



## New Hampshire Department of Safety Division of Homeland Security and Emergency Management

### Award Notification Fact Sheet

#### FEMA Public Assistance Grant Program

##### Purpose

This document serves to provide information to your entity (hereinafter referred to as “Subrecipient”) about the Federal Award from the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program (Assistance Listing Number and Title 97.036 Disaster Grants – Public Assistance [Presidentially Declared Disasters]). The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management will hereinafter be referred to as “Recipient.”

##### General Questions

If you have any questions, please contact the Mitigation and Recovery Section at (603) 271-2231 or [NHPA@dos.nh.gov](mailto:NHPA@dos.nh.gov).

##### Federal Award Type

As the Recipient, the State of New Hampshire processes each project slightly different depending on a variety of factors which are identified in the table below:

Award Letter Types	Brief Description
Small Project	Any work completed project under the Large Project threshold and is under the NH Internal Large project threshold.
NH Internal Large Project	Any project over \$150,000.
Large Project – Work Completed	Any completed project over the Large Project threshold.
Large Project – Work To Be Completed	Any work to be completed project over the Large Project Threshold where the Subrecipient has some work complete.
Large Project – No Work Completed	Any work over the Large Project Threshold where no eligible activities have been completed.
Category Z – Management Costs (Actuals)	Management Costs based on actuals that can be paid out at the time of obligation.
Category Z - Management Costs (Estimates)	Management Costs based on estimates. The Subrecipient will need to submit all supporting documentation to be verified for reimbursement for all administrative costs.

**Eligible for Payment**

On the Award Notification letter from NH HSEM, there is a row within the table that denotes if the Subrecipient is eligible for payments (see graphic below):

Eligible for Payment: ☐ YES ☐ NO

If there is a checkmark in the 'Yes' box, a check or direct deposit to your financial account will be sent **separately** from the Award Notification letter. If there is a checkmark in the 'No' box, the Subrecipient is responsible for utilizing the Reimbursement Request process outlined below.

**Reimbursement Request Process**

Requests for reimbursement/payment must be:

- A formal request on Subrecipient letterhead.
- Provide supporting documentation that includes but is not limited to copies of invoices/bills, canceled checks or copies of expense ledgers (if applicable).
- Request should be submitted using the [Public Assistance Reimbursement Request Form](#), which can be found at [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=4830](https://prd.blogs.nh.gov/dos/hsem/?page_id=4830).

**Federal Fiscal Year Thresholds**

The large project threshold amount is the amount in effect on the declaration date of the disaster, regardless of when project approval is made or when the work is performed.

Federal Fiscal Year (FFY) Thresholds		
FFY	Small	Large
2024	\$3,900	\$1,037,000
2023	\$3,800	\$1,000,000
2022	\$3,500	\$139,800
2021	\$3,320	\$132,800
2020	\$3,300	\$131,100
2019	\$3,200	\$128,900
2018	\$3,140	\$125,500
2017	\$3,100	\$123,000

**NH Internal Large Project**

Due to the higher risk of a large project, the State of New Hampshire will maintain that an incomplete project with a federal share of \$150,000 or more will be processed as a NH Internal Large Project.

Large project funding is based on documented actual costs. Due to the complexity and nature of large projects, work typically is not complete at the time of FEMA approval. Therefore, Large Projects initially are approved based on estimated costs. Funds generally are made available to the Applicant on a progressive payment basis as work is completed. When all work associated with the project is complete, the State performs a reconciliation of actual costs and transmits the information to FEMA for final

funding adjustments. Final funding will be obligated to the State following FEMA's approval of the project and disbursed to the Applicant based upon submission of documentation of eligible costs.

Reimbursement funds will be made available to the Subrecipient on a progressive payment basis as work is completed. When all work associated with the project is complete, the Recipient will award the remaining project funds.

### Category Z | Management Costs

Category Z project awards are based on documented and approved actual expenses. The maximum available Management Costs amount is 5% of the sum of all eligible obligated project costs (sum of the federal and non-federal share amounts). Actual Costs incurred are reimbursed at a 100% federal cost share (there is zero non-federal cost share).

No excess funds may be retained under the Management Cost program. This means that if the total of the actual costs incurred is less than the 5% maximum, the remaining amount will be de-obligated by FEMA.

### Requesting Scope of Work Change

In accordance with the FEMA Public Assistance Program and Policy Guide v4. (PAPPG) Subrecipients who identify a need to change the approved Scope of Work (SOW) of their project will need to notify both FEMA and the Recipient BEFORE work is started to allow for review. FEMA will need to ensure that the new proposed scope of work is eligible and complies with all Environmental and Historic Preservation (EHP) requirements. Public Assistance funding could be jeopardized if the subrecipient proceeds with work without prior approval.

To request a change in a project SOW, the Subrecipient will need to submit a written request on letterhead that includes:

- Details of the changes to the SOW and cost of the project.
- Justification and documentation to support this SOW revision request.
  - Eligible reasons can be found on page 194 of the PAPPG v4.
- Detailed construction timeline or project schedule.

### Requesting Period of Performance (POP) Extension

In accordance with the 44 CFR § 206.204(c)(1) all work for this project is required to be completed on or before the POP date issued on the Award Notification letter. If you require an extension for the POP due to extenuating circumstances, you must submit the written request to our office with the following information in accordance with 44 CFR § 206.204 (d)(2) prior to the end of the POP:

- Documentation substantiating delays beyond your control.
- A detailed justification for the delay.
- Status of the work.
- The project timeline with the projected completion date.

### Project Certification and Completion Report (PCCR)

A PCCR is required from subrecipients when the work on a project is 100% completed and all federal reimbursements have been received. This form allows FEMA to formally close the project within their grant management system. Once a project is closed out by FEMA, the subrecipient no longer needs to provide quarterly progress reports on that specific project.

- [Project Certification and Completion Report](#)
  - This form is to be completed once all funding has been awarded and all project work is completed. This form can be found at [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=4248](https://prd.blogs.nh.gov/dos/hsem/?page_id=4248).

### Federal Funding Accountability (FFATA)

The Federal Funding Accountability and Transparency Act was signed into law on September 26, 2006, and requires that all subrecipients receiving a federal award that is equal to or exceeds \$30,000 submit a FFATA report. Legislation requires this information on federal awards be made available to the public via a single website, [www.USASpending.gov](http://www.USASpending.gov).

- [Federal Funding Accountability and Transparency Act \(FFATA\)](#)
  - This form must be completed within **14 calendar days** of receipt of this award letter. This form can be found at [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=4255](https://prd.blogs.nh.gov/dos/hsem/?page_id=4255).

### Quarterly Progress Report

Additionally, you are required to complete and submit **Quarterly Progress Reports** (QPRs). This is an important way for us to monitor the progress of your project and is required by FEMA and 44 CFR 206.204 (f). Subsequent reports are to be returned within 15 days after the end of each quarter until the project is complete and closed out by FEMA. ***Failure to submit your reports on time can result in delay or loss of funding for projects or future grant awards.***

Quarterly Progress Reports		
Quarter	Months	Report Due
1st	Oct. - Dec.	Jan. 15
2nd	Jan. - Mar.	Apr. 15
3rd	Apr. - June	July 15
4th	July - Sept.	Oct. 15

### Risk Assessments | Quarterly Subrecipient Monitoring

In accordance with 2 CFR 200, the State of New Hampshire must complete a risk assessment to determine the level of post award monitoring required for all entities that receive federal funds. The Subrecipients current risk can be found on Page 2 of the Award Notification letter from NH HSEM.

A Subrecipient's risk is based on previous performance in the FEMA Public Assistance Grant Program, results of previous audits, staff turnover, project complexity, and project costs and complexity within the current disaster.

Subrecipients with a **Medium** or **High Risk** are required to complete a Quarterly Subrecipient Monitoring Report. This report provides Public Assistance staff at the State with information about the status of current projects and allows Subrecipients to identify areas of the Public Assistance Grant Program where they may need technical assistance. Subrecipients who are required to complete this report will be notified each quarter that it is due.

Subrecipients with a **Low Risk** require no additional monitoring.

### Audit Readiness

Upon acceptance of the award, the Subrecipient agrees to permit the State of New Hampshire, the Recipient, and any auditors access to their records and financial statements, as necessary, within the audit period.

### Documentation Retention

Subrecipients will be required to keep complete records of all work (i.e., receipts, checks, job orders, contracts, equipment usage documentation and payroll information) used to support funding under the FEMA Public Assistance Grant Program for at least three (3) years from the date of submission of the final financial report in compliance with 2 CFR §200.334. During this three-year period, all eligible projects are subject to State and Federal audit/review.

A reference document is available online that provides the date of when the documents should be retained until: [https://prd.blogs.nh.gov/dos/hsem/wp-content/uploads/2024/04/HSEM-PA-Record-Retention-One-Pager-w\\_DRs-4.2024.pdf](https://prd.blogs.nh.gov/dos/hsem/wp-content/uploads/2024/04/HSEM-PA-Record-Retention-One-Pager-w_DRs-4.2024.pdf).