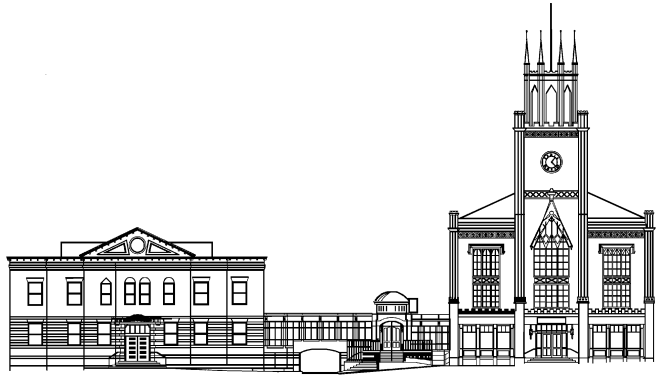




COMMITTEE ON COMMUNITY IMPROVEMENT

December 3, 2025 at 5:00 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Morgan, Terrio, Kantor, Long, Burkush

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$20,772.75 for CIP 510524 FY24 School Deferred Maintenance.
Ladies and Gentlemen, what is your pleasure?
2. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$42,600 for CIP 610824 Easterseals NH - Tenant Based Rental Assistance.
Ladies and Gentlemen, what is your pleasure?
3. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$1,059,094.17 for CIP 611523 Healthy Homes Production Grant Program.
Ladies and Gentlemen, what is your pleasure?
4. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$29,339 for CIP C330041626 FY25 HSGP SWAT/SOU Equipment.
Ladies and Gentlemen, what is your pleasure?
5. Communication from Ryan Cashin, Fire Chief, requesting authorization to accept grant funds in the amount of \$33,000 for the purchase of hazmat equipment.
Ladies and Gentlemen, what is your pleasure?

6. Communication from the Fire Chief requesting permission to apply for a Homeland Security Grant in the amount of \$25,000.
Ladies and Gentlemen, what is your pleasure?
7. Communication from the Fire Chief requesting permission to enter into an agreement with Rosenbauer and E-One for the purpose of apparatus replacement.
Ladies and Gentlemen, what is your pleasure?
8. Communication from Jeff Belanger, Planning & Community Development Director, requesting the extension of various CIP projects.
Ladies and Gentlemen, what is your pleasure?
9. Communication from Kate Waldo, Park Projects Manager, requesting that six (6) CIP projects be extended to June 30, 2028.
Ladies and Gentlemen, what is your pleasure?

TABLED ITEM

(A motion is in order to remove any item from the table.)

10. Amending Resolutions and Budget Authorizations providing for the acceptance and expenditure of funds for the following projects:
 - CIP C650050926 Manchester Skate Park at Lally Sullivan Complex in the amount of \$2,500,000;
 - CIP C650051026 Al Lemire Field Lighting (Derryfield Park) in the amount of \$400,000;
 - CIP C650051126 Pony League Baseball Field Lighting in the amount of \$250,000;
 - CIP C650051226 Livingston Park Field Lighting Improvement in the amount of \$150,000.

(Note: Tabled on November 18, 2025.)

If there is no further business, a motion is in order to adjourn.

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Mark Gomez
Chief of Parks, Recreation & Cemetery



Commission
Colin Manning, Chair
Jen Drociak
David Flurey
Erin Loomis Laughlin

CITY OF MANCHESTER
Department of Public Works
Parks, Recreation & Cemetery Division

November 18, 2025

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Christopher Morgan
Chairman, CIP Committee

Subject: Transfer of funds from CIP 511523 into CIP 510524

Dear Alderman Morgan,

The Parks, Recreation, and Cemetery Division (Division) respectfully requests the transfer of funds from CIP 511523 (Cullerot Park Access) to CIP 510524 (School Deferred Maintenance). The Division successfully completed the Cullerot Park Access project, which has been accepted by the Manchester School District. The funds need to be transferred in order to officially the Cullerot Park Access project.

CIP #	Title	Budget	Transfer Out	Revised Budget
511523	511523 Cullerot Park Access	\$50,000.000	\$20,772.75	\$29,227.25
CIP #	Title	Budget	Acceptance	Revised Budget
510524	FY24 School Deferred Maintenance	\$300,000.00	\$20,772.75	\$320,772.75

A DPW representative will be available to discuss this at the next Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact me.

Sincerely,

Kate Waldo, CSPI
Park Projects Manager

Cc: Tim Clougherty, Owen Friend-Gray, Mark Gomez

City of Manchester New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2023 and FY2024 Community Improvement Program, authorizing, appropriating and transferring funds in the amount of Twenty Thousand Seven Hundred Seventy-Two Dollars and Seventy-Five Cents (\$20,772.75) for the FY2024 CIP 510524 FY24 School Deferred Maintenance”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2023 and 2024 CIP as contained in the 2023 and 2024 CIP budgets; and

WHEREAS, the 2023 and 2024 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the transfer of funds from FY2023 CIP 511523 Cullerot Park Access to FY2024 CIP 510524 FY24 School Deferred Maintenance;

NOW, THEREFORE, be it resolved that the 2023 and 2024 CIP be amended as follows:

By increasing:

FY2024 CIP 510524 FY24 School Deferred Maintenance -	\$20,772.75 MSD Bond
--	----------------------

By decreasing:

FY2023 CIP 511523 Cullerot Park Access -	\$20,772.75 MSD Bond
--	----------------------

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: 511523

Project Year: 2023

CIP Resolution: 5/17/2022

Title: Cullerot Park Access

Amending Resolution: 12/16/2025

Administering Department DPW-Parks, Rec., & Cemeteries-Schools

Revision: #1

Project Description: Design and construction of an access to Cullerot Park from Northwest Elementary School and other associated work.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2022
2.	Project Completion	6/30/2032
3.		
4.		
5.		
		6/30/2032

Line Item Budget

	MSD BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$29,227.25	\$0.00	\$0.00	\$29,227.25
TOTAL	\$29,227.25	\$0.00	\$0.00	\$29,227.25

Revisions: #1- 12/16/25 Reduce total budget \$20,772.75 MSD Bond Other (\$50,000 to \$29,227.25) transfer to 511523

Comments:

Planning Department/Startup Form - 07/1/20

\$29,227.25

CIP BUDGET AUTHORIZATION

CIP#: 510524

Project Year: 2024

CIP Resolution: 6/6/2023

Title: FY24 School Deferred Maintenance

Amending Resolution: 12/16/2025

Administering Department DPW-Parks, Rec. and Cemetery

Revision: #1

Project Description: School grounds maintenance, repair and replacement projects.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2023
2.	Project Completion	6/30/2038
3.		
4.		
5.		
		6/30/2038

Line Item Budget

	MSD BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$320,772.75	\$0.00	\$0.00	\$320,772.75
TOTAL	\$320,772.75	\$0.00	\$0.00	\$320,772.75

Revisions: #1 - 12/16/25 Increase total budget \$20,772.75 MSD Bond Other (\$300,000 to \$320,772.75) transfer from 511523.**Comments:**

Planning Department/Startup Form - 07/1/20

\$320,772.75



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Zoning
Building Regulation
Code Enforcement
Community Improvement Program

Jeffrey D. Belanger, AICP
Director

Nicola Strong
Deputy Director – Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director – Building Regulations

MEMORANDUM

To: Alderman Chris Morgan
Chairman, CIP Committee

From: Jeffrey Belanger, AICP
Director, Planning and Community Development

Date: November 21, 2025

Re: CIP #610824 – Easterseals NH - Tenant Based Rental Assistance

Easterseals New Hampshire has contacted this office requesting \$42,600 in HOME funds for the continued operation of the 2024 Tenant Based Rental Assistance Program. Easterseals New Hampshire anticipates expending the balance of their 2024 CIP funding before the end of the year. They have indicated that additional funding is needed before 2027 CIP funding becomes available.

The utilization of HOME funds for this project is an appropriate use in accordance with federal requirements and the goals of the City's Consolidated Plan. At this time, unprogrammed HOME funds are available for this project.

Easterseals New Hampshire respectfully requests your review of this request and for a favorable recommendation of approval to the full Board as these funds are necessary to fund programing through the rest of FY 26.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2024 Community Improvement Program, authorizing and appropriating funds in the amount of Forty-Two Thousand Six Hundred Dollars (\$42,600) for the FY2024 CIP 610824 Easterseals NH -Tenant Based Rental Assistance.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2024 CIP as contained in the 2024 CIP budgets; and

WHEREAS, the 2024 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to appropriate HOME funds for FY2024 610824 Easterseals NH -Tenant Based Rental Assistance;

NOW, THEREFORE, be it resolved that the 2024 CIP be amended as follows:

By increasing:

FY2024 CIP 610824 Easterseals NH -Tenant Based Rental Assistance - \$42,600 HOME

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: 610824 Project Year: 2024 CIP Resolution: 6/6/2023
Title: Easterseals NH - Tenant Based Rental Assistance Amending Resolution: 12/16/2025
Administering Department: Easterseals New Hampshire Revision: #3

Project Description: HOME funds for tenant based rental assistance to help very low income tenants secure and remain in safe, affordable housing. Funds may be used to assist homeless/at-risk homeless families and individuals for housing relocation and stabilization.

Federal Grants Federal Grant: Yes **Environmental** Review Required: Yes
Grant Executed: Completed: Yes

Critical Events

1.	Project Initiation	7/1/2023
2.	Project Completion	6/30/2026
3.		
4.		
5.		
		6/30/2026

Line Item Budget

	HOME			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$112,600.00	\$0.00	\$0.00	\$112,600.00
TOTAL	\$112,600.00	\$0.00	\$0.00	\$112,600.00

Revisions: #1 - 7/2/24 Extend completion date from 6/30/2024 to 12/31/2024 #2 - 12/17/24 Extend completion date from 12/31/2024 to 12/31/2025. #3 - 12/16/2025 - Increase budget \$42,600 (from \$70,000 to \$112,600) and extend completion date to 6/30/2026.

Comments: Authorization of Entitlement funds is contingent upon HUD grant execution.



November 19, 2025

Todd Fleming
Planning and Community Development
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Todd:

Easterseals NH is requesting \$42,600 in HOME ARP Tenant Based Rental Assistance to support 7 households for The Way Home Tenant Based Rental Assistance Program, which provides rental assistance to families who are participating in our Transitional Housing Program located at 214 Spruce Street. Each household in our Transitional Housing Program resides in a fully furnished apartment, while also receiving intensive case management to ensure that they have access to all of the resources they need to attain and maintain housing and economic stability. In addition to supporting the Transitional Housing Program, the program provides security deposits and short- to medium-term rental assistance to families who are experiencing homelessness in Manchester (the goal is 3 households at a time). In addition, these funds are used to pay past-due rent as well as short-to medium-term rental assistance to prevent Manchester families who are at risk of homelessness from falling into homelessness.

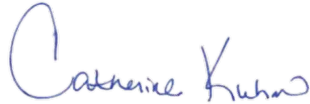
Our Transitional Housing Program is a twelve to eighteen-month program that provides the structure, support and coaching to help families who are homeless or at risk of homelessness draw on their existing strengths to attain housing and economic stability for themselves and their families. Our program teaches skills for changing behavior, increasing self-esteem and self-confidence, expanding options, sound decision making, setting goals and acting to achieve those goals. The program features a number of important opportunities including: 1) Personalized coaching on goal setting and actions to achieve those goals; 2) Workshops on a wide range of personal improvement and self-help issues including a self-esteem workshop series; 3) Academic tutoring for adults and children; and 4) Structured classes that focus on a wide range of educational topics including fair housing, landlord-tenant relations, budgeting, parenting, dealing with violence and child health and safety. When families graduate from the program, they have expanded their resources and accomplished significant milestones such as earning degrees, obtaining professional certificates or becoming employed. Importantly, all families leave with a Housing Choice Voucher, which makes permanent affordable housing a reality.

Recipients in this rental assistance program who do not live in our properties are paired with a housing counselor who works with them on budgeting, options for long-term rental assistance and connects them with critical resources throughout the period of time rental assistance is provided.

For the past several years, The Way Home/Easterseals NH has been granted CIP HOME TBRA to help fund this critical program. The Way Home Tenant Based Rental Assistance Program is vital for preventing and reducing homelessness for some of the city's most at-risk residents. We are grateful for the City's continued support of this critical program.

Please don't hesitate to contact me should you have any questions or require clarification. Thank you for your longstanding partnership, and for your consideration of our present request.

Be well,

A handwritten signature in blue ink that reads "Catherine Kuhn". The signature is written in a cursive, flowing style.

Catherine Kuhn
Chief Operating Officer



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Zoning
Building Regulation
Code Enforcement
Community Improvement Program

Jeffrey D. Belanger, AICP
Director

Nicola Strong
Deputy Director – Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director – Building Regulations

MEMORANDUM

To: Alderman Chris Morgan
Chairman, CIP Committee

From: Jeffrey Belanger, AICP
Director, Planning and Community Development

Date: November 21, 2025

Re: CIP #611523 – Healthy Homes Production Grant Program - Close Out

In accordance with the request to close the CIP #611523 Healthy Homes Production Grant Program that was made at the October 7th CIP meeting, we have prepared the appropriate revised budget authorization and amending resolution to complete this action.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2023 Community Improvement Program, authorizing and appropriating funds in the amount of One Million Fifty-Nine Thousand Ninety-Four Dollars and Seventeen Cents (\$1,059,094.17) for the FY2023 CIP 611523 Healthy Homes Production Grant Program”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2023 CIP as contained in the 2023 CIP budget; and

WHEREAS, the 2023 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to decrease funds in the amount of \$1,059,094.17: \$1,022,376.17 from Federal and \$36,718 from Other for the FY2023 CIP 611523 Healthy Homes Production Grant Program”;

NOW, THEREFORE, be it resolved that the 2023 CIP be amended as follows:

By decreasing:

FY2023 CIP 611523 Healthy Homes Production Grant Program -	\$1,022,376.17 Federal
	\$36,718 Other

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: 611523

Project Year: 2023

CIP Resolution: 5/17/2022

Title: Healthy Homes Production Grant Program

Amending Resolution: 12/16/2025

Administering Department: Planning & Community Development

Revision: #2

Project Description:

Program to assist property owners participating in the 2022 Healthy Homes Production Grant Program with the elimination of Healthy Homes/Housing Code deficiencies. Healthy Homes/Housing Code deficiencies to be addressed in a minimum of 200 housing units over a forty-two month period.

Federal Grants

Federal Grant: yes

Environmental

Review Required: Yes

Grant Executed:

Completed: Pending

Critical Events

1.	Program Initiation	4/1/2023
2.	Program Completion	3/31/2026
3.		
4.		
5.		
		3/31/2026

Line Item Budget

	FEDERAL	OTHER	AHTF	TOTAL
Salaries and Wages	\$105,458.46	\$0.00	\$0.00	\$105,458.46
Fringes	\$80,608.59	\$0.00	\$0.00	\$80,608.59
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$81,780.60	\$0.00	\$0.00	\$81,780.60
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$480,583.00	\$73,282.00	\$50,000.00	\$603,865.00
Other	\$161,138.18	\$0.00	\$0.00	\$161,138.18
TOTAL	\$909,568.83	\$73,282.00	\$50,000.00	\$1,032,850.83

Revisions:

Revision #1 - increase budget \$50,000 AHTF, total budget (from \$2,041,945 to \$2,091,945). Revision #2 - decrease budget \$1,059,094.17 (Federal from \$1,931,945 to \$909,568.83, Other from \$110,000 to \$73,282)) and closes project effective March 31, 2026.

Comments:

HUD funding from the Office of Healthy Homes and Lead Hazard Control.

Planning Department/Startup Form - 07/1/20

\$1,032,850.83

Chief of Police
Peter A. Marr
Assistant Chief
Kenneth Loui



Commission
John G. Cronin, *Chairman*
Eva Castillo
John Mercier
Paul Harrington
Martha Edgar

CITY OF MANCHESTER
Police Department

November 21, 2025

To: Alderman Morgan, Chairman, CIP Committee
From: Whitney Dade, Grant Coordinator
Re: FY25 Homeland Security Grant Program

Attached is a copy of the FY25 Homeland Security Grant Program State Grant Agreement in the amount of \$29,339.00 to support the procurement of SWAT/SOU specific equipment.

The grant period of performance is from Governor and Council approval to 9/30/2026.

The funds breakdown is as follows:

Equipment	\$29,339.00
-----------	-------------

Please process this as a project for approval.

Sincerely,

Whitney Dade

Whitney Dade
Grant Coordinator

Michael L. Briggs Public Safety Building
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2026 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty-Nine Thousand Three Hundred Thirty-Nine Dollars (\$29,339) for the FY2026 CIP C330041626 FY25 HSGP SWAT/SOU Equipment”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2026 CIP as contained in the 2026 CIP budget; and

WHEREAS, the 2026 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to appropriate funds in the amount of \$29,339 from a NH Office of Highway Safety Grant for the FY2026 CIP C330041626 FY25 HSGP SWAT/SOU Equipment”;

NOW, THEREFORE, be it resolved that the 2026 CIP be amended as follows:

By adding:

FY2026 CIP C330041626 FY25 HSGP SWAT/SOU Equipment -	\$29,339 State
--	----------------

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: C330041626

Project Year: 2026

CIP Resolution: 6/3/2025

Title: FY25 HSGP SWAT/SOU Equipment

Amending Resolution: 12/16/2025

Administering Department: Police Department

Revision:

Project Description: Funding to support the purchase of a SWAT Breaching Tool.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1. Initiation Date

12/16/2025

2. Completion Date

9/30/2026

3.

4.

5.

9/30/2026

Line Item Budget

STATE

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$29,339.00

\$0.00

\$0.00

\$29,339.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$0.00

\$0.00

\$0.00

\$0.00

TOTAL**\$29,339.00****\$0.00****\$0.00****\$29,339.00****Revisions:****Comments:** Funds of \$29,339 from FY25 Homeland Security Grant Program

State of New Hampshire



ROBERT L. QUINN
COMMISSIONER OF SAFETY

EDDIE EDWARDS
STEVEN R. LAVOIE
ASSISTANT COMMISSIONERS

DEPARTMENT OF SAFETY

James H. Hayes Safety Building, 33 Hazen Drive, Concord, NH 03305
Tel: (603) 223-3889
Speech/Hearing Impaired
TDD Access Relay NH 1-800-735-2964

November 20, 2025

Captain Brandon Murphy
Manchester Police Department SWAT
405 Valley Street
Manchester, NH 03103

Re: 2025 Homeland Security Grant Program Award- SWAT/SOU specific equipment

Dear Captain Murphy,

It is my pleasure to inform you that upon review of your 2025 Homeland Security Grant Application, the **Manchester Police Department - SWAT** has been awarded **\$29,339**. This grant award expires on September 30, 2026. There are no guarantees for funding beyond this time frame, however we do anticipate 2026 funds being available should you choose to continue with this program.

Enclosed also is your Grant Agreement, federal grant terms and conditions, lobbying certification, sub-recipient information reporting form and acceptance of audit requirement forms. All signature forms must be returned to the Grants Management Bureau within forty-five (45) days of the date of this letter. In addition, this project must be implemented within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Failure to meet these requirements may result in a delay in reimbursement or cancellation of your grant award.

Additional information is also available at <https://www.dos.nh.gov/grants> We, at the Department of Safety, look forward to this opportunity to work diligently with local first responders, public safety officials, and other local and state officials and agencies to prepare and protect our citizens.

Sincerely,

Kelly Chapman

Kelly Chapman
Grants Administrator

CC: File

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name: NH Department of Safety		1.2. State Agency Address 33 Hazen Drive Concord, NH 03305	
1.3. Grantee Name Manchester Police Department - SWAT		1.4. Grantee Address 405 Valley Street Manchester, NH 03103	
1.5 Grantee Phone # (603) 792-5400	1.6. Account Number 10-22980000-500574	1.7. Completion Date 9/30/2026	1.8. Grant Limitation \$29,339
1.9. Grant Officer for State Agency Holly Boisvert		1.10. State Agency Telephone Number (603) 271-7663	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1		1.12. Name & Title of Grantee Signor 1	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s) Amy L. Newbury, Director of Administration	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: Assistant Attorney General, On: / /			
1.16. Approval by Governor and Council (if applicable) By: On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payroll, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.
8. PERSONNEL.
- 8.1. The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date, all data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
 - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
 - 11.1.2 Failure to submit any report required hereunder; or
 - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
 - 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
 - 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
 - 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
 - 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
 - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
 15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.
 16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
 17. INSURANCE AND BOND.
 - 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
 - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
 - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and
 - 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
 18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
 19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
 20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.
 21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
 22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
 23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
 24. SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

EXHIBIT A SPECIAL PROVISIONS

Sub-Grant Total	\$29,339
Funding Percentage	100%
Federal Award Agency	Federal Emergency Management Agency, Grants Program Directorate
Award Title & #	2025 Homeland Security Grant Program – EMW-2025-SS-05037
Grant Project Title	SWAT/SOU specific equipment
Period of Performance	Date of G&C Approval through September 30, 2026
Budget Period	Date of G&C Approval through September 30, 2026
ALN #	ALN# 97.067
Sub-Applicant UEI #	CNSJJ8B31T48

1. Grant expenses must be incurred and paid prior to September 30, 2026. All grant reimbursement requests must be submitted prior to November 30, 2026. Only expenses approved as outlined in Exhibit C may be reimbursed. Reimbursement requests shall meet all requirements in the DHS Terms and Conditions and Special Conditions.
2. “The Grantee” shall maintain financial records, supporting documents, and all other pertinent records for a period of 7 years from the last GAN.
3. Per 2 CFR 200 and Subpart F, the organization must submit its most recent audit each fiscal year to be subject to a risk assessment testing for fiscal practices and capabilities.
4. Per 2 CFR 200 and Subpart F, Non-Federal entities that expend \$1,000,000 or more in federal funds (from all sources including pass-through sub recipient) in the organizational fiscal year shall have a single organization-wide audit conducted and submitted to Grants Management Bureau.
5. **Equipment:** The subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: “Purchased with funds provided by the U.S. Department of Homeland Security and the NH Department of Safety - Grants Management Bureau.” Additionally, when practicable, any equipment purchased with funding under this agreement shall bear on it the logos of the NH Department of Safety - Grants Management Bureau and U.S. Department of Homeland Security.
6. Please supply the operations, activation and long-term maintenance plans for this equipment so all team members are able to have access to this equipment.

EXHIBIT B

SCOPE OF SERVICES

1. The Department of Safety, (hereinafter referred to as “the State”) is awarding the Manchester Police Department - SWAT (hereinafter referred to as “the Grantee”) \$29,339 for the purpose of local first responders statewide for executing anti-terrorism linked eligible training, exercises and procuring eligible equipment.
2. “The Grantee” agrees that the project grant period ends September 30, 2026, and that all expenses must be incurred and paid prior to this date and reimbursement requests submitted to the Department of Safety, Grants Management Bureau, prior to November 30, 2026.
3. “The Grantee” agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. “The Grantee” is responsible for the overall direction and assignment of all 2025 Homeland Security grant.

EXHIBIT C

GRANT AMOUNT AND METHOD OF PAYMENT

1. Grant Amount: \$29,339
2. Payment Schedule
 - a. “The Grantee” agrees that the total payment by “the State” under this grant agreement shall be up to \$29,339
 - b. “The State” shall reimburse up to \$29,339 to “the Grantee” upon “the State” receiving appropriate documentation of expended funds (i.e: copies invoices and proof of payment). This includes, among other requirements, that costs must be incurred and products and services must be delivered within the budget period.

FY 2025 DHS STANDARD TERMS AND CONDITIONS

The Fiscal Year (FY) 2025 Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal awards of federal financial assistance (federal awards) for which the federal award date occurs in FY 2025 and flow down to subrecipients unless a term or condition specifically indicates otherwise. For federal continuation awards made in subsequent FYs, the FY 2025 DHS Standard Terms and Conditions apply unless otherwise specified in the terms and conditions of the continuation awards. The United States has the right to seek judicial enforcement of these terms and conditions.

All legislation and digital resources are referenced with no digital links. These FY 2025 DHS Standard Terms and Conditions are maintained on the DHS website at <https://www.dhs.gov/publication/dhs-standard-terms-and-conditions>.

A. Assurance, Administrative Requirements, Cost Principles, Representations, and Certifications

- I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances, as instructed.

B. General Acknowledgements and Assurances Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located in Title 2, Code of Federal Regulations, Part 200 and adopted by DHS at 2 C.F.R. § 3002.10.

All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations.
- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal award and permit access to facilities and personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or DHS Component program guidance. Organization costs related to data and evaluation are allowable. The definition of data and evaluation costs is in 2 C.F.R. § 200.455(c), the full text of which is incorporated by reference.
- V. Recipients must complete DHS Form 3095 within 60 days of receipt of the Notice of Award for the first award under which this term applies. For further instructions and to access the form, please visit: <https://www.dhs.gov/civil-rightsresources-recipients-dhs-financial-assistance>.

FY 2025 DHS STANDARD TERMS AND CONDITIONS

C. Standard Terms & Conditions

I. Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

II. Activities Conducted Abroad

Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.

III. Age Discrimination Act of 1975

Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (codified as amended at Title 42, U.S. Code § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

IV. Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

V. Best Practices for Collection and Use of Personally Identifiable Information

- (1) Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect.
- (2) Definition. DHS defines “PII” as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

VI. CHIPS and Science Act of 2022, Public Law 117-167 CHIPS

- (1) Recipients of DHS research and development (R&D) awards must report to the DHS Component research program office any finding or determination of sex based and sexual harassment and/or an administrative or disciplinary action taken against principal investigators or co-investigators to be completed by an authorized organizational representative (AOR) at the recipient institution.
- (2) Notification. An AOR must disclose the following information to agencies within 10 days of the date/the finding is made, or 10 days from when a recipient imposes an administrative action on the reported individual, whichever is sooner. Reports should include:
 - (a) Award number,
 - (b) Name of PI or Co-PI being reported,

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- (c) Awardee name,
- (d) Awardee address,
- (e) AOR name, title, phone, and email address,
- (f) Indication of the report type:
 - (i) Finding or determination has been made that the reported individual violated awardee policies or codes of conduct, statutes, or regulations related to sexual harassment, sexual assault, or other forms of harassment, including the date that the finding was made.
 - (ii) Imposition of an administrative or disciplinary action by the recipient on the reporting individual related to a finding/determination or an investigation of an alleged violation of recipient policy or codes of conduct, statutes, or regulations, or other forms of harassment.
 - (iii) The date and nature of the administrative/disciplinary action, including a basic explanation or description of the event, which should not disclose personally identifiable information regarding any complaints or individuals involved. Any description provided must be consistent with the *Family Educational Rights in Privacy Act*.

(3) Definitions.

- (a) An “authorized organizational representative (AOR)” is an administrative official who, on behalf of the proposing institution, is empowered to make certifications and representations and can commit the institution to the conduct of a project that an agency is being asked to support as well as adhere to various agency policies and award requirements.
- (b) “Principal investigators and co-principal investigators” are award personnel supported by a grant, cooperative agreement, or contract under Federal law.
- (c) A “reported individual” refers to recipient personnel who have been reported to a federal agency for potential sexual harassment violations.
- (d) “Sex based harassment” means a form of sex discrimination and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- (e) “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment, whether such activity is carried out by a supervisor or by a co-worker, volunteer, or contractor.

VII. Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964*, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS

FY 2025 DHS STANDARD TERMS AND CONDITIONS

implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of a federal award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

VIII. Civil Rights Act of 1968

Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. No. 90284 (codified as amended at 42 U.S.C. § 3601 *et seq.*) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

IX. Communication and Cooperation with the Department of Homeland Security and Immigration Officials

- (1) All recipients and other recipients of funds under this award must agree that they will comply with the following requirements related to coordination and cooperation with the Department of Homeland Security and immigration officials:
 - (a) They must comply with the requirements of 8 U.S.C. §§ 1373 and 1644. These statutes prohibit restrictions on information sharing by state and local government entities with DHS regarding the citizenship or immigration status, lawful or unlawful, of any individual. Additionally, 8 U.S.C. § 1373 prohibits any person or agency from prohibiting, or in any way restricting, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status of any individual: 1) sending such information to, or requesting or receiving such information from, Federal immigration officials; 2) maintaining such information; or 3) exchanging such information with any other Federal, State, or local government entity;
 - (b) They must comply with other relevant laws related to immigration, including prohibitions on encouraging or inducing an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv), prohibitions on transporting or moving illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(ii), prohibitions on harboring, concealing, or shielding from detection illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(iii), and any applicable conspiracy, aiding or abetting, or attempt liability regarding these statutes;
 - (c) That they will honor requests for cooperation, such as participation in joint operations, sharing of information, or requests for short term detention of an alien pursuant to a valid detainer. A jurisdiction does not fail to comply with this requirement merely because it lacks the necessary resources to assist in a particular instance;
 - (d) That they will provide access to detainees, such as when an immigration officer seeks to interview a person who might be a removable alien; and
 - (e) That they will not leak or otherwise publicize the existence of an immigration enforcement operation.

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- (2) The recipient must certify under penalty of perjury pursuant to 28 U.S.C. § 1746 and using a form that is acceptable to DHS, that it will comply with the requirements of this term. Additionally, the recipient agrees that it will require any subrecipients or contractors to certify in the same manner that they will comply with this term prior to providing them with any funding under this award.
- (3) The recipient agrees that compliance with this term is material to the Government's decision to make or continue with this award and that the Department of Homeland Security may terminate this grant, or take any other allowable enforcement action, if the recipient fails to comply with this term.

X. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

XI. Debarment and Suspension

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

XII. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the *Drug-Free Workplace Act of 1988* (41 U.S.C. §§ 8101-8106).

XIII. Duplicative Costs

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing requirements of any other federal award in either the current or a prior budget period. See 2 C.F.R. § 200.403(f). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal award terms and conditions.

XIV. Education Amendments of 1972 (*Equal Opportunity in Education Act*) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of a federal award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

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XV. Energy Policy and Conservation Act

Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

XVI. Equal Treatment of Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries.

Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

XVII. Anti-Discrimination

Recipients must comply with all applicable Federal anti-discrimination laws material to the government's payment decisions for purposes of 31 U.S.C. § 372(b)(4).

(1) Definitions. As used in this clause –

- (a) DEI means “diversity, equity, and inclusion.”
- (b) DEIA means “diversity, equity, inclusion, and accessibility.”
- (c) Discriminatory equity ideology has the meaning set forth in Section 2(b) of Executive Order 14190 of January 29, 2025.
- (d) Federal anti-discrimination laws mean Federal civil rights law that protect individual Americans from discrimination on the basis of race, color, sex, religion, and national origin.
- (e) Illegal immigrant means any alien, as defined in 8 U.S.C. § 1101(a)(3), who has no lawful immigration status in the United States.

(2) Grant award certification.

(a) By accepting the grant award, recipients are certifying that:

- (i) They do not, and will not during the term of this financial assistance award, operate any programs that advance or promote DEI, DEIA, or discriminatory equity ideology in violation of Federal anti-discrimination laws; and
- (ii) They do not engage in and will not during the term of this award engage in, a discriminatory prohibited boycott.
- (iii) They do not, and will not during the term of this award, operate any program that benefits illegal immigrants or incentivizes illegal immigration.

(3) DHS reserves the right to suspend payments in whole or in part and/or terminate financial assistance awards if the Secretary of Homeland Security or her designee determines that the recipient has violated any provision of subsection (2)..

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- (4) Upon suspension or termination under subsection (3), all funds received by the recipient shall be deemed to be in excess of the amount that the recipient is determined to be entitled to under the Federal award for purposes of 2 C.F.R. § 200.346. As such, all amounts received will constitute a debt to the Federal Government that may be pursued to the maximum extent permitted by law.

XVIII. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

XIX. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

XX. Federal Leadership on Reducing Text Messaging While Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of Executive Order 13513.

XXI. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: Certificated Air Carriers List | US Department of Transportation, <https://www.transportation.gov/policy/aviation-policy/certificated-aircarriers-list>) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XXII. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. § 2225a.

XXIII. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the *John S. McCain National Defense Authorization Act for Fiscal Year 2019*, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

XXIV. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps

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to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizationsprovide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

XXV. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

XXVI. National Environmental Policy Act

Recipients must comply with the requirements of the *National Environmental Policy Act of 1969*, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

XXVII. National Security Presidential Memorandum-33 (NSPM-33) and provisions of the CHIPS and Science Act of 2022, Pub. L. 117-167, Section 10254

(1) Recipient research institutions (“covered institutions”) must comply with the requirements in NSPM-33 and provisions of Pub. L. 117-167, Section 10254 (codified at 42 U.S.C. § 18951) certifying that the institution has established and operates a research security program that includes elements relating to:

- (a) cybersecurity;
- (b) foreign travel security;
- (c) research security training; and
- (d) export control training, as appropriate.

(2) Definition. “Covered institutions” means recipient research institutions receiving federal Research and Development (R&D) science and engineering support “in excess of \$50 million per year.”

XXVIII. Non-Supplanting Requirement

Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.

XXIX. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated

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by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the federal award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

XXX. Patents and Intellectual Property Rights

Recipients are subject to the *Bayh-Dole Act*, 35 U.S.C. § 200 *et seq.* and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

XXXI. Presidential Executive Orders

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

XXXII. Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act* at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

XXXIII. Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

XXXIV. Reporting Recipient Integrity and Performance Matters

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide federal award term and condition for Recipient Integrity and Performance Matters is in 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

XXXV. Reporting Subawards and Executive Compensation

For federal awards that total or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide federal award term and condition on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

XXXVI. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

(1) Recipients of a federal award from a financial assistance program that provides funding for infrastructure are hereby notified that none of the funds provided under this federal award may be used for a project for infrastructure unless:

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- (a) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
 - (b) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
 - (c) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.
- (2) The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

(3) *Waivers*

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

- (a) When the Federal agency has determined that one of the following exceptions applies, the federal awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
 - (i) applying the domestic content procurement preference would be inconsistent with the public interest;
 - (ii) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
 - (iii) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.
- (b) A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.
- (c) There may be instances where a federal award qualifies, in whole or in part, for an existing waiver described at "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

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- (4) *Definitions.* The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

XXXVII. SAFECOM

Recipients receiving federal awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment | CISA.

XXXVIII. Subrecipient Monitoring and Management

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.

XXXIX. System for Award Management and Unique Entity Identifier Requirements

Recipients are required to comply with the requirements set forth in the governmentwide federal award term and condition regarding the System for Award Management and Unique Entity Identifier Requirements in 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.

XL. Termination of a Federal Award

- (1) By DHS. DHS may terminate a federal award, in whole or in part, for the following reasons:

- (a) If the recipient fails to comply with the terms and conditions of the federal award;
- (b) With the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated; or
- (c) Pursuant to the terms and conditions of the federal award, including, to the extent authorized by law, if the federal award no longer effectuates the program goals or agency priorities.

- (3) By the Recipient. The recipient may terminate the federal award, in whole or in part, by sending written notification to DHS stating the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if DHS determines that the remaining portion of the federal award will not accomplish the purposes for which the federal award was made, DHS may terminate the federal award in its entirety.

- (4) Notice. Either party will provide written notice of intent to terminate for any reason to the other party no less than 30 calendar days prior to the effective date of the termination.

- (5) Compliance with Closeout Requirements for Terminated Awards. The recipient must continue to comply with closeout requirements in 2 C.F.R. §§ 200.344-200.345 after an award is terminated.

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XLI. Terrorist Financing

Recipients must comply with Executive Order 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the Executive Order and laws.

XLII. Trafficking Victims Protection Act of 2000(TVPA)

Recipients must comply with the requirements of the government-wide federal award term and condition which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The federal award term and condition is in 2 C.F.R. § 175.105, the full text of which is incorporated by reference.

XLIII. Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, Pub. L. 107-56

Recipients must comply with the requirements of Pub. L. 107-56, Section 817 of the USA PATRIOT Act, which amends 18 U.S.C. §§ 175–175c.

XLIV. Use of DHS Seal, Logo and Flags

Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

XLV. Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections in 10 U.S.C § 470141 U.S.C. § 4712.

New Hampshire Grant Terms and Conditions 2025

1. **Compliance Agreement:** The subrecipient agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by DOS. Failure to comply could result in a "Stop Payment" being placed on the grant.
2. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable 2 CFR 200 and the FFY 2025 U.S. Department of Homeland Security NOFO, Grant Program Preparedness Manual and Application Kit. This includes, among other requirements, that costs must be incurred and products and services must be delivered within the budget period. The applicant assures that it will comply, and all its sub-recipients and contractors will comply, with the applicable provisions of the U.S. Department of Homeland Security, FFY 2025 Homeland Security Grant Program Guidance and Application Kit, and all other applicable federal laws, orders, circulars or regulations.
3. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by Congress.
4. **Bidding Requirements:** The subrecipient must comply with proper competitive bidding procedures as 2 CFR 200.310-316 and 2 CFR 200.317-326. On any items, including those bids in the aggregate, whose total cost is less than \$10,000, the bids do not have to be submitted to the DOS for review and approval; but adequate documentation must be maintained in the subrecipient's files. On any items, including those bids in the aggregate, whose total cost is \$10,000 or more, bids must be submitted to DOS, if requested.
5. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant.
6. **Closed-Captioning of Public Service Announcements:** Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
7. **Publications:** The recipient agrees that all publications created with funding under this grant shall prominently contain the following: "This document was prepared under a grant from the Federal Emergency Management Agency's Grant Programs Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD, the U.S. Department of Homeland Security or the NH Department of Safety (DOS)".
8. **Conflict Of Interest:** Per 2 CFR 200 Recipients and subrecipients must disclose in writing to FEMA or its pass-through entity, any potential conflict of interest in the Federal award's lifecycle. Personnel and other officials connected with this grant shall refer to the advice below but ensure that a local policy is in place to comply generalized paraphrased policy sample herein and given below:

9. **Advice:** No official or employee of a state or unit of local government or of non-government grantees/subrecipients shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.
10. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/subrecipients shall avoid any action which might result in, or create the appearance of the following:
- Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; and/or
- Adversely affecting the confidence of the public in the integrity of the government or the program. Recipients and subrecipients must disclose, in a timely manner and in writing to FEMA or the pass-through entity, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the Federal award.
11. **Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, not to exceed the maximum of \$650.00 per day. Permission for costs that exceed \$650 per day in total will need to be granted by DOS who must seek approval for DHS/FEMA for an increased rate.
12. **Continuation:** The applicant agrees that if the requested project is funded continuation is not guaranteed.
13. **Contract Requirements:** The applicant agrees that no contract or agreement may be entered into by the subrecipient for execution of project activities or provision for services to a sub grant project (other than the purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved application. Any such arrangements will provide that the subrecipient will retain ultimate control and responsibility for the project and that the contractor will be bound by these conditions as well as the subrecipient.
14. **Construction Projects:** NSGP Program is effectively considered a non-construction program. However, subrecipients using funds for ancillary construction projects/work 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 work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL)

wage determination, is available from the following website: <http://www.wdol.gay>. Data Collection: The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this agreement.

15. **Deobligation of Grant Funds:** All grants must be deobligated at the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by DOS.

16. **Disclosure of Federal Participation:** In compliance with Section 623 of Public Law 102-141, the subrecipient agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the project unless the subrecipient agrees to the following:

- Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of federal funds that will be used to finance the acquisition and
- Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.
- The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.
- Financial Responsibility: The financial responsibility of subrecipients must be such that the subrecipient can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:
 - Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
 - Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - The accounting system should provide accurate and current financial reporting information; and,
 - The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

17. **Interest and Other Program Income:** The applicant agrees to be accountable for all interest or other income earned by the subrecipient with respect to sub grant funds or as a result of conduct of the project (sale of publications, registration fees, service charges, etc.) All program income generated by this grant during the project must be reported to DOS quarterly and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from DOS.

18. **Interoperable Equipment:** Grantee is responsible for all license requirements resulting from a potential grant. Equipment must meet DHS/FEMA recommended P-25 compatible standards
19. **Legal Action:** The subrecipient agrees that should the NH Department of Safety - Grants Management Unit determine that it needs to take legal action against the subrecipient for actions arising out of the grant, the subrecipient will waive jurisdiction and have the case heard in either state or federal court in Concord, New Hampshire.
20. **Ok to Proceed:** Grant funds may not be obligated prior to the effective date of the approved grant award and without advance written approval by DOS. No obligations are allowed after the end of the grant period and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.
21. **Performance:** This grant may be terminated or fund payments discontinued by DOS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by DOS. In the event the subrecipient fails to perform the services described herein and has previously received financial assistance from DOS, the subrecipient shall reimburse DOS the full amount of the payments made. However, if the services described herein are partially performed, and the subrecipient has previously received financial assistance, the subrecipient shall proportionally reimburse DOS for payments made.
22. **Property Control:** Effective control and accountability must be maintained for all personal property. Subrecipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subrecipients should exercise caution in the use, maintenance, protection and preservation of such property. Subrecipients agree to follow the terms of 2 CFR 200.317 — 200.326:
23. **Records:** The applicant will give the grantor agency or the DHS or the Office of the Inspector General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.
24. **Recording and Documentation of Receipts and Expenditures:** Subrecipient's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
25. **Reports:** The subrecipient shall submit, at such times and in such form as may be prescribed, such reports as DOS may reasonably require, including financial reports, quarterly progress reports, final financial reports and evaluation reports.

26. **Final and fiscal close-out Report:** The report is in addition to the cumulative progress reports and is also due 30 days after the end of the grant period.
27. **Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved. Re: Property records see as previously noted in section 21.
28. **Suspension or Termination of Funding:** DOS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a subrecipient for any of the following reasons:
- Failure to comply substantially with requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law;
 - Failure to adhere to the requirements, standard conditions or special conditions;
 - Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding;
 - Failure to submit reports;
 - Filing a false certification in this application or other report or document;
 - Other good cause shown.
29. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subrecipient's approved project plan and budget. Items must be in the subrecipient's approved grant budget in order to be eligible for reimbursement.
30. **Written Approval of Changes:** Any mutually agreed upon changes to this sub grant must be approved, in writing, by DOS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
31. **Presidential Policy Directives:** All sub-grantees must comply and be familiar with Homeland Security Presidential Policy Directive-8, the National Preparedness System* (NPS) and the National Preparedness Goal (NPG). See: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness> .

As a condition of the receipt of these funds:

Funding may be suspended or terminated for filing a false certification in this application or other reports or document as part of this program.

Tracking of Equipment:

Upkeep, maintenance, and training of and for equipment procured as part of the Homeland Security Grant Program is a local and/or grantee responsibility. The inventory of this equipment is a local responsibility and the recipient of such understands that inspections, auditing, and inventory accounting of this equipment may occur as a condition of this grant either from Federal, State or other appropriate level agency and agent.

Equipment valued over \$10,000:

To comply with OMB 2 CFR 200 equipment valued at this level must inventoried and tracked locally and be reported to the State Department of Safety (DOS) — Grants Management Unit every 2 years or until the item carries a depreciated value of less than \$250. The disposition of the equipment must be reported. DOS recommends consulting with local auditor's compliance and disposition rules governing equipment procured with Federal funds.

Non-Supplanting Certification: This certification, which is a required component of the New Hampshire application, affirms that federal Homeland Security grant funds will be used to supplement (add to) existing funds, and will not supplant (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. DHS/FEMA I.B. 379 allows are as well as FP-205-402-125-1 which apply to maintenance and sustainment of grant or in some cases non- grant acquired capabilities with specific definitions. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds. Supplanting funds is loosely defined (for these purposes) as using federal grant money to "replace" or "take the place of existing local funding for equipment or programs. The funds are intended to provide local entities with increased or in 2024 sustained capabilities or to build capacity to address CBRNE/WMD terrorist incidents.

National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA's website at: <https://www.fema.gov/ernemeriv-rriarragers/nimsArndlernentatich-training>. Please see the: Preparedness Grants Manual for more information on NIMS. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance. It is recommended that all grant recipients modify their existing incident management and emergency operations plans in accordance with the National Response Plan's coordinating structures, processes, and protocols. http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf

Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on is on DHS/FEMA's website.

Certification by Official Authorized to Sign

I certify that I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal and state laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this grant application; that costs incurred prior to Grantee approval may result in the expenditures being absorbed by the subrecipient; and, that the receipt of these grant funds through the Grantee will not supplant state or local funds.

CERTIFICATION: I CERTIFY THAT I AM DULY AUTHORIZED UNDER THE STATUTES OF THE STATE OF NH TO APPLY FOR, AUTHORIZE, OR ACCEPT THE HOMELAND SECURITY GRANT FUNDS / EQUIPMENT HEREIN. ***THE AUTHORIZING OFFICIAL MUST BE STATUTORILY ALLOWED TO SIGN A CONTRACT FOR THE MUNICIPALITY (i.e. Mayor, City Manager, Town Manager, Chairperson BOS, etc.) PER RSA 31:95b or RSA 37:6

*NOTE: THE PROJECT MANAGER, FINANCIAL OFFICER AND AUTHORIZED OFFICIAL: **CANNOT BE THE SAME PERSON**

Certification by Authorized Official*

Name: _____ Title: _____
Agency: _____ Mailing Address: _____
Phone Number: _____ E-Mail: _____
Signature: _____

Certification by Program Manager/Contact *

Name: _____ Title: _____
Agency: _____ Mailing Address: _____
Phone Number: _____ E-Mail: _____
Signature: _____

Certification by Financial Officer *

Name: _____ Title: _____
Agency: _____ Mailing Address: _____
Phone Number: _____ E-Mail: _____
Signature: _____

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE
APPLICANT ORGANIZATION 	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

ACCEPTANCE OF AUDIT REQUIREMENTS FFY 2025 Homeland Security Grant Program

We agree to have an audit conducted in compliance with OMB Uniform Guidance 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$1,000,000). If a State Agency: Non-Federal entities that expend \$1,000,000 or more in federal funds (from all sources including pass-through sub awards) in the organizational fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of if applicable to your State Agency in accordance with 2 CFR 200 F and the State CAFR. If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

NH Department of Safety
Grants Management Bureau
HomelandGrants@DOS.NH.GOV

The following is information on the next organization-wide audit that will include this agency:

1. *Audit Period: (Organization's fiscal or calendar year to be audited)

Beginning: Ending:
Date Date

2. Audit will be submitted to NH DOS Grants Management Bureau by:
(Date must be no later than the ninth month after the end of the audit period)

Date:

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, the entire grant period will be covered by a compliance audit and will be submitted on a yearly basis to the Grants Management Bureau. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Uniform Guidance 2 CFR 200.

NH DOS Grants Management Bureau will furnish any information regarding the OMB Uniform Guidance 2 CFR 200 audit requirements, upon request.

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR GRANT AWARD BEING
DELAYED AND/OR CANCELLED.**

Signatures: Dated

Program Director

Financial Officer

Authorized Official
(per RSA 31:95b or RSA 37:6)

Print Name

Print Name

Print Name

New Hampshire Local Government Center

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Town Managers vs. Town Administrators: What's the Difference?

It would be hard to imagine any board of selectmen that could operate efficiently and effectively without the assistance of capable administrators and office staff. Selectmen are called upon to make many important decisions as they “manage the prudential affairs” of the town, and to do so, they often turn to town managers and town administrators to assist them.

Q: Is there a difference between having a town manager or a town administrator working for the town?

A: Yes, and it's a pretty significant difference. A town manager has the power and duties that are outlined in [RSA Chapter 37](#), while a town administrator (or administrative assistant, business manager or other similar titles) has no similar statutory authority, but instead works under the direct supervision of the board of selectmen, which retains all of its statutory authority.

Q: Who decides whether the town will have a town manager?

A: The legislative body. In order to have a town manager, the voters must adopt the provisions of [RSA Chapter 37](#) at an annual meeting. The question must be included on the warrant upon the written application of 10 or more voters, or one-sixth of the voters in town. [RSA 37:12](#). The selectmen may place the question on the warrant as well. The question must be placed on the official ballot to be voted on simultaneously with the balloting for town officers. Without a vote at town meeting, following the procedures set out in the statute, the town may not operate under the town manager form of government. [RSA 37:15](#). If there is no authority for a town manager, the selectmen remain the executive, managerial and administrative body that carries out the votes enacted at town meeting.

Q: If there is no provision for a town manager, can the selectmen hire a town administrator?

A: Yes, subject to budgetary considerations, the selectmen may hire a town administrator, administrative assistant or other staff they deem necessary to assist them in running the everyday business of the town. The legislative body has the option to create any elected or appointed officials it deems necessary to perform the work of the town. [RSA 41:2](#). They may vote to create the position of town administrator, administrative assistant, or other positions, to assist the selectmen in the management of the town. Often, town meeting delegates the tasks of supervising the work performance and job descriptions of these various positions to the selectmen.

Q: Do the selectmen lose some of their authority under a town manager form of government?

A: Yes. This is an important distinction between the town manager position and the town administrator position. By adopting the town manager form of government, the legislative body is placing some of the authority that would otherwise be held by the selectmen into the hands of a non-elected official. While the town manager is subject to the direction and supervision of the selectmen, he or she assumes several important duties when appointed. For example, the town manager becomes the administrative head of all town departments and has the authority to hire and fire employees under his or her control and to set their salary. The town manager also has the authority to approve the payment of bills incurred by the departments under his or her supervision. See [RSA 37:6](#) for a complete list of the powers and duties of a town manager. The town administrator does not have these statutory powers and duties.

Q: Is there any difference between the town manager and the town administrator in the area of hiring and termination?

A: Yes. The statutes require that the town manager be selected by the selectmen “with special reference to his education, training, and experience to perform the duties of his office [.]” As discussed earlier, there is no statutory provision for a town administrator, or other administrative positions, so the selectmen may hire personnel with whatever qualifications they feel necessary. They may hire a person with no experience at all and allow the person to “learn on the job.” This is not the case with the town manager position, who must be selected based on experience and training to perform the job. In the case of termination, a town manager may be removed by the selectman at any time “for cause.” This is in contrast to a town administrator, who is an employee “at will” and who may be removed without notice or cause. An important caveat: while New Hampshire is an “at will” state, employment contracts and personnel policies often contain provisions that require the employer to take certain steps before terminating an employee. Additionally, there may be statutory requirements that must be followed before action may be taken against some positions, for example, police officers, some fire department staff and library staff. Before taking any employment action, review the town’s policies and contact the town’s attorney.

Q: Can an official ballot referendum (SB 2) town have a town manager?

A: Yes. Either a traditional town meeting town or an official ballot referendum (SB 2) town may adopt the provision of [RSA Chapter 37](#) and operate as a town manager form of government. The provisions of [RSA Chapter 37](#) apply to towns (unless it is a town council town, in which case it is a council-manager form of government that is adopted as part of the town’s charter) and village districts or precincts. However, it does not apply to cities or school districts.

Q: What happens if there is a vacancy?

A: If there is a vacancy in the office of town manager, the selectmen must fill the position as soon as practical. While they search for a qualified replacement, they may appoint a person to fill the position on a temporary basis. [RSA 37:8](#). If there is a vacancy in the town administrator position, the position may or may not be filled, as the selectmen deem appropriate and in accordance with the town’s personnel policies, if any.

Q: Can the legislative body decide to elect the town manager or town administrator?

A: A town manager cannot be elected because the statute provides that the selectmen make the appointment. [RSA 37:2](#). A town administrator may be appointed or elected pursuant to [RSA 669:17, IX](#) which allows for the election of any other officers the town may judge necessary for managing its affairs. The most common way to fill the position of town administrator is by appointment by the selectmen.

Q: Can a town manager or a town administrator serve on the budget committee?

A: A town manager may not serve as a member-at-large of the budget committee in the town he or she serves, but may serve as the alternate for the ex-officio member representing the governing body, if so designated. [RSA 32:15, I \(b\) & V](#). A town administrator is similarly precluded from serving as a member-at-large on the budget committee if he or she is a full-time employee or a part-time department head. Like the town manager, the town administrator could serve as the alternate for the ex-officio member representing the governing body. When serving as an alternate, the person so designated has the same authority as the regular member.

Q: Can a town vote to discontinue the town manager form of government?

A: Yes. The legislative body may vote to discontinue the town manager form of government in the same manner that it adopted it. The question must be placed on the warrant and voted on in the same way as balloting for town officers. If the voters decide to discontinue the town manager form of government, the revocation will become effective on the second Tuesday in April following the vote. [RSA 37:15](#).

June 2006, *Town and City*

PO Box 617 • Concord, NH 03301 • 603.224.7447

Approved Items Checklist
Manchester SWAT
2025 SWAT/SOU Equipment
\$29,339.00

Grant Expires: 9/30/2026
Vendor: 177433 B012
Acct: 22980000 500574
Activity: 23HS25LPLC
RQ:
PO:

Approved			AEI	Reimbursed					
Name of Equipment	Quantity	Cost		Name of Equipment	Quantity	Cost	Vendor	Invoice #	Date
SWAT Breaching Tool	1	\$ 29,339.00	2						
Total		\$ 29,339.00				\$ -			

Balance \$29,339.00

Ryan J. Cashin
Chief of Department



Assistant Chiefs:
Matthew A.K. Lamothe
David Flurey
Joshua Guay

City of Manchester

Fire Department

TO: Alderman Morgan, CIP Chair

FROM: Chief Ryan Cashin

DATE: November 20, 2025

RE: Certificate of Authority- 2025 MFD Hazmat Team-Hazmat Equipment (\$33,000)

We were recently awarded a \$33,000 Hazmat Team awarded that is to be used to purchase hazmat equipment. One of the stipulations of the grant is that I provide a Certificate of Authority from the BMA stating that I am authorized to sign the contract to accept this grant.

Thank you for your attention to this matter.

Ryan J. Cashin
Chief of Department



Assistant Chiefs:
Matthew A.K. Lamothe
David Flurey
Joshua Guay

City of Manchester

Fire Department

TO: Alderman Morgan, CIP Chair

FROM: Chief Ryan Cashin

DATE: November 17, 2025

RE: Permission to Apply- Homeland Security Grant

I am writing today to request permission to apply for a Homeland Security Grant in the amount of \$25,000. These funds will be used to purchase an Emergency Uninterruptible Power Supply (UPS) for the new Emergency Operations Center. A UPS provides immediate backup battery power to connected equipment when the main power fails, allowing for a safe shutdown or continued operation during short outages. There is no match required.

Thank you for your attention to this matter.



City of Manchester

TO: Alderman Morgan, CIP Chair

FROM: Chief Ryan Cashin

DATE: November 24, 2025

RE: Apparatus Replacement

In accordance with the Master Plan that was incorporated in December of 2023, the Manchester Fire Department has developed a 3-year apparatus replacement plan to address our aging fleet. At the end of this 3-year plan, the average age of our fleet of engines will be reduced to 5.8 years with the average age of our fleet of ladder trucks being reduced to 4 years. The following is the proposed replacement schedule:

FY27- Purchase 2 engines with a MER request of \$1,700,000

FY28- Purchase 3 engines with a MER request of \$3,000,000

FY29- Purchase 1 ladder truck and 1 air unit with a MER request of \$2,400,000

Our request to the CIP committee at this time is to enter into an agreement with Rosenbauer and E-One for the purchase of the apparatuses. Entering into an agreement with these companies prior to January 1, 2026 will lock in current prices. A price increase, at minimum, of 5% is expected after January 1, 2026. These agreements do not require a financial commitment from the City at this time and, should the City decide to not move forward with these purchases, there is no penalty for backing out of the agreement.

We are actively searching for grants that could assist in the purchase of the new apparatus. Unfortunately, we have been unable to identify any funding opportunities.

Thank you for your attention to this matter.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use
Building Regulation
Code Enforcement
Community Improvement Program

Jeffrey D. Belanger, AICP
Director

Nicola Strong
Deputy Director – Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director – Building Regulations

To: Alderman Chris Morgan,
Chairman, CIP Committee

From: Jeffrey Belanger, AICP
Director, Planning and Community Development

Date: November 19, 2025

Regarding: Project Extensions

The Planning and Community Development Department respectfully requests that the end dates for the projects listed below be extended accordingly, as there are unexpended project balances and that the work is ongoing and will not conclude before the current project end date.

The following projects are requested to be extended until dates shown:

Year	Fund Type	Project #	Project Name	Department	Balance	Extension Date
2024	Enterprise	710924	WWTP Roofs	EPD	\$402,000	12/31/2026
2026	Enterprise	C270071626	Roofs 2 - Enterprise	EPD	\$1,500,000	6/30/2027
2017	Other	212417	RWJF Culture of Health Prize	Health	\$25,004	6/30/2026
2018	NACCHO	211918	NACCHO – Focus on Opioid	Health	\$40,888	6/30/2026
2019	Other	212619	Support Tech Comm Care Coord	Health	\$86,618	6/30/2026
2020	Other	212420	Public Health Safety Toolkit	Health	\$26,208	6/30/2026
2024	Federal	213124	Homeless Healthcare	Health	\$247,224	6/30/2026
2025	NH Charitable Foundation	211625	FY25 Regional Public Health Network	Health	\$7,112	6/30/2026

2025	Other	212025	Endowment for Health - HCH	Health	\$42,519	6/30/2026
2025	State	C160060025	Sate of NH 39 Beech Street Shelter Operations	Mayor's Office	\$106,000	6/30/2026
2025	State	611623	InvestNH Municipal Per-Unit Grant	PCD	\$957,596	6/30/2026
2025	CDBG	810125	Community Development Initiatives	PCD	\$704.45	6/30/2026
2025	State	411925	Domestic Violence Prosecutor	Solicitors Office	\$14,391.78	4/01/2026
2025	State	712525	SIA Phase II Improvements	Water Works		6/30/2027

CIP BUDGET AUTHORIZATION

CIP#: 710924

Project Year: 2024

CIP Resolution: 6/6/2023

Title: WWTP Roofs

Amending Resolution:

Administering Department DPW-EPD

Revision: #3

Project Description: Repairs to EPD building roofs.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2023
2.	Project Completion	12/31/2026
3.		
4.		
5.		
		12/31/2026

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,500,000.00	\$0.00	\$0.00	\$1,500,000.00
TOTAL	\$1,500,000.00	\$0.00	\$0.00	\$1,500,000.00

Revisions: #1- 2/6/24 Extend completion date from 6/30/24 to 6/30/25 #2- 7/1/25 Extend completion date from 6/30/2025 to 12/31/2025 #3 - 12/16/25 Extend completion date from 12/31/2025 to 12/31/2026**Comments:**

Planning Department/Startup Form - 07/1/20

\$1,500,000.00

CIP BUDGET AUTHORIZATION

CIP#: C270071626

Project Year: 2026

CIP Resolution: 6/3/2025

Title: Roofs 2 - Enterprise

Amending Resolution:

Administering Department DPW-EPD

Revision: #1

Project Description: Repairs to the EPD buildings roofs and associated structures as required.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1. Initiation Date

7/1/2025

2. Completion Date

6/30/2027

3.

4.

5.

6/30/2027

Line Item Budget

ENTERPRISE

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$1,500,000.00

\$0.00

\$0.00

\$1,500,000.00

TOTAL**\$1,500,000.00****\$0.00****\$0.00****\$1,500,000.00****Revisions:** #1- 12/16/25 Extend completion date from 6/30/2026 to 6/30/2027**Comments:**

Planning Department/Startup Form - 07/1/20

\$1,500,000.00

CIP BUDGET AUTHORIZATION

CIP#: 212417	Project Year: 2017	CIP Resolution: 5/17/2016
Title: 2016 Robert Wood Johnson Foundation Culture of Health Prize	Amending Resolution: 7/11/2023	
Administering Department Health Department	Revision: #10	

Project Description: The RWJF Culture of Health Prize recognizes communities that have placed a priority on health and are creating powerful partnerships and deep commitments that will enable everyone, especially those facing the greatest challenges, with the opportunity to live well. A culture of Health recognizes that health and well being are greatly influenced by where we live, work, the safety of our surroundings, and the relationships we have in our families and communities. The Health Department will work with Community partners to decide together how to use the funds to benefit the community.

Federal Grants	Federal Grant: No	Environmental	Review Required: No
	Grant Executed: 		Completed:

Critical Events

1.	Program Initiation	9/1/2016
2.	Program Completion	6/30/2026
3.		
4.		
5.		
		6/30/2026

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	\$17,236.44	\$0.00	\$0.00	\$17,236.44
Fringes	\$1,318.59	\$0.00	\$0.00	\$1,318.59
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$56,444.97	\$0.00	\$0.00	\$56,444.97
TOTAL	\$75,000.00	\$0.00	\$0.00	\$75,000.00

Revisions: #1 - Budget increased from \$25,000 to \$50,000 due to the receipt of additional grant funds.
 #2 - Budget increased from \$50,000 to \$75,000 due to the receipt of additional grant funds and extends Program Completion date to 3/31/2018. #3 - Extends Program Completion date from 3/31/2018 to 8/31/2018 and revises budget line items. #4 - Extend completion date from 12/31/2022 to 6/30/2023 #5- Extend completion date from

Comments: 6/30/2023 to 12/31/2023. #6 - 12/5/23 Extend completion date from 12/31/2023 to 6/30/2024 #7- 7/2/24 Extend completion date from 6/30/2024 to 12/31/2024. #8 - 12/17/24 extend completion date from 12/31/24 to 6/30/2025 #9- 7/1/25 Extend completion date from 6/30/2025 to 12/31/2025 #10 - 12/16/25 Extend completion date from 12/31/2025 to 6/30/2026
 Funds received from RWJF Culture of Health Prize, Endowment for Health and NH Charitable Foundation. Program initiation and completion dates determined by the grantor.

CIP BUDGET AUTHORIZATION

CIP#: 211918	Project Year: 2018	CIP Resolution: 6/13/2017
Title: NACCHO - Focus on Opioid Epidemic	Amending Resolution: 7/11/2023	
Administering Department Health Department	Revision: #8	

Project Description:	This CDC funded project aims to increase the capacity of local health department to respond effectively to the opioid epidemic by working more closely with state and local partners rolling out evidence based strategies at the local level. With support & technical assistance from NACCHO, funded LHD's will support efforts to combat the opioid crisis within their communities.
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Federal Grants	Federal Grant: No	Environmental	Review Required: No
	Grant Executed:		Completed:

Critical Events

1.	Program Initiation	3/1/2018
2.	Program Completion	6/30/2026
3.		
4.		
5.		6/30/2026

Line Item Budget

	State			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$220,000.00	\$0.00	\$0.00	\$220,000.00
TOTAL	\$220,000.00	\$0.00	\$0.00	\$220,000.00

Revisions:	#1 - Budget increased from \$100,000 to \$220,000 due to the receipt of additional grant funds and extends completion date to 12/31/2019. #2 - Extend completion date from 12/31/2022 to 6/30/2023. #3 - Extend completion date from 6/30/2023 to 12/31/2023. #4 - 12/5/23 Extend completion date from 12/31/2023 to 6/30/2024. #5 - 7/2/24 Extend completion date from 6/30/2024 to 12/31/2024 #6- 12/17/24 Extend
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Comments:	completion date from 12-31-24 to 6-30-25 #7- 7/1/25 Extend completion date from 6/30/2025 to 12/31/2025 #8- 12-16-25 Extend completion date from 12/31/2025 to 6/30/2026.
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CIP BUDGET AUTHORIZATION

CIP#: 212619 Project Year: 2019 CIP Resolution: 6/12/2018
Title: Support Technology for Community Care Coordination Amending Resolution: 7/11/2023
Administering Department: Health Department Revision: #7

Project Description: Funding from Granite United Way to support the Manchester Health Department's efforts in improving case management and community care coordination services as a part of the Community Schools Project.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed:

Critical Events

1. Program Initiation	3/1/2019
2. Program Completion	6/30/2026
3.	
4.	
5.	6/30/2026

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$135,000.00	\$0.00	\$0.00	\$135,000.00
TOTAL	\$135,000.00	\$0.00	\$0.00	\$135,000.00

Revisions: #1 - Extend project completion date from 12/31/2022 to 6/30/2023. #2 - Extend completion date from 6/30/2023 to 12/31/2023. #3 - 12/5/23 Extend completion date from 12/31/2023 to 6/30/2024 #4 - 7/2/24 Extend completion date from 6/30/2023 to 12/31/2024 #5 - 12/17/24 Extend completion date from 12-31-2024 to 6-30-2025 #6-7/1/25 Extend completion date from 6/30/2025 to 12/31/2025 #7 - 12/16/25 Extend completion date from

Comments: 12/31/2025 to 6/30/2026
Funds received from the Granite United Way. Program initiation and completion dates determined by the grantor.

CIP BUDGET AUTHORIZATION

CIP#: 212420 Project Year: 2020 CIP Resolution: 6/10/2019
Title: Public Health and Safety Toolkit (PHAST) Amending Resolution: 7/11/2023
Administering Department: Health Department Revision: #7

Project Description: The CDC Foundation has awarded the City of Manchester Health (MHD) Department \$30,000 to pilot test a Public Health and Safety Toolkit (PHAST), which is a resource guide to assist local health departments in working with local law enforcement agencies in addressing the opioid crisis. MHD, in coordination with the Manchester Police Department, anticipates utilizing the funding from the PHAST program to support critical trainings and activities.

Federal Grants

Federal Grant: No Environmental Review Required: No
Grant Executed: Completed:

Critical Events

1. Project Initiation	3/31/2020
2. Project completion	6/30/2026
3.	
4.	
5.	
	6/30/2026

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$30,000.00	\$0.00	\$0.00	\$30,000.00
TOTAL	\$30,000.00	\$0.00	\$0.00	\$30,000.00

Revisions: #1 - Extend project completion date from 12/31/2022 to 6/30/2023. Rev. #2 - Extend project completion date from 6/30/2023 to 12/31/2023. #3 - Extend project completion date from 12/31/2023 to 6/30/2024 #4 - 7/2/24
Extend completion date from 6/30/2024 to 12/31/2024 #5 - 12/17/24 Extend completion date from 12-31-24 to 6-30-25
#6- 7/1/25 Extend completion date from 6/30/2025 to 12/31/2025 #7- 12/16/25 Extend completion date from

Comments: 12/31/2025 to 6/30/2026.
OTHER: Grant funded by the CDC Foundation.

CIP BUDGET AUTHORIZATION

CIP#: 213124

Project Year: 2024

CIP Resolution: 6/6/2023

Title: Homeless Healthcare

Amending Resolution: 10/15/2024

Administering Department: Health Department

Revision: #3

Project Description: Federal funds support healthcare services to approximately 1300 unduplicated individuals of all ages experiencing homelessness in Manchester each year. As a federally qualified health center, services are provided through a contract with Catholic Medical Center's Mobile Community Health Team. Services are coordinated with support from community partners such as the Mental Health Center of Greater Manchester, VA, Southern NH Services, FIT/New Horizons, the Way Home and Waypoint at three clinics.

Federal GrantsFederal Grant: **Environmental**

Review Required: No

Grant Executed: Completed: **Critical Events**

1.	Project Initiation	03/01/2024
2.	Project Completion	6/30/2026
3.		
4.		
5.		
		6/30/2026

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,672,944.00	\$0.00	\$0.00	\$1,672,944.00
TOTAL	\$1,672,944.00	\$0.00	\$0.00	\$1,672,944.00

Revisions: #1 - 10/15/24 increase funding \$30,619 FEDERAL (from \$1,642,325 to \$1,672,944) funds from HRSA #2-7/1/25
Extend completion date from 6/30/2025 to 12/31/2025 #3 - 12/16/25 Extend completion date from 12/31/2025 to 6/30/2026.

Comments: Federal Funds in the amount of \$1,642,325 come from HRSA

CIP BUDGET AUTHORIZATION

CIP#: 211625 2025 CIP Resolution: 6/4/2024
Title: FY25 Regional Public Health Network Grant Opportunity - NH Charit Amending Resolution: 10/15/2024
Administering Department: Health Department Revision: #2

Project Description: Program to support the implementation of the ten essential public health services as a way to help NH communities achieve behavioral health equity. This funding will allow our Department to convene community partners around priority issues identified in the Greater Manchester Community Health Needs Assessment and Community Health Improvement Plan. These dollars may also be used toward implementing projects and activities prioritized within these documents. We do not intend to use this funding toward staffing costs.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed:

Critical Events

Initiation Date	12/01/2024
Completion Date	6/30/2026
	6/30/2026

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$15,000.00	\$0.00	\$0.00	\$15,000.00
TOTAL	\$15,000.00	\$0.00	\$0.00	\$15,000.00

Revisions: #1 7/1/25 Extend completion date from 6/30/2025 to 12/31/2025 #2 - 12/16/25 Extend completion date from 12/31/2025 to 6/30/2026.

Comments: Funding from NH Charitable Foundation

CIP BUDGET AUTHORIZATION

CIP#: 212025

2025

CIP Resolution: 6/4/2024

Title: Endowment for Health - Homeless Healthcare Grant

Amending Resolution: 1/21/2025

Administering Department Health Department

Revision: #1

Project Description:

These funds are in recognition of the organization's efforts to provide equitable care & services for Manchester. Funds may be used at the institution's discretion, but encouraged to be used for investments in workforce.

These funds will go directly to the Homeless Healthcare program at Catholic Medical Center

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

Project Initiation Date

1/01/2025

Project Completion Date

6/30/2026

6/30/2026

Line Item Budget

OTHER

TOTAL

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$50,000.00

\$0.00

\$0.00

\$50,000.00

TOTAL**\$50,000.00****\$0.00****\$0.00****\$50,000.00****Revisions:**

#1 - 12/16/25 Extend completion date from 12/31/2025 to 6/30/2026.

Comments:

Money in the amount of \$50,000 from an Endowment for Health Grant

CIP BUDGET AUTHORIZATION

CIP#: C160060025

2025

CIP Resolution: 6/4/2024

Title: State of NH 39 Beech Street Shelter Operations

Amending Resolution: 4/15/2025

Administering Department Mayor's Office

Revision: #1

Project Description:

State funding to support the operations of the 40-bed 39 Beech Street Emergency Shelter and the Homeless Engagement Center.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

Project Initiation

4/01/2025

Project Completion

6/30/2026

6/30/2026

Line Item Budget

STATE

TOTAL

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$500,000.00

\$0.00

\$0.00

\$500,000.00

TOTAL**\$500,000.00****\$0.00****\$0.00****\$500,000.00****Revisions:** #1- 12/16/25 Extend completion date from 9/30/2025 to 6/30/2026**Comments:** Funding from the New Hampshire Department of Health and Human Services.

CIP BUDGET AUTHORIZATION

CIP#: 611623 Project Year: 2023 CIP Resolution: 5/17/2023
Title: InvestNH Municipal Per-Unit Grant Amending Resolution: 4/18/2023
Administering Department Planning & Community Development Department Revision: #1

Project Description: To finance the construction of affordable housing on parcels at the corners of Merrimack Street and Chestnut Street.

Federal Grants Federal Grant: No **Environmental** Review Required: No
Grant Executed: Completed:

Critical Events

1.	Project Initiation	4/18/2023
2.	Project Completion	6/30/2026
3.		
4.		
5.		
		6/30/2026

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,000,000.00	\$0.00	\$0.00	\$2,000,000.00
TOTAL	\$2,000,000.00	\$0.00	\$0.00	\$2,000,000.00

Revisions: #1- 12/16/25 Extend completion date from 12/31/2025 to 6/30/2026

Comments: Funding to come from NH Department of Business and Economic Affairs InvestNH Municipal Per-Unit Grant Program

CIP BUDGET AUTHORIZATION

CIP#: 810125 2025 CIP Resolution: 6/4/2024
Title: Community Development Initiatives Amending Resolution:
Administering Department Planning & Community Development Revision: #2

Project Description: Funds to be used for consultant services and associated costs of community development, management and facilitating programs.

Federal Grants Federal Grant: Yes **Environmental** Review Required: Yes
Grant Executed: Completed:

Critical Events

Initiation Date	7/2/2024
Completion Date	6/30/2026
	6/30/2026

Line Item Budget

	CDBG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL	\$5,000.00	\$0.00	\$0.00	\$5,000.00

Revisions: #1- 7/1/25 Extend completion date from 6/30/2025 to 12/31/2025 #2 - 12/16/25 Extend completion date from 12/31/2025 to 6/30/2026

Comments: Authorization of Entitlement funds is contingent upon HUD grant execution.

CIP BUDGET AUTHORIZATION

CIP#: 411925

2025

CIP Resolution: 6/4/2024

Title: Domestic Violence Prosecutor

Amending Resolution: 12/3/2024

Administering Department Solicitor's Office

Revision: #1

Project Description: Funding to partially support an Attorney 1 Domestic Violence Prosecutor in the City Solicitor's Office

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

Project Initiation

01/01/2025

Project Completion

4/01/2026

4/01/2026

Line Item Budget

STATE

TOTAL

Salaries and Wages

\$30,000.00

\$0.00

\$0.00

\$30,000.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$0.00

\$0.00

\$0.00

\$0.00

TOTAL**\$30,000.00****\$0.00****\$0.00****\$30,000.00****Revisions:** #1 - 12/16/25 Extend completion date from 12/31/25 to 4/01/2026**Comments:** Funds of \$30,000 from State of NH Department of Justice STOP Grant

CIP BUDGET AUTHORIZATION

CIP#: 712525 2025 CIP Resolution: 6/4/2024
Title: SIA Phase II Improvements - Amending Resolution: 10/15/2024
Administering Department: Manchester Water Works Revision: #1

Project Description: Southern NH Interconnection Agreement Phase II improvements engineering design.

Federal Grants Federal Grant: Yes **Environmental** Review Required: No
Grant Executed: Completed:

Critical Events

Project Initiation	10/15/2024
Project Completion	6/30/2027
	6/30/2027

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$300,000.00	\$0.00	\$0.00	\$300,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$300,000.00	\$0.00	\$0.00	\$300,000.00

Revisions: #1 - 12/16/25 Extend completion date from 6/30/2025 to 6/30/2027.

Comments: ARPA funding through the NH Department of Environmental Services. No matching funds are required.

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Mark Gomez
Chief of Parks, Recreation, &
Cemetery



Commission
Colin Manning, Chair
Jen Drociak
David Flurey
Erin Loomis
Laughlin

CITY OF MANCHESTER
Department of Public Works
Parks, Recreation & Cemetery Division

November 18, 2025

Board of Mayor and Alderman
c/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Christopher Morgan
Chairman, CIP Committee

Subject: **Extension of Existing CIPs**

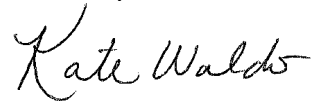
Dear Alderman Morgan,

The Parks, Recreation, and Cemetery Division (Division) respectfully requests the extension of six (6) CIP completion dates to 6/30/28. These projects have either yet to start, are still in progress, or have remaining funds that the Division will transfer in the near future. Below is a summary of all projects associated with this request.

FY Year	Project Name	CIP #	Fund Type	Balance	Current Complete Date	Project Status	Action
2017	Derryfield Cc North Parking Lot Ext	510717	Donations	\$20.56	3/31/2018	Closing	Extend
2020	Fitlot Programming	510720	Donations	\$2,600.00	6/30/2025	Balance to Transfer	Extend
2018	Gossler Park Playground	510418	Grants, Donations	\$38.50	12/31/2019	In Progress	Extend
2016	Recreation Out Of School Program	510716	Donations	\$2,343.43	6/30/2023	Balance to Transfer	Extend
2019	Summer Reading Program/Fits	310319	Donations	\$3,021.87	6/30/2023	Balance to Transfer	Extend
2018	Veteran's Park Rehabilitation	510618	Transfer In	\$163.66	12/30/2018	In Progress	Extend

A DPW representative will be available to discuss this at the next Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kate Waldo". The signature is written in black ink and is positioned above a thin horizontal line.

Kate Waldo, CSPI

Park Projects Manager

Cc: Tim Clougherty, Owen Friend-Gray, Mark Gomez

CIP BUDGET AUTHORIZATION

CIP#: 510717	Project Year: 2017	CIP Resolution: 5/17/2016
Title: Derryfield CC North Parking Lot Expansion	Amending Resolution: 8/15/2017	
Administering Department Public Works-Parks	Revision: #1	

Project Description:

Federal Grants	Federal Grant: No	Environmental	Review Required: No
	Grant Executed:		Completed:

Critical Events

1.	Project Initiation	8/15/17
2.	Project Completion	6/30/2028
3.		
4.		
5.		6/30/2028

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$135,000.00	\$0.00	\$0.00	\$135,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$135,000.00	\$0.00	\$0.00	\$135,000.00

Revisions:

Comments:

CIP BUDGET AUTHORIZATION

CIP#:	510720	Project Year:	2020	CIP Resolution:	6/10/2019
Title:	FitLot Programming			Amending Resolution:	8/6/2019
Administering Department	Public Works-Parks, Rec & Cemetery			Revision:	#2

Project Description: This project is to provide instructors to lead classes at the new Derryfield Park FitLot.

Federal Grants

Federal Grant:	No	Environmental	Review Required:	No
Grant Executed:			Completed:	

Critical Events

1. Project Initiation	7/1/2019
2. Project Completion	6/30/2028
3.	
4.	
5.	
	6/30/2028

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$15,000.00	\$0.00	\$0.00	\$15,000.00
TOTAL	\$15,000.00	\$0.00	\$0.00	\$15,000.00

Revisions: #1 - 1/21/25 Extend completion date from 6/30/23 to 6/30/2025 #2-12/16/25 Extend completion date from 6/30/2025 to 6/30/2028.

Comments: Funds to be recived from a FitLot grant.

CIP BUDGET AUTHORIZATION

CIP#: 510418	Project Year: 2018	CIP Resolution: 6/13/2017
Title: Gossler Park Playground		Amending Resolution: 11/21/2017
Administering Department Public Works-Parks		Revision: #2

Project Description:

Federal Grants	Federal Grant: Yes	Environmental	Review Required: No
	Grant Executed:		Completed:

Critical Events

1.	Project Initiation	9/12/17
2.	Project Completion	6/30/2028
3.		
4.		
5.		
		6/30/2028

Line Item Budget

	Federal	Other		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Other	\$0.00	\$50,000.00	\$0.00	\$50,000.00
TOTAL	\$40,000.00	\$50,000.00	\$0.00	\$90,000.00

Revisions: #1 - Other budget increased from \$35,000 to \$50,000 due to the receipt of additional grant funds. #2 - 12/16/25
Extend completion date from 6/30/2021 to 6/30/2028.

Comments: Federal source: National Park and Recreation Association and Disney. Other funds received from the New Hampshire Charitable Foundation and the Cogswell Benevolent Trust.

CIP BUDGET AUTHORIZATION

CIP#: 510716	Project Year: 2016	CIP Resolution: 6/9/2015
Title: Recreation Out of School Program		Amending Resolution: 5/3/2016
Administering Department Public Works-Parks		Revision: #2

Project Description:	To increase healthy food, physical activity, nutrition education and outreach for the Fun in the Sun Program participants.
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Federal Grants	Federal Grant:	Environmental	Review Required: No
	Grant Executed:		Completed:

Critical Events

1.	Program Initiation	5/3/16
2.	Program Completion	6/30/2028
3.		
4.		
5.		
		6/30/2028

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$6,259.27	\$0.00	\$0.00	\$6,259.27
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$18,398.30	\$0.00	\$0.00	\$18,398.30
Other	\$10,342.43	\$0.00	\$0.00	\$10,342.43
TOTAL	\$35,000.00	\$0.00	\$0.00	\$35,000.00

Revisions: #1-Line item adjustments and extend completion date until 6/30/2023. #2- 12/16/25 Extend completion date from 6/30/2023 to 6/30/2028.

Comments: Other funds represent Grant funding through the National Recreation and Park Association and the Walmart Foundation.

CIP BUDGET AUTHORIZATION

CIP#: 310319 Project Year: 2019 CIP Resolution: 6/12/2018
Title: Summer Reading Program/FITS Amending Resolution: 3/19/2019
Administering Department Public Works-Parks, Rec and Cemeteries Revision: #2

Project Description: This project is to provide staff and materials to augment reading in our Fun In The Sun program.

Federal Grants Federal Grant: NO **Environmental** Review Required: No
Grant Executed: Completed:

Critical Events

1. Project Initiation	3/15/2019
2. Project Completion	6/30/2028
3.	
4.	
5.	
	6/30/2028

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	\$8,403.82	\$0.00	\$0.00	\$8,403.82
Fringes	\$642.83	\$0.00	\$0.00	\$642.83
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$5,953.35	\$0.00	\$0.00	\$5,953.35
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$15,000.00	\$0.00	\$0.00	\$15,000.00

Revisions: #1-Line item adjustments and extend the completion date until 6/30/2023.#2 - 12/16/25 Extend completion date from 6/30/2023 to 6/30/2028.

Comments: Other-\$15,000 donation from the Scrivanos family.

CIP BUDGET AUTHORIZATION

CIP#: 510618	Project Year: 2018	CIP Resolution: 6/13/2017
Title: Veteran's Park Rehabilitation		Amending Resolution: 5/15/2018
Administering Department Public Works-Parks		Revision: #1

Project Description: This project is for rehabilitation of Veteran's Park. The project will be completed in many phases. This phases is the installation of donated benches, and fence and side walk work.

Federal Grants	Federal Grant: No	Environmental	Review Required: No
	Grant Executed: N/A		Completed:

Critical Events

1.	Project Initiation	5/15/18
2.	Project Completion	6/30/2028
3.		
4.		
5.		
		6/30/2028

Line Item Budget

	Cash			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Other	\$5,673.00	\$0.00	\$0.00	\$5,673.00
TOTAL	\$10,673.00	\$0.00	\$0.00	\$10,673.00

Revisions: #1- 12/16/25 Extend completion date from 6/30/2023 to 6/30/2028.

Comments: Cash transferred from CIP Project #510117 Victory Park Improvements.

Timothy J. Clougherty

Public Works Director

Owen P. Friend-Gray, P.E.

Deputy Public Works Director

Mark Gomez

*Chief of Parks, Recreation
& Cemetery*



Commission

Colin Manning, Chair

David Flurey

Erin Loomis Laughlin

Jen Drociak

CITY OF MANCHESTER
*Department of Public Works
Parks, Recreation & Cemetery Division*

November 3, 2025

Committee on Community Improvement
Board of Mayor and Aldermen

RE: Multiple CIPs for Park Improvements

Chairman Morgan:

At its October 21st meeting, the Board of Mayor & Aldermen approved a recommendation from the CIP Committee to fund the following projects through bond:

- Manchester Skate Park at Lally Sullivan Complex on Harvell Street: \$2.5 million
- Al Lemire Field Lighting Replacement at Derryfield Park: \$400,000
- Pony League Baseball Field Lighting Replacement: \$250,000
- Livingston Park Field Lighting Improvement: \$150,000

Please find attached Budget Authorizations, Bond Resolutions, and Debt Schedules for each of the above.

Mark M. Gomez

Chief of Parks, Recreation & Cemetery

cc: Tim Clougherty, Public Works Director
Owen Friend-Gray, Deputy Public Works Director
Sharon Wickens, Finance Director
Mindy Salomone-Abood, Financial Analyst II (DPW)

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Five Hundred Thousand Dollars (\$2,500,000) for the 2026 CIP C650050926 Manchester Skate Park at Lally Sullivan Complex. ”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Million Five Hundred Thousand Dollars (\$2,500,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing , including for the purposes of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefor, costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2026 –	
CIP C650050926 Manchester Skate Park at Lally Sullivan Complex	\$2,500,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 15 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Five Hundred Thousand Dollars (\$2,500,000) for the 2026 CIP C650050926 Manchester Skate Park at Lally Sullivan Complex on Harvell Street. ”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Four Hundred Thousand Dollars (\$400,000) for the 2026 CIP C650051026 AI Lemire Field Lighting (Derryfield Park). ”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Four Hundred Thousand Dollars (\$400,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing , including for the purposes of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefor, costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2026 –	
CIP C650051026 AI Lemire Field Lighting (Derryfield Park)	\$400,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 15 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Four Hundred Thousand Dollars (\$400,000) for the 2026 CIP C650051026 Al Lemire Field Lighting (Derryfield Park). ”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the 2026 CIP C650051126 Pony League Baseball Field Lighting.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Hundred Fifty Thousand Dollars (\$250,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing , including for the purposes of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefor, costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2026 –	
CIP C650051126 Pony League Baseball Field Lighting	\$250,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 15 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the 2026 CIP C650051126 Pony League Baseball Field Lighting. . ”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the 2026 CIP C650051226 Livingston Park Field Lighting Improvement. ”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Hundred Fifty Thousand Dollars (\$150,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing , including for the purposes of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefor, costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2026 –	
CIP C650051226 Livingston Park Field Lighting Improvement	\$150,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 15 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Five

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Fifty Thousand Dollars (\$150,000) for the 2026 CIP C650051226 Livingston Park Field Lighting Improvement. ”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP#: C650050926

Project Year: 2026

CIP Resolution: 6/3/2025

Title: Manchester Skate Park at Lally Sullivan Complex

Amending Resolution: 12/2/2025

Administering Department DPW - Parks, Recreation & Cemetery

Revision:

Project Description:

Design and construction of a skatepark at the Wolfe Park Lally-Sullivan complex, including related park improvements needed to support the project and the use of park amenities.

Federal Grants

Federal Grant:

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1. Project Initiation

1/1/2026

2. Project Completion

8/1/2041

3.

4.

5.

8/1/2041

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$2,500,000.00

\$0.00

\$0.00

\$2,500,000.00

TOTAL**\$2,500,000.00****\$0.00****\$0.00****\$2,500,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$2,500,000.00

CIP BUDGET AUTHORIZATION

CIP#: C650051026

Project Year: 2026

CIP Resolution: 6/3/2025

Title: Al Lemire Field Sports Lighting

Amending Resolution: 12/2/2025

Administering Department DPW - Parks, Recreation & Cemetery

Revision:

Project Description: Installation of new sports lighting at Al Lemire Field in Derryfield Park, including related park improvements needed to support the project and the use of park amenities.

Federal Grants

Federal Grant:

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1. Project Initiation

1/1/2026

2. Project Completion

8/1/2041

3.

4.

5.

8/1/2041

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$400,000.00

\$0.00

\$0.00

\$400,000.00

TOTAL**\$400,000.00****\$0.00****\$0.00****\$400,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$400,000.00

CIP BUDGET AUTHORIZATION

CIP#: C650051126

Project Year: 2026

CIP Resolution: 6/3/2025

Title: Pony League Baseball Sports Lighting

Amending Resolution: 12/2/2025

Administering Department DPW - Parks, Recreation & Cemetery

Revision:

Project Description:

Installation of new Sports lighting at the Pony League field in Sheehan-Basquill Park, including related park improvements needed to support the project and the use of park amenities.

Federal Grants

Federal Grant:

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1. Initiation Date

1/1/2026

2. Completion Date

8/1/2041

3.

4.

5.

8/1/2041

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$250,000.00

\$0.00

\$0.00

\$250,000.00

TOTAL**\$250,000.00****\$0.00****\$0.00****\$250,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$250,000.00

CIP BUDGET AUTHORIZATION

CIP#: C650051226

Project Year: 2026

CIP Resolution: 6/3/2025

Title: Livingston Park Sports Lighting

Amending Resolution: 12/2/2025

Administering Department DPW - Parks, Recreation & Cemetery

Revision:

Project Description:

Installation of new sports lighting at athletic spaces in Livingston Park, including related park improvements needed to support the projec and the use of park amenities.

Federal Grants

Federal Grant:

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1. Project Initiation

1/1/2026

2. Project Completion

8/1/2041

3.

4.

5.

8/1/2041

Line Item Budget

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$150,000.00

\$0.00

\$0.00

\$150,000.00

TOTAL**\$150,000.00****\$0.00****\$0.00****\$150,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

\$150,000.00

BOND DEBT SERVICE

City of Manchester
Series 2026 General Obligation Bonds
SAMPLE DEBT SERVICE
Manchester Skate Park at Lally Sullivan Complex on Harvell Street
20 Year Term

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>	<i>Bond Balance</i>	<i>Total Bond Value</i>
08/04/2026						2,500,000	2,500,000
02/01/2027			49,166.67	49,166.67	49,166.67	2,500,000	2,500,000
08/01/2027	85,000	4.000%	50,000.00	135,000.00		2,415,000	2,415,000
02/01/2028			48,300.00	48,300.00	183,300.00	2,415,000	2,415,000
08/01/2028	85,000	4.000%	48,300.00	133,300.00		2,330,000	2,330,000
02/01/2029			46,600.00	46,600.00	179,900.00	2,330,000	2,330,000
08/01/2029	90,000	4.000%	46,600.00	136,600.00		2,240,000	2,240,000
02/01/2030			44,800.00	44,800.00	181,400.00	2,240,000	2,240,000
08/01/2030	95,000	4.000%	44,800.00	139,800.00		2,145,000	2,145,000
02/01/2031			42,900.00	42,900.00	182,700.00	2,145,000	2,145,000
08/01/2031	95,000	4.000%	42,900.00	137,900.00		2,050,000	2,050,000
02/01/2032			41,000.00	41,000.00	178,900.00	2,050,000	2,050,000
08/01/2032	100,000	4.000%	41,000.00	141,000.00		1,950,000	1,950,000
02/01/2033			39,000.00	39,000.00	180,000.00	1,950,000	1,950,000
08/01/2033	105,000	4.000%	39,000.00	144,000.00		1,845,000	1,845,000
02/01/2034			36,900.00	36,900.00	180,900.00	1,845,000	1,845,000
08/01/2034	110,000	4.000%	36,900.00	146,900.00		1,735,000	1,735,000
02/01/2035			34,700.00	34,700.00	181,600.00	1,735,000	1,735,000
08/01/2035	115,000	4.000%	34,700.00	149,700.00		1,620,000	1,620,000
02/01/2036			32,400.00	32,400.00	182,100.00	1,620,000	1,620,000
08/01/2036	120,000	4.000%	32,400.00	152,400.00		1,500,000	1,500,000
02/01/2037			30,000.00	30,000.00	182,400.00	1,500,000	1,500,000
08/01/2037	125,000	4.000%	30,000.00	155,000.00		1,375,000	1,375,000
02/01/2038			27,500.00	27,500.00	182,500.00	1,375,000	1,375,000
08/01/2038	130,000	4.000%	27,500.00	157,500.00		1,245,000	1,245,000
02/01/2039			24,900.00	24,900.00	182,400.00	1,245,000	1,245,000
08/01/2039	135,000	4.000%	24,900.00	159,900.00		1,110,000	1,110,000
02/01/2040			22,200.00	22,200.00	182,100.00	1,110,000	1,110,000
08/01/2040	140,000	4.000%	22,200.00	162,200.00		970,000	970,000
02/01/2041			19,400.00	19,400.00	181,600.00	970,000	970,000
08/01/2041	145,000	4.000%	19,400.00	164,400.00		825,000	825,000
02/01/2042			16,500.00	16,500.00	180,900.00	825,000	825,000
08/01/2042	150,000	4.000%	16,500.00	166,500.00		675,000	675,000
02/01/2043			13,500.00	13,500.00	180,000.00	675,000	675,000
08/01/2043	160,000	4.000%	13,500.00	173,500.00		515,000	515,000
02/01/2044			10,300.00	10,300.00	183,800.00	515,000	515,000
08/01/2044	165,000	4.000%	10,300.00	175,300.00		350,000	350,000
02/01/2045			7,000.00	7,000.00	182,300.00	350,000	350,000
08/01/2045	170,000	4.000%	7,000.00	177,000.00		180,000	180,000
02/01/2046			3,600.00	3,600.00	180,600.00	180,000	180,000
08/01/2046	180,000	4.000%	3,600.00	183,600.00			
	2,500,000		1,182,166.67	3,682,166.67	3,682,166.67		

BOND DEBT SERVICE

City of Manchester
Series 2026 General Obligation Bonds
SAMPLE DEBT SERVICE
Al Lemire Field Lighting Replacement at Derryfield Park
15 Year Term

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>	<i>Bond Balance</i>	<i>Total Bond Value</i>
08/04/2026						400,000	400,000
02/01/2027			7,571.67	7,571.67	7,571.67	400,000	400,000
08/01/2027	20,000	3.850%	7,700.00	27,700.00		380,000	380,000
02/01/2028			7,315.00	7,315.00	35,015.00	380,000	380,000
08/01/2028	20,000	3.850%	7,315.00	27,315.00		360,000	360,000
02/01/2029			6,930.00	6,930.00	34,245.00	360,000	360,000
08/01/2029	20,000	3.850%	6,930.00	26,930.00		340,000	340,000
02/01/2030			6,545.00	6,545.00	33,475.00	340,000	340,000
08/01/2030	25,000	3.850%	6,545.00	31,545.00		315,000	315,000
02/01/2031			6,063.75	6,063.75	37,608.75	315,000	315,000
08/01/2031	25,000	3.850%	6,063.75	31,063.75		290,000	290,000
02/01/2032			5,582.50	5,582.50	36,646.25	290,000	290,000
08/01/2032	25,000	3.850%	5,582.50	30,582.50		265,000	265,000
02/01/2033			5,101.25	5,101.25	35,683.75	265,000	265,000
08/01/2033	25,000	3.850%	5,101.25	30,101.25		240,000	240,000
02/01/2034			4,620.00	4,620.00	34,721.25	240,000	240,000
08/01/2034	25,000	3.850%	4,620.00	29,620.00		215,000	215,000
02/01/2035			4,138.75	4,138.75	33,758.75	215,000	215,000
08/01/2035	25,000	3.850%	4,138.75	29,138.75		190,000	190,000
02/01/2036			3,657.50	3,657.50	32,796.25	190,000	190,000
08/01/2036	30,000	3.850%	3,657.50	33,657.50		160,000	160,000
02/01/2037			3,080.00	3,080.00	36,737.50	160,000	160,000
08/01/2037	30,000	3.850%	3,080.00	33,080.00		130,000	130,000
02/01/2038			2,502.50	2,502.50	35,582.50	130,000	130,000
08/01/2038	30,000	3.850%	2,502.50	32,502.50		100,000	100,000
02/01/2039			1,925.00	1,925.00	34,427.50	100,000	100,000
08/01/2039	30,000	3.850%	1,925.00	31,925.00		70,000	70,000
02/01/2040			1,347.50	1,347.50	33,272.50	70,000	70,000
08/01/2040	35,000	3.850%	1,347.50	36,347.50		35,000	35,000
02/01/2041			673.75	673.75	37,021.25	35,000	35,000
08/01/2041	35,000	3.850%	673.75	35,673.75	35,673.75		
	400,000		134,236.67	534,236.67	534,236.67		

BOND DEBT SERVICE

City of Manchester
Series 2026 General Obligation Bonds
SAMPLE DEBT SERVICE
Pony League Baseball Field Lighting Replacement
15 Year Term

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>	<i>Bond Balance</i>	<i>Total Bond Value</i>
08/04/2026						250,000	250,000
02/01/2027			4,732.29	4,732.29	4,732.29	250,000	250,000
08/01/2027	10,000	3.850%	4,812.50	14,812.50		240,000	240,000
02/01/2028			4,620.00	4,620.00	19,432.50	240,000	240,000
08/01/2028	15,000	3.850%	4,620.00	19,620.00		225,000	225,000
02/01/2029			4,331.25	4,331.25	23,951.25	225,000	225,000
08/01/2029	15,000	3.850%	4,331.25	19,331.25		210,000	210,000
02/01/2030			4,042.50	4,042.50	23,373.75	210,000	210,000
08/01/2030	15,000	3.850%	4,042.50	19,042.50		195,000	195,000
02/01/2031			3,753.75	3,753.75	22,796.25	195,000	195,000
08/01/2031	15,000	3.850%	3,753.75	18,753.75		180,000	180,000
02/01/2032			3,465.00	3,465.00	22,218.75	180,000	180,000
08/01/2032	15,000	3.850%	3,465.00	18,465.00		165,000	165,000
02/01/2033			3,176.25	3,176.25	21,641.25	165,000	165,000
08/01/2033	15,000	3.850%	3,176.25	18,176.25		150,000	150,000
02/01/2034			2,887.50	2,887.50	21,063.75	150,000	150,000
08/01/2034	15,000	3.850%	2,887.50	17,887.50		135,000	135,000
02/01/2035			2,598.75	2,598.75	20,486.25	135,000	135,000
08/01/2035	15,000	3.850%	2,598.75	17,598.75		120,000	120,000
02/01/2036			2,310.00	2,310.00	19,908.75	120,000	120,000
08/01/2036	20,000	3.850%	2,310.00	22,310.00		100,000	100,000
02/01/2037			1,925.00	1,925.00	24,235.00	100,000	100,000
08/01/2037	20,000	3.850%	1,925.00	21,925.00		80,000	80,000
02/01/2038			1,540.00	1,540.00	23,465.00	80,000	80,000
08/01/2038	20,000	3.850%	1,540.00	21,540.00		60,000	60,000
02/01/2039			1,155.00	1,155.00	22,695.00	60,000	60,000
08/01/2039	20,000	3.850%	1,155.00	21,155.00		40,000	40,000
02/01/2040			770.00	770.00	21,925.00	40,000	40,000
08/01/2040	20,000	3.850%	770.00	20,770.00		20,000	20,000
02/01/2041			385.00	385.00	21,155.00	20,000	20,000
08/01/2041	20,000	3.850%	385.00	20,385.00	20,385.00		
	250,000		83,464.79	333,464.79	333,464.79		

BOND DEBT SERVICE

City of Manchester
Series 2026 General Obligation Bonds
SAMPLE DEBT SERVICE
Livingston Park Field Lighting Improvement
15 Year Term

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>	<i>Bond Balance</i>	<i>Total Bond Value</i>
08/04/2026						150,000	150,000
02/01/2027			2,839.38	2,839.38	2,839.38	150,000	150,000
08/01/2027	5,000	3.850%	2,887.50	7,887.50		145,000	145,000
02/01/2028			2,791.25	2,791.25	10,678.75	145,000	145,000
08/01/2028	10,000	3.850%	2,791.25	12,791.25		135,000	135,000
02/01/2029			2,598.75	2,598.75	15,390.00	135,000	135,000
08/01/2029	10,000	3.850%	2,598.75	12,598.75		125,000	125,000
02/01/2030			2,406.25	2,406.25	15,005.00	125,000	125,000
08/01/2030	10,000	3.850%	2,406.25	12,406.25		115,000	115,000
02/01/2031			2,213.75	2,213.75	14,620.00	115,000	115,000
08/01/2031	10,000	3.850%	2,213.75	12,213.75		105,000	105,000
02/01/2032			2,021.25	2,021.25	14,235.00	105,000	105,000
08/01/2032	10,000	3.850%	2,021.25	12,021.25		95,000	95,000
02/01/2033			1,828.75	1,828.75	13,850.00	95,000	95,000
08/01/2033	10,000	3.850%	1,828.75	11,828.75		85,000	85,000
02/01/2034			1,636.25	1,636.25	13,465.00	85,000	85,000
08/01/2034	10,000	3.850%	1,636.25	11,636.25		75,000	75,000
02/01/2035			1,443.75	1,443.75	13,080.00	75,000	75,000
08/01/2035	10,000	3.850%	1,443.75	11,443.75		65,000	65,000
02/01/2036			1,251.25	1,251.25	12,695.00	65,000	65,000
08/01/2036	10,000	3.850%	1,251.25	11,251.25		55,000	55,000
02/01/2037			1,058.75	1,058.75	12,310.00	55,000	55,000
08/01/2037	10,000	3.850%	1,058.75	11,058.75		45,000	45,000
02/01/2038			866.25	866.25	11,925.00	45,000	45,000
08/01/2038	10,000	3.850%	866.25	10,866.25		35,000	35,000
02/01/2039			673.75	673.75	11,540.00	35,000	35,000
08/01/2039	10,000	3.850%	673.75	10,673.75		25,000	25,000
02/01/2040			481.25	481.25	11,155.00	25,000	25,000
08/01/2040	10,000	3.850%	481.25	10,481.25		15,000	15,000
02/01/2041			288.75	288.75	10,770.00	15,000	15,000
08/01/2041	15,000	3.850%	288.75	15,288.75	15,288.75		
	150,000		48,846.88	198,846.88	198,846.88		