



**STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR**

CHRISTOPHER T. SUNUNU
Governor

September 23, 2020

Robert Quinn
Commissioner
New Hampshire Department of Safety
33 Hazen Dr.
Concord, N.H. 03305

Dear Commissioner Quinn,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, and 2020-18 I have approved your written request, in attachment, to take the following actions related to the CARES Act Coronavirus Relief Funds:

1. Accept and expend Public Assistance Grant Program funds in the amount of \$212,845 from FEMA, in support of the COVID-19 response, budgeted consistent with the information in the request in attachment, through June 30, 2021. (100% Federal Funds).

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu
Governor

CC: Charles Arlinghaus, Commissioner, Department of Administrative Services



ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

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

September 19, 2020

His Excellency, Governor Christopher T. Sununu
 State House
 Concord, New Hampshire 03301

Requested Action Pursuant to RSA 14:30-a VI and Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, and 2020-18

Authorize the Department of Safety, Division of Homeland Security and Emergency Management (HSEM), to accept and expend Public Assistance (PA) Grant Program funds in the amount of \$212,845.00 from the Federal Emergency Management Agency (FEMA) for DR4516 COVID-19 for the Crisis Counseling Program (CCP), effective upon approval through June 30, 2021. Funding Source: 100% Federal Funds.

Funds are to be budgeted in SFY2021 in the following account:
 02-23-23-236010-12320000 Dept. of Safety – HSEM – Declared Disasters Public Assistance

<u>Class</u>	<u>Description</u>	<u>SFY2021 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY2021 Revised Adjusted Authorized</u>
000-404805	Federal Funds	(\$25,049,254.48)	(\$212,845.00)	(\$25,262,099.48)
018-500106	Overtime	\$99,866.00	\$0.00	\$99,866.00
020-500200	Current Expense	\$10,245,769.90	\$0.00	\$10,245,769.90
030-500311	Equipment	\$34,130.80	\$0.00	\$34,130.80
037-500174	Technology-Hardware	\$33,254.00	\$0.00	\$33,254.00
038-500177	Technology-Software	\$30,093.00	\$0.00	\$30,093.00
039-500188	Telecommunications	\$318,121.00	\$0.00	\$318,121.00
040-500800	Indirect Costs	\$1,494,286.00	\$0.00	\$1,494,286.00
041-500801	Audit Fund Set Aside	\$31,176.00	\$213.00	\$31,389.00
047-500240	Own Forces Maint (Bldg-Grnds)	\$672.23	\$0.00	\$672.23
050-500109	Personal Service Temp	\$117,364.00	\$0.00	\$117,364.00
059-500117	Temp Full-Time	\$264,001.00	\$0.00	\$264,001.00
060-500601	Benefits	\$422,554.00	\$0.00	\$422,554.00
066-500543	Employee Training	\$6,000.00	\$0.00	\$6,000.00
070-500705	In-State Travel	\$44,343.00	\$0.00	\$44,343.00
072-500574	Grants Federal	\$9,218,783.00	\$0.00	\$9,218,783.00
080-500710	Out of State Travel	\$10,000.00	\$0.00	\$10,000.00
085-588599	Interagency Transfers Fed Funds	\$2,598,110.00	\$212,632.00	\$2,810,742.00
103-502664	Contracts for Op Services	\$170,799.00	\$0.00	\$170,799.00
	Total	\$25,139,322.93	\$212,845.00	\$25,352,167.93

Explanation

The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program under the Crisis Counseling Program (CCP) provides crisis counseling services to the survivors of Coronavirus Disease 2019 ("COVID-19") for which the

His Excellency, Governor Christopher T. Sununu
September 19, 2020
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President declared a major disaster on April 3, 2020. This declaration, designated FEMA-4516-DR-NH, was amended on April 30, 2020, to authorize the Crisis Counseling Program. During the FY20-21 budget process, these federal funds were not available, nor were they predictable.

This request to accept \$212,845.00 is to fund the CCP in New Hampshire which assists individuals and communities in recovering from the effects of natural and human-caused disasters through the provision of community-based outreach and psycho-educational services. The CCP supports short-term interventions that involve assisting disaster survivors in understanding their current situation and reactions, mitigating stress, developing coping strategies, providing emotional support, and encouraging linkages with other individuals and agencies that help survivors in their recovery process.

The CCP services include supportive crisis counseling, psycho-education, development of coping skills, and linkage to appropriate resources, while assessing and referring those members of the community who are in need of intensive mental health and substance use treatment to appropriate community resources. The CCP engages community gatekeepers and organizations through direct contact with stakeholder groups, such as unmet-needs committees, and participation in community events in order to facilitate response activities and services to survivors.

The funds will be budgeted as follows:

Class 041, Audit Funds Set Aside, represents the associated amount for this request.

Class 085, Interagency Transfers Federal Funds, will provide reimbursement to State agencies for costs incurred supporting the COVID-19 response.

There are no General funds required with this request. In the event that Federal funds are no longer available, General funds or Highway funds will not be requested to support this program.

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety

**Homeland Security and Emergency Management
Public Assistance Grant Program
Fiscal Situation**

Federal Funds Awarded:

DR4329 July 2017 Severe Storms and Flooding (7/1/2017-11/06/2019)	\$5,353,589.85
DR4355 Oct 2017 Severe Storms and Flooding (Ongoing)	\$9,263,163.66
DR4370 March 2018 Severe Storm and Flooding (Ongoing)	\$4,297,287.04
DR4371 March 2018 Severe Winter Storm and Snowstorm (Ongoing)	\$2,544,789.77
DR4457 July 2019 Severe Storm and Flooding (Ongoing)	\$2,507,790.50
DR4516 COVID-19 (Ongoing)	\$25,262,099.48
Total Grant Funds Awarded	\$49,228,720.30

Less expenses in FY 2018	(\$583,807.60)
Less expenses in FY 2019	(\$11,713,691.86)
Total Prior Fiscal Year Actual Expenses	(\$12,297,499.46)

Net Grant Funds Remaining as of July 1, 2020 **\$36,931,220.84**

Less SFY 2020 Appropriation including prior year encumbrances
Account 02-23-23-236010-12320000 **(\$12,104,416.32)**

Excess grant funds available to appropriate **\$24,826,804.52**

This Request **\$212,845.00**



Substance Abuse and Mental Health
Services Administration

5600 Fishers Lane • Rockville, MD 20857
www.samhsa.gov • 1-877-SAMHSA-7 (1-877-726-4727)



Katja Fox
NH Department of Health & Human Services
Division for Behavioral Health
129 Pleasant St.
Concord, NH 03301

RE: FEMA-4516-DR-NH Regular Services Program Notice of Grant Award
SAMHSA Grant Number SM083744

Dear Director Fox,

As the Substance Abuse and Mental Health Services (SAMHSA) Project Officer responsible for the Regular Services Program (RSP) grant for the State of New Hampshire, I am enclosing a copy of the official Notice of Award (NOA) for the Crisis Counseling Program (CCP) grant established in response to the COVID-19 public health crisis affecting all counties in the state. The original NOA will be mailed to you by the SAMHSA Division of Grants Management. RSP funding has been approved by the Federal Emergency Management Agency (FEMA) for up to \$212,845.

As noted on the NOA, an initial obligation has been made in the amount of \$212,845. The start date for the RSP is September 18, 2020 with an end date of June 17, 2021.

The application from the State of Vermont was reviewed by SAMHSA and FEMA.

Grant award is contingent upon the State acknowledging the attached conditions, exceptions, and budget adjustments within seven (7) of approval (September 10, 2020).

Reporting Requirements

The reporting requirements for this grant are as follows:

<u>Report</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter Program/Fiscal/Data	09/18/20 to 12/18/20	01/18/21
Second Quarter Program/Fiscal/Data	12/19/20 to 03/19/21	04/19/21
Final Program/Fiscal/Data	09/18/20 to 06/17/21	09/15/21

Two quarterly reports, including documentation of financial expenditures, must be sent to the SAMHSA CMHS Project Officer with copies to FEMA Headquarters and FEMA Region. Quarterly reports are due 30 calendar days after the end of each reporting period. The quarterly report must include an interim budget expenditure report, including (1) approved budget, (2) costs incurred and expenditures, (3) approved budget modifications, and (4) unspent balances. The report should be consistent with the cost categories listed in the approved budget.

Documentation of financial expenditures and service delivery is part of the Quarterly Report. Final fiscal documentation includes submission of the **Federal Financial Report (FFR/SF-425)**. The Quarterly and Final Report Format, Template for Quarterly Financial Reporting, Template for Budget Adjustment Request, and Data Collection Tools were previously mailed to the State by SAMHSA DTAC on the CCP CD Toolkit. The templates can also be downloaded at <http://www.samhsa.gov/dtac/CCPtoolkit/start.htm>.

This grant is to be used for the purpose of funding the Crisis Counseling Assistance and Training Program under Section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). All financial records, supporting documents, statistical records, and other records pertinent to this funding, are to be retained by the grantee for a period of three (3) years, starting from the date of submission of **Federal Financial Report (FFR/SF-425)**. This documentation must be made accessible to duly authorized representatives of the U.S. Comptroller General for the purpose of making audits.

Submission Instructions

Please send electronic copies of reports to:

Meghan Griffin
SAMHSA/CMHS
Public Health Advisor
E-Mail: Meghan.griffin@samhsa.hhs.gov

Please email one (1) copy of reports to:

Eileen Bermudez
SAMHSA/Division of Grants Management
Grants Management Specialist
Email: eileen.bermudez@samhsa.hhs.gov

Robert Grimley
FEMA Region I, Recovery Division Director
Email: robert.grimley@fema.dhs.gov

Donna Nelson

Individual Assistance Program Manager
FEMA Region I
Recovery Division
Email: Donna.Nelson@fema.dhs.gov

Dorrie Durand
FEMA Headquarters
Community Services Branch
Email: Dorrie.Durand@fema.dhs.gov

Program Monitoring

At least one official SAMHSA/FEMA site visit (virtual or in person) will be conducted during the program period. The first official SAMHSA/FEMA site visit will be scheduled for January 2020.

During the interim, it is important that we maintain close coordination to facilitate technical assistance needs and project monitoring responsibilities. I am requesting that we have conference calls on a bi-weekly basis. FEMA staff and SAMHSA DTAC staff may join us on the call. I will be contacting you to schedule the first conference call in the next few days.

I look forward to working with you on this project. Throughout the life of this grant, any questions or concerns related to program requirements should be directed to me at (240) 276-0423. Eileen Bermudez may be contacted regarding financial and grants management issues at (240) 276-1412.

Sincerely,



Meghan Griffin
SAMHSA Project Officer
Emergency Mental Health and
Traumatic Stress Services Branch
Center for Mental Health Services

CC: CAPT Maryann Robinson, SAMIISA
Donna Nelson, FEMA Region I
Dorrie Durand, FEMA HQ
Eileen Bermudez, SAMHSA DGM
File: FEMA-4516-DR-NH RSP

Enclosures: Notice of Award (NoA)
FEMA-4516-DR-NH Terms and Conditions

Standard Program Conditions of Award

Data Collection and Reporting

Collection and Reporting

- Data on service delivery must be collected in accordance with the FEMA Crisis Counseling Assistance and Training Program data toolkit as approved by the U.S. Office of Management and Budget (OMB No. 0930-0270) with an expiration date of 07/31/2022. The State must use the Individual/Family Crisis Counseling Services Encounter Log, Group Encounter Log, Weekly Tally Sheet, Adult or Child/Youth Assessment and Referral Tools, and Service Provider and Participant Feedback Surveys.
- The State must identify an individual to serve as the lead contact for management of all data collection activities. All staff involved in outreach and service delivery must be specifically trained in the data collection requirements using the FEMA Crisis Counseling Assistance and Training Program data toolkit and data must be entered via the mobile application and/or the CCP Online Data Collection and Evaluation System <http://www.ccpdata.org>. For technical assistance regarding CCP data forms, data entry via the online system please contact the SAMHSA Disaster Technical Assistance Center (DTAC) at 1-800-308-3515 or DTAC@samhsa.hhs.gov.

Fiscal Accounting and Monitoring

- Expenditures by the grantee, contractors, and all other grant participants must be separate from non-grant State expenditures and consistent with the fiscal guidelines of the FEMA Crisis Counseling Assistance and Training Program.
- Expenditures must be documented in a format consistent with the budget line items and cost categories in the approved budget. A sample format, the *Template for Quarterly Financial Reporting*, is provided.
- Adjustments to the approved budget must be documented and completed in consultation with the SAMHSA Project Officer. A sample format, the *Template for Budget Adjustment Request*, will be provided.
- Expenditures by the grantee, contractors, and all other grant participants must be separate from non-grant State expenditures and consistent with the fiscal guidelines of the FEMA Crisis Counseling Assistance and Training Program.
- Within 45 days of grant award, the State must conduct a fiscal site visit to review procedures for documentation of expenditures at all service provider sites. This site visit must be conducted by personnel with financial expertise who can review fiscal documentation procedures in order to assure that service providers will be able to participate in project-specific audits if necessary.
- The State must incorporate the findings of the fiscal site visit, and if deficiencies are found, a plan of action, into the first quarterly report submitted to the SAMHSA Project

Officer. If deficiencies in fiscal record-keeping are identified by the State, a plan of technical assistance must be arranged between the State and service provider to assure appropriate fiscal documentation procedures.

Training and Consultant Services

- CMHS will recommend appropriate a trainer and/or consultant for the State's Crisis Counseling Program. Any selection and use of trainers and consultants made by the State must receive written prior approval by the CMHS Project Officer.

Hotlines and Public Information Efforts

- The grantee must include contact information and/or a hotline number for the Crisis Counseling Assistance and Training Program on the State's website as part of the overall communication plan.