



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

**CHRISTOPHER T. SUNUNU**  
Governor

July 6, 2020

Lori Shibinette  
Commissioner  
New Hampshire Department of Health and Human Services  
129 Pleasant Street  
Concord, N.H. 03301

Dear Commissioner Shibinette,

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, and 2020-14 I have approved your written request, in attachment, to take the following actions related to the COVID-19 Public Health Emergency:

1. Accept and expend a Crisis Counseling grant from the New Hampshire Department of Safety (DOS) in the amount of \$98,209, budgeted consistent with the information in the request in attachment, effective through September 30, 2020. (100% Agency Income)

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 "Chitish T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



Lori A. Shilbnette  
Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*OFFICE OF THE COMMISSIONER*

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

July 2, 2020

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

**REQUESTED ACTION 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 and 2020-14**

Authorize the Department of Health and Human Services, Homeland Security to accept and expend \$98,209 from the NH Department of Safety effective upon approval by the Governor through July 29, 2020, and further authorize the allocation of these funds in the accounts below. 100% Other Funds.

**05-95-095-950010-7178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:OFFICE OF THE COMMISSIONER;EMERGENCY SERVICES AND HOMELAND SECURITY**

Class-Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
<b>Revenue</b>				
000-403900	Federal Funds	\$ 113,622.00		\$ 113,622.00
001-402699	Agency Income	\$ 30,000.00		\$ 30,000.00
001-484923	Agency Income	\$ 17,660.00	98,209.00	\$ 115,869.00
009-407079	Other Funds	\$ 164,854.00		\$ 164,854.00
	General Funds	\$ 251,200.00		\$ 251,200.00
	<b>Total Revenue</b>	<b>\$ 577,336.00</b>	<b>\$ 98,209.00</b>	<b>\$ 675,545.00</b>

**05-95-095-950010-7178 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:OFFICE OF THE COMMISSIONER, EMERGENCY SERVICES AND HOMELAND SECURITY**

<b>Expenses</b>				
010-500100	Personal Serv Perm	\$ 71,915.00	5,013.00	\$ 76,928.00
012-500128	Person Serv Unclass	\$ 167,625.00		\$ 167,625.00
018-500106	Overtime	\$ 6,000.00		\$ 6,000.00
020-500200	Current Expenses	\$ 18,000.00	60,459.00	\$ 78,459.00
022-500255	Rents-Leases Other	\$ 480.00		\$ 480.00
039-500188	Telecommunication	\$ 6,500.00		\$ 6,500.00
041-500801	Audit Fund Set Aside	\$ 286.00		\$ 286.00
059-500117	Temp Full Time	\$ 91,592.00		\$ 91,592.00
060-500602	Benefits	\$ 171,438.00	1,720.00	\$ 173,158.00
066-500543	Employee Training	\$ 7,000.00		\$ 7,000.00
070-500704	In State Travel	\$ 4,000.00		\$ 4,000.00
080-500710	Out of State Travel	\$ 2,500.00		\$ 2,500.00
102-500731	Contracts for Prog Serv	\$ 30,000.00	31,017.00	\$ 61,017.00
	<b>Total Expenses</b>	\$ 577,336.00	\$ 98,209.00	\$ 675,545.00

**EXPLANATION**

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

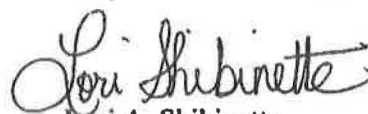
This request will fund the ISP in New Hampshire, which is designed to assist individuals and communities in recovering from the effects of natural and human-caused disasters through the provision of community-based outreach. The ISP supports short-term interventions, providing emotional support and encouraging linkages with other individuals and agencies who may help survivors in their recovery process.

There are no General Funds in this request. In the event that Other Funds are no longer available, General Funds will not be requested.

Area served: Statewide

Source of funds: These funds are 100% Other

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner



**FEMA**

June 29, 2020

Jennifer L. Harper  
Governor's Authorized Representative  
Director, Division of Homeland Security and  
Emergency Management  
New Hampshire Department of Safety  
33 Hazen Drive  
Concord, NH 03305

Lori Shibinette  
Commissioner  
New Hampshire Department of Health  
and Human Services  
129 Pleasant Street  
Concord, NH 03301-3852

Re: Major Disaster FEMA-4516-DR-NH  
Catalog of Federal Domestic Assistance #97.032  
Crisis Counseling Immediate Services Program  
Award No. 4516DRNHISCC  
Amendment #1

Dear Director Harper and Commissioner Shibinette:

This letter responds to the request from the Division of Homeland Security and Emergency Management, New Hampshire Department of Safety ("HSEM") to extend the period of performance for Crisis Counseling Immediate Services Program ("ISP") Award No. 4516DRNHISCC. The period of performance for this award is currently May 26 to June 29, 2020, and HSEM requested a 30-day extension pursuant to 44 C.F.R. § 206.171(f)(4)(ii) when it submitted the Regular Services Program application.

I am approving this request and extending the award's period of performance until July 29, 2020. HSEM may submit another written request for up to an additional 30-day extension to the period of performance as detailed in 44 C.F.R. § 206.171(f)(4)(iii). This request must include a detailed justification that extenuating circumstances exist.

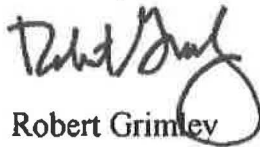
The enclosure to this letter contains the updated information regarding this award to reflect the extension to the period of performance. You may contact Becky Szymcik, Individual Assistance Branch Chief, at [becky.szymcik@fema.dhs.gov](mailto:becky.szymcik@fema.dhs.gov) with any questions about this extension or the Crisis Counseling Program.

Jennifer Harper and  
Lori Shibinette

-2-

June 29, 2020

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Grimley", with a large circular flourish at the end.

Robert Grimley  
Recovery Division Director  
FEMA Region I

Enclosures:

1. Information Concerning the Federal Award

cc:

1. Christopher Smith, Individual Assistance Division Director, Federal Emergency Management Agency
2. Deepa Avula, Chief of Staff, Center for Mental Health Services, Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services
3. Diana Schryver, Disaster Behavioral Health Coordinator, New Hampshire Department of Health and Human Services

**INFORMATION CONCERNING THE FEDERAL AWARD**  
**Crisis Counseling Immediate Services Program**  
Major Disaster FEMA-4516-DR-NH  
Award No. 4516DRNHISCC

<b>Recipient Name:</b>	Division of Homeland Security and Emergency Management, New Hampshire Department of Safety
<b>Recipient's Unique Identification Number:</b>	DUNS Number 0603405640000
<b>Federal Award Identification Number (FAIN):</b>	4516DRNHISCC
<b>Amendment #</b>	1
<b>CFDA Number and Name:</b>	97.032, Crisis Counseling
<b>Federal Award Date:</b>	May 26, 2020
<b>Project Description:</b>	The Recipient will carry out an immediate services program to provide crisis counseling services to the survivors of COVID-19 as detailed in the grant application dated May 14, 2020 and amended on May 22, 2020.
<b>Period of Performance Start and End Dates:</b>	May 26 to July 29, 2020
<b>Amount of Federal Funds Obligated by This Action:</b>	\$0
<b>Total Amount of Federal Funds Previously Obligated:</b>	\$98,209.88
<b>Total Amount of the Federal Award:</b>	\$98,209.88
<b>Budget Approved by the Federal Awarding Agency:</b>	The approved budget is set forth below.
<b>Total Approved Cost Sharing or Matching:</b>	There is no cost share requirement for this Federal award.
<b>Name of Federal Awarding Agency and Contact Information for Awarding Official:</b>	Federal Emergency Management Agency Robert Grimley, Recovery Division Director, FEMA Region I (617) 956-7634; <a href="mailto:robert.grimley@fema.dhs.gov">robert.grimley@fema.dhs.gov</a>
<b>Identification of Whether the Award is R&amp;D</b>	No part of this Federal award is for research and development.



**FEMA**

May 27, 2020

Jennifer L. Harper  
Governor's Authorized Representative  
Director, Division of Homeland Security and  
Emergency Management  
New Hampshire Department of Safety  
33 Hazen Drive  
Concord, NH 03305

Lori Shabinette  
Commissioner  
New Hampshire Department of Health  
and Human Services  
129 Pleasant Street  
Concord, NH 03301-3852

Re: Major Disaster FEMA-4516-DR-NH  
Catalog of Federal Domestic Assistance #97.032  
Crisis Counseling Immediate Services Program  
Award No. 4516DRNHISCC

Dear Director Harper and Commissioner Shabinette:

This letter responds to the application dated May 14, 2020, from the Governor's Authorized Representative ("GAR") for financial assistance under the Crisis Counseling Immediate Services Program ("ISP") pursuant to Section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288 (1974) (codified as amended at 42 U.S.C. § 5183) ("Stafford Act"). The GAR has requested \$98,209.88 for the Division of Homeland Security and Emergency Management, New Hampshire Department of Safety ("HSEM") to provide crisis counseling services to the survivors of Coronavirus Disease 2019 ("COVID-19") for which the 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.

The Federal Emergency Management Agency ("FEMA") is approving your request for financial assistance in the amount of \$98,209.88, which is 100% of the total approved project cost. You are not required to contribute any cost share as a condition of the Federal award. The second enclosure to this letter contains the information regarding this Federal award as required by 2 C.F.R. § 200.210.

By accepting this Federal award, you acknowledge the terms of the following documents are incorporated into the terms of your award:




May 27, 2020

- FEMA-State Agreement (executed on April 5, 2020 and amended on May 2 and 9, 2020)
- Department of Homeland Security Standard Terms and Conditions, v. 10.1 (Dec. 31, 2019) (previously sent to the State on April 6, 2020)
- FEMA Policy No. 104-009-03, *Individual Assistance Program and Policy Guide* (March 2019) (available at <https://www.fema.gov/media-library/assets/documents/177489>)
- Programmatic Standard Terms and Conditions (enclosed)
- Information Concerning the Federal Award (enclosed)

The period of performance for this Federal award expires on June 29, 2020, which is 60 days following the authorization of the Crisis Counseling Program for major disaster FEMA-4516-DR-NH. In order for FEMA to process your application for the Crisis Counseling Regular Services Program ("RSP"), FEMA must receive that application by June 29, 2020. If you need an extension to the period of performance for the ISP while FEMA is processing the RSP application, you must request an extension in the RSP application and include an ISP mid-program report. You are also reminded that HSEM must submit all required financial, performance, equipment, and other reports and take the other required closeout actions detailed at 2 C.F.R. § 200.343 within 90 days of the end of the period of performance for the ISP award.

You may contact Becky Szymcik, Individual Assistance Branch Chief, at [becky.szymcik@fema.dhs.gov](mailto:becky.szymcik@fema.dhs.gov) with any questions about this Federal award or the Crisis Counseling Program.

Sincerely,



Digitally signed by  
ROBERT A GRIMLEY JR  
Date: 2020.05.27  
14:36:32 -04'00'

Robert Grimley  
Recovery Division Director  
FEMA Region I

Enclosures:

1. Programmatic Standard Terms and Conditions
2. Information Concerning the Federal Award

cc:

1. Christopher Smith, Individual Assistance Division Director, Federal Emergency Management Agency



2. Deepa Avula, Chief of Staff, Center for Mental Health Services, Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services
3. Diana Schryver, Disaster Behavioral Health Coordinator, New Hampshire Department of Health and Human Services

## **PROGRAMMATIC STANDARD TERMS AND CONDITIONS**

### **Crisis Counseling Immediate Services Program**

Major Disaster FEMA-4516-DR-NH

Award No. 4516DRNHISCC

#### **I. DATA COLLECTION AND REPORTING**

- A. The recipient must collect data on service delivery in accordance with the Federal Emergency Management Agency ("FEMA") Crisis Counseling Assistance and Training Program ("CCP") 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 recipient must use the Individual/Family Crisis Counseling Services Encounter Log, Group Encounter Log, Weekly Tally Sheet, Adult and Child/Youth Assessment and Referral Tools, and Service Provider and Participant Feedback Surveys.
- B. The recipient 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 CCP 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](mailto:DTAC@samhsa.hhs.gov).

#### **II. FISCAL ACCOUNTING AND MONITORING**

Expenditures by the recipient, subrecipient, contractors, and all other grant participants must be separate from non-grant state expenditures and consistent with the fiscal guidelines of the CCP.

#### **III. TRAINING AND CONSULTANT SERVICES**

The Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services ("SAMHSA") will recommend an appropriate trainer and/or consultant for the state's CCP. Any selection and use of trainers and consultants made by the State must receive written prior approval by the SAMHSA Project Officer.

#### **IV. HOTLINES AND PUBLIC INFORMATION EFFORTS**

The recipient must include contact information and/or a hotline number for the CCP on the State of New Hampshire's website as part of the overall communication plan.

**INFORMATION CONCERNING THE FEDERAL AWARD****Crisis Counseling Immediate Services Program**

Major Disaster FEMA-4516-DR-NH

Award No. 4516DRNHISCC

<b>Recipient Name:</b>	Division of Homeland Security and Emergency Management, New Hampshire Department of Safety
<b>Recipient's Unique Identification Number:</b>	DUNS Number 0603405640000
<b>Federal Award Identification Number (FAIN):</b>	4516DRNHISCC
<b>CFDA Number and Name:</b>	97.032, Crisis Counseling
<b>Federal Award Date:</b>	May 26, 2020
<b>Project Description:</b>	The Recipient will carry out an immediate services program to provide crisis counseling services to the survivors of COVID-19 as detailed in the grant application dated May 14, 2020 and amended on May 22, 2020.
<b>Period of Performance Start and End Dates:</b>	May 26, 2020 to June 29, 2020
<b>Amount of Federal Funds Obligated by This Action:</b>	\$98,209.88
<b>Total Amount of Federal Funds Obligated:</b>	\$98,209.88
<b>Total Amount of the Federal Award:</b>	\$98,209.88
<b>Budget Approved by the Federal Awarding Agency:</b>	The approved budget is set forth below.
<b>Total Approved Cost Sharing or Matching:</b>	There is no cost share requirement for this Federal award.
<b>Name of Federal Awarding Agency and Contact Information for Awarding Official:</b>	Federal Emergency Management Agency Robert Grimley, Recovery Division Director, FEMA Region I (617) 956-7634; <a href="mailto:robert.grimley@fema.dhs.gov">robert.grimley@fema.dhs.gov</a>
<b>Identification of Whether the Award is R&amp;D</b>	No part of this Federal award is for research and development.
<b>Indirect Cost Rate:</b>	Indirect costs are not authorized under this Federal award.

### BUDGET COST CATEGORIES

Object Class	Cost
Personnel	\$5,013.67
Fringe Benefits	\$1,720.21
Travel	\$0
Equipment	\$0
Supplies	\$60,459.00
Contractual	\$31,017.00
Construction	\$0
Indirect Charges	\$0
Other	\$0
<b>Total:</b>	<b>\$98,209.88</b>