in cases where there is overwhelming information that the project meets the overall mission of the EMPG Program. Appeals will be brought to the NH Department of Safety's Commissioner by HSEM leadership. An application/project that is denied can request appeal. This is **NOT** a routine appeal but an exception that can be exercised in very unusual cases.

Reporting Requirements

You must fully understand the following reporting requirements as you will be asked to certify this in your application.

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.

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 EMPG QPR form is available on the HSEM Resource Center.

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 and ***must*** be completed by the Chief Financial Officer, Business Manager, Treasurer or other person responsible for the financial records of the organization.

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,
- Copy of any plans developed with grant funding,

Once the grant file is reviewed for completeness and accuracy and final payment has been paid to the Subrecipient, an official closeout letter will be forwarded to the Subrecipient by the EMPG Coordinator.

Final Performance and Expenditure Report

When the project is complete and all expenses in connection with the project are captured, Subrecipients ***must*** complete and submit a *Final Performance and Expenditure Report* to receive reimbursement. This form summarizes activities associated with the completed project, documents any issues affecting completion or outcome, and outlines all expenditures to include both the Federal and local match amounts. This form can be found on HSEM's Resource Center.

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.

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** – unless utilizing these purchases as match and must be identified as such in your application. If your project includes development of a plan, you must include an electronic copy prior to reimbursement. Reimbursement can be requested through the Resource Center.

Equipment Inventory

An Equipment Inventory Form will need to be completed and returned, along with photographs of any equipment purchased with grant funds, upon requests for reimbursement.

Note: Only equipment with a value of $250.00 or greater needs to be documented. The Equipment Inventory Form is available at the HSEM Resource Center.