



State of New Hampshire

FIS 22 235

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DEPARTMENT OF SAFETY
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June 6, 2022

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to accept and expend \$200,000 of American Rescue Plan Act of 2021 (ARPA), State and Local Fiscal Recovery Funds (FRF), for the purpose of hiring a contractor to prepare a comprehensive COVID-19 After Action Report/Improvement Plan (AAR/IP) which meets required Federal Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. This is an allowable use of ARP FRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. Funding Source: 100% Federal Funds.

02-23-23-2360-24XX0000¹ Department of Safety, Division of Homeland Security & Emergency Management,
ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$200,000.00)	(\$200,000.00)
	TOTAL REVENUE	(\$0.00)	(\$200,000.00)	(\$200,000.00)
018-500106	Overtime	\$0.00	\$10,000.00	\$10,000.00
020-500200	Current Expense	\$0.00	\$30,000.00	\$30,000.00
040-500800	Indirect Costs	\$0.00	\$7,650.00	\$7,650.00
041-500801	Audit Fund Set Aside	\$0.00	\$200.00	\$200.00
050-500109	Part time employees	\$0.00	\$9,000.00	\$9,000.00
060-500601	Benefits	\$0.00	\$2,700.00	\$2,700.00
070-500705	In State Travel	\$0.00	\$4,450.00	\$4,450.00
103-502664	Contracts for Op Services	\$0.00	\$136,000.00	\$136,000.00
	TOTAL EXPENSES	\$0.00	\$200,000.00	\$200,000.00

¹ All direct program costs will be accounted for using activity 00FRF602PH2305A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2305Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

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June 6, 2022
Page 2 of 3

EXPLANATION

The President of the United States declared a major disaster declaration nation-wide due to COVID-19 (Public Assistance (PA)) Pandemic on March 13, 2020 designating the Federal Emergency Management Agency (FEMA) as the federal entity responsible for managing the PA Program in each State. The State of New Hampshire's response to the COVID-19 Pandemic began in January 2020. The State responded to the COVID-19 pandemic with a unified command structure, comprised of the state's Department of Safety, Department of Health and Human Services and the New Hampshire National Guard beginning on March 13, 2020 when the Governor declared a State of Emergency which lasted until June 11, 2021. The State continues to respond to the COVID-19 pandemic under a Public Health Emergency declared by the Commissioner of the Department of Health and Human Services.

The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) has been and continues to work with FEMA Region I in Boston, MA to ensure local, state, and non-profit entities are reimbursed for eligible COVID-19 expenses. FEMA does not consider an After Action Report and Improvement Plan (AAR/IP) an eligible activity under the COVID-19 declaration, therefore HSEM is requesting ARPA funding for this project.

HSEM is responsible for coordinating the state-level response to all natural and human-caused disasters within the State of New Hampshire. After any emergency incident, it is critical for responding agencies and organizations to reflect upon the incident to identify strengths and areas of improvement in preparedness, response, and recovery efforts. The Department of Safety in collaboration with the Department of Health and Human Services and the National Guard, has issued a Request for Proposal to hire a contractor to prepare a comprehensive COVID-19 After Action Report/Improvement Plan (AAR/IP) which meets required Federal Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

The AAR/IP is intended to assist the State in identifying ways to improve its Pandemic Emergency Response and Emergency Operations Center operations. The AAR/IP will assess strengths, identify challenges, and present a "roadmap" for improvements that may be needed. The AAR/IP document will be a concise discussion of the findings identified during interviews and surveys, including strategies and action items that should be implemented to improve future response and recovery efforts. The AAR/IP will include a detailed root cause analysis for each area of improvement, as well as a recommended course of action to address each area for improvement. The IP component of the report will contain IP matrices which assign responsible parties and timeframes for implementing recommended actions. The AAR/IP will be constructed to detail overall findings that relate to global preparedness, response and recovery findings and an associated improvement plan matrix. In addition, the AAR/IP will include jurisdictional/function-specific annexes that detail findings and an IP matrix for each jurisdictional/functional area. The State of New Hampshire will utilize the AAR/IP to track progress on assigned activities in the IP and work with stakeholders to enhance plans, training and future exercises that will endeavor to improve NH's over Pandemic Emergency Response and Emergency Operations Center operations.

This is an allowable use of ARP FRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts.

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Page 3 of 3

Funds are to be budgeted as follows:

- Class 018 – Overtime: Costs for existing full-time HSEM staff working with the contractor and stakeholders on the project.
- Class 020 – Current Expenses: Costs to support meetings and workshops (i.e., supplies, rental space).
- Class 040 – Indirect Costs: Indirect costs associated amount for this request.
- Class 041 – Audit Fund Set-Aside: The audit fund set-aside associated amount for this request.
- Class 050 – Part Time Employees: Used to pay wages for existing part time staff to assist with the project.
- Class 060 – Benefits: To pay associated benefits for existing staff positions.
- Class 070 – In State Travel: Costs to travel to meetings with stakeholders statewide.
- Class 103 – Contracts for Operational Services: To contract with a vendor to conduct the After Action Report/Improvement Plan for the State.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,



Robert L. Quinn
Commissioner of Safety