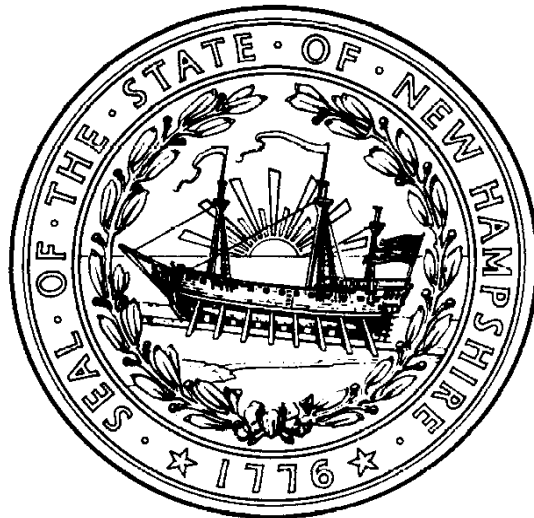
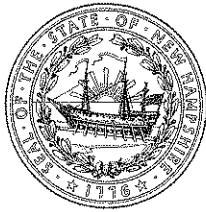


FISCAL COMMITTEE



**Meeting of September 25, 2015
10:00 a.m.
Room 210-211, LOB**



MICHAEL W. KANE, MPA
Legislative Budget Assistant
(603) 271-3161

State of New Hampshire

OFFICE OF LEGISLATIVE BUDGET ASSISTANT
State House, Room 102
Concord, New Hampshire 03301

STEPHEN C. SMITH, CPA
Director, Audit Division
(603) 271-2785

September 17, 2015

To the Members of the Fiscal Committee
of the General Court

The Chairman of the Fiscal Committee of the General Court, as established by RSA 14:30-a, of which you are a member, has requested that you be notified that the Fiscal Committee will hold a regular business meeting on Friday, September 25, 2015, at 10:00 a.m. in Room 210-211 of the Legislative Office Building.

Please find attached information to be discussed at that meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael W. Kane".

Michael W. Kane
Legislative Budget Assistant

MWK/pe
Attachments

FISCAL COMMITTEE
AGENDA

Friday, September 25, 2015 in Room 210-211 of the Legislative Office Building

10:00 a.m.

- (1) Acceptance of Minutes of the August 26, 2015 meeting

NOTE: ALL ITEMS LISTED ON THE AGENDA UNDER CONSENT CALENDAR ARE IN BOLD.

- (2) Old Business:

- (A) RSA 14:30-a, VI Fiscal Committee Approval Required for Acceptance and Expenditure of Funds Over \$100,000 from any Non-State Source:

FIS 15-125 Additional Information #2 Department of Health and Human Services – letter of intent, dated September 17, 2015, to withdraw request FIS 15-125 and FIS 15-125 Additional Information to accept and expend \$158,196 in federal funds retroactive to July 1, 2015 through December 31, 2015. Tabled 7/29/15

- (B) RSA 14:30-a, VI Fiscal Committee Approval Required for Acceptance and Expenditure of Funds Over \$100,000 from any Non-State Source and RSA 124:15, Positions Authorized:

FIS 15-126 and FIS 15-126 Additional Information Department of Health and Human Services – authorization to; 1) accept and expend \$590,182 in federal funds retroactive to July 1, 2015 through December 31, 2015 and contingent upon approval of #1, further authorization to 2) establish five (5) full-time temporary positions through December 31, 2015 consisting of; a Toxicologist IV (LG 29), a Toxicologist II (LG 23), a Public Health Program Manager (LG 26), a Program Specialist IV (LG 25), and a Toxicologist II (LG 23). **Tabled 7/29/15**

- (C) RSA 124:15, Positions Authorized:

FIS 15-142 Additional Information #2 Department of Education – letter of intent, dated September 17, 2015, to withdraw request FIS 15-142 and FIS 15-142 Additional Information to retroactively amend FIS 15-060, approved April 3, 2015, by extending the end date from June 30, 2015 to December 31, 2015 for a class 046 consultant position. Tabled 7/29/15

FIS 15-173 and FIS 15-175 Additional Information Department of Transportation – letter of intent, dated September 17, 2015, to withdraw request FIS 15-173 to establish a consultant position through December 31, 2015. Tabled 8/29/15

- (D) Chapter 158, sub-paragraph I, (a), Laws of 2015, making temporary appropriations for the expenses and encumbrances of the state of New Hampshire:

FIS 15-173 and FIS 15-175 Additional Information Department of Transportation – letter of intent, dated September 17, 2015, to withdraw request FIS 15-175 to exceed the 6/12 limitation, as contained in the continuing resolution, in the amount of \$3,000,000 to the extent shown as projected deficits through December 31, 2015. Tabled 8/29/15

CONSENT CALENDAR

(3) **RSA 9:16-a Transfers Authorized:**

FIS 15-207 Department of Health and Human Services – authorization to transfer \$845,471 in general funds through December 31, 2015

FIS 15-208 Department of Health and Human Services – authorization to transfer \$424,830 in general funds through December 31, 2015

(4) **RSA 14:30-a, VI Fiscal Committee Approval Required for Acceptance and Expenditure of Funds Over \$100,000 from any Non-State Source:**

FIS 15-188 Department of Transportation – authorization to accept and expend \$300,000 in federal funds through December 31, 2015

FIS 15-193 Department of Resources and Economic Development – authorization to accept and expend \$199,878 in federal funds through December 30, 2015

(5) **RSA 14:30-a, VI Fiscal Committee Approval Required for Acceptance and Expenditure of Funds Over \$100,000 from any Non-State Source and RSA 124:15, Positions Authorized:**

FIS 15-194 Department of Justice – authorization to 1) accept and expend \$242,367 in other funds through December 31, 2015, and contingent upon approval of #1, further authorization to; 2) establish one (1) full-time temporary Planning Analyst/Data Systems position (LG 24) and 3) establish a consultant position through December 31, 2015

FIS 15-195 Department of Safety – authorization to 1) accept and expend \$7,747,351 in federal funds through December 31, 2015, and 2) establish two (2) part-time temporary Program Assistant positions through December 31, 2015

(6) **RSA 7:6-e Disposition of Funds Obtained by the Attorney General:**

FIS 15-186 Department of Justice – authorization to retain \$581,177.05 in settlement funds from multistate settlements and request to expend the funds in support of the Department's Consumer/Antitrust Bureau

(7) **RSA 21-I:30, II Medical and Surgical Benefits:**

FIS 15-201 Department of Administrative Services – authorization for approval of plan design changes to the Retiree Health Benefit Plan effective January 1, 2016, and authority to increase the premium contribution for Under 65 (non-Medicare) retirees from 12.5% to 15% effective April 1, 2016

(8) **Miscellaneous:**

FIS 15-206 Office of Legislative Budget Assistant – request approval to appoint Christopher Shea as Deputy Legislative Budget Assistant, and to set his salary at letter grade P, step 7, effective September 25, 2015

(9) Informational Materials:

LBAO Report on Additional Revenues for the Biennium Ending June 30, 2015 – Fiscal Committee Approvals through August 26, 2015 (RSA 14:30-a, VI and Chapter 224:14, II, Laws of 2011)

Letter from Michael W. Kane, Legislative Budget Assistant relative to a hiring, promotion or step increases granted to LBAO employees

Joint Legislative Facilities Committee
Legislative Branch
Detail of Balance of Funds Available
Fiscal Year 2015
As of 08/31/15

FIS 15-185 Administrative Office of The Courts – RSA 490:26-h, IV – Annual Report of Income and Expenditures of the Judicial Branch Information Technology Fund for the period from July 1, 2014 through June 30, 2015

FIS 15-192 Department of Resources and Economic Development, jointly with the New Hampshire Insurance Department – Chapter 277:4, Laws of 2006 – Semi-annual report on the status to Retain Domestic Insurers and Recruit Foreign Insurers as of August 4, 2015

FIS 15-196 Department of Resources and Economic Development – Information relative to statistical and financial data between the Cannon Mountain ski area and other similar ski resort areas for the purpose of comparative analysis as requested by the Committee

10:30 a.m.

Audits:

Note: Presentation of this report was postponed July 29, 2015; accepted, placed on file and released at the August 26th meeting of the Fiscal Committee and is scheduled to be presented at this meeting.

State Of New Hampshire
Department of Health and Human Services
Food Protection Section
Performance Audit Report
July 2015

(10) Date of Next Meeting and Adjournment

FISCAL COMMITTEE OF THE GENERAL COURT

MINUTES

August 26, 2015

The Fiscal Committee of the General Court met on Wednesday, August 26, 2015 at 10:00 a.m. in Room 210-211 of the Legislative Office Building.

Members in attendance were as follows:

Representative Neal Kurk, Chair
Representative Ken Weyler
Representative Lynne Ober
Representative Mary Jane Wallner
Representative Daniel Eaton
Representative Richard Barry (Alternate)
Representative Karen Umberger (Alternate)
Senator Jeanie Forrester
Senate President Chuck Morse
Senator Gerald Little
Senator John Reagan (Alternate)
Senator Lou D'Allesandro

Chairman Kurk opened the meeting at 10:08 a.m.

Chairman Kurk announced that the State of New Hampshire, Department of Health and Human Services, Food Protection Section, Performance Audit Report, July 2015 would be presented at the end of the meeting, and further announced that all items on the Consent Calendar would be removed and voted on individually.

MISCELLANEOUS:

FIS 15-183 Office of Legislative Budget Assistant – On a motion by Representative Ober, seconded by Senator Morse, that the Committee accept the notification of retirement of Jeffry A. Pattison, Legislative Budget Assistant effective August 31, 2015. MOTION ADOPTED.

On a motion by Representative Weyler, seconded by Senator Forrester, that the Committee nominate Michael W. Kane as Legislative Budget Assistant for the remainder of the current two-year term at Salary Grade R, Step 4, effective September 1, 2015. MOTION ADOPTED.

ACCEPTANCE OF MINUTES:

On a motion by Senator D'Allesandro, seconded by Representative Ober, that the minutes of the July 29, 2015 meeting, including the Page 1 replacement, be accepted as written. MOTION ADOPTED.

OLD BUSINESS:

(A) RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE:

FIS 15-122 Department of Health and Human Services – The Department submitted FIS 15-122 Additional Information (distributed prior to the meeting) pertaining to request FIS 15-122 seeking authorization to accept and expend \$219,342 in federal funds retroactive to July 1, 2015 through December 31, 2015, tabled July 29, 2015.

On a motion by Senator D’Allesandro, seconded by Senator Morse, that the item be removed from the table. MOTION ADOPTED.

On a motion by Senator D’Allesandro, seconded by Representative Wallner, that the Committee approve the request of the Department of Health and Human Services to accept and expend \$219,342 in federal funds retroactive to July 1, 2015 through December 31, 2015. No Action Taken.

Nicholas Toumpas, Commissioner, and Sheri Rockburn, Chief Financial Officer, Department of Health and Human Services responded to questions of the Committee.

The Committee withheld action on the request, to accept and expend \$219,342 in federal funds retroactive to July 1, 2015 through December 31, 2015, tabled July 29, 2015, to allow the Department to respond to Committee questions.

FIS 15-124 Department of Health and Human Services – The Department submitted FIS 15-124 Additional Information (distributed prior to the meeting) pertaining to request FIS 15-124 seeking authorization to accept and expend \$127,089 in federal funds retroactive to July 1, 2015 through December 31, 2015, tabled July 29, 2015. No Action Taken.

FIS 15-125 Department of Health and Human Services – The Department submitted FIS 15-125 Additional Information (distributed prior to the meeting) pertaining to request FIS 15-125 seeking authorization to accept and expend \$158,196 in federal funds retroactive to July 1, 2015 through December 31, 2015, tabled July 29, 2015.

On a motion by Senator Little, seconded by Senator Forrester, that the item be removed from the table. MOTION ADOPTED.

Nicholas Toumpas, Commissioner, and Sheri Rockburn, Chief Financial Officer, Department of Health and Human Services responded to questions of the Committee.

On a motion by Senator Little, seconded by Representative Ober, that the Committee table the request of the Department of Health and Human Services to accept and expend

\$158,196 in federal funds retroactive to July 1, 2015 through December 31, 2015, originally tabled July 29, 2015. MOTION ADOPTED.

FIS 15-145 Department of Transportation – On a motion by Representative Ober, seconded by Senator Forrester that the Committee remove the item from the table. MOTION ADOPTED.

The Department of Transportation submitted a request (FIS 15-145 Additional Information, distributed prior to the meeting) to withdraw FIS 15-145, seeking authorization to budget and expend \$659,000 in federal funds through December 31, 2015, tabled July 29, 2015. WITHDRAWN BY AGENCY.

(B) RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE AND RSA 124:15, POSITIONS AUTHORIZED:

FIS 15-126 Department of Health and Human Services – The Department submitted FIS 15-126 Additional Information (distributed prior to the meeting) pertaining to request FIS 15-126 seeking authorization to; 1) accept and expend \$590,182 in federal funds retroactive to July 1, 2015 through December 31, 2015 and contingent upon approval of #1, further authorization to 2) establish five (5) full-time temporary positions through December 31, 2015 consisting of; a Toxicologist IV (LG 29), a Toxicologist II (LG 23), a Public Health Program Manager (LG 26), a Program Specialist IV (LG 25), and a Toxicologist II (LG 23), tabled July 29, 2015. No Action Taken.

FIS 15-132 Department of Safety – The Department submitted FIS 15-132 Additional Information (distributed prior to the meeting) pertaining to request FIS 15-132 seeking authorization to; 1) accept and expend \$870,841 in federal funds through December 31, 2015, and 2) establish class 046 consultant positions through December 31, 2015, tabled July 29, 2015.

On a motion by Senator Forrester, seconded by Representative Eaton, that the item be removed from the table. MOTION ADOPTED.

Kyra Leonard, Administrator, and John Stevens, State-Wide Interoperability Coordinator, Department of Safety responded to questions of the Committee.

On a motion by Representative Eaton, seconded by Senator D'Allesandro, that the Committee approve the request of the Department of Safety to; 1) accept and expend \$870,841 in federal funds through December 31, 2015, and 2) establish class 046 consultant positions through December 31, 2015, tabled July 29, 2015. MOTION ADOPTED. (7-Yes, 3-No)

(C) RSA 124:15, POSITIONS AUTHORIZED:

FIS 15-142 Department of Education – The Department submitted FIS 15-142 Additional Information (distributed prior to the meeting) pertaining to request FIS 15-142 seeking authorization to retroactively amend FIS 15-060, approve April 3, 2015, by extending the end date from June 30, 2015 to December 31, 2015 for a class 046 consultant position, tabled July 29, 2015. No Action Taken.

(C) RSA 124:15, POSITIONS AUTHORIZED and (D) CHAPTER 158, SUB-PARAGRAPH I, (a), LAWS OF 2015, MAKING TEMPORARY APPROPRIATIONS FOR THE EXPENSES AND ENCUMBRANCES OF THE STATE OF NEW HAMPSHIRE:

FIS 15-150 and FIS 15-151 Department of Transportation – On a motion by Representative Ober, seconded by Senator Forrester, that the requests be removed from the table. MOTION ADOPTED.

The Department of Transportation submitted a request (FIS 15-150 and 15-151 Additional Information) to withdraw requests; FIS 15-151 seeking authorization to establish consultant positions through December 31, 2015, tabled July 29, 2015, and FIS 15-150 seeking authorization to exceed the 6/12 limitation, as contained in the continuing resolution, in the amount of \$3,140,000 to the extent shown as projected deficits through December 31, 2015, tabled July 29, 2015. WITHDRAWN BY AGENCY.

(E) INFORMATIONAL MATERIALS:

As the Committee had no questions pertaining to the informational items postponed from the July 29, 2015 Fiscal Committee meeting, the informational items were accepted and placed on file.

NEW BUSINESS:

RSA 9:16-c, I, TRANSFER OF FEDERAL GRANT FUNDS:

CONSENT CALENDAR

FIS 15-168 Insurance Department – On a motion by Senator D’Allesandro, seconded by Senator Morse, that the Committee approve the request of the Insurance Department to reduce appropriated funds down by (\$90,406) in federal funds and realign the remaining appropriation for FY 2016 through December 31, 2015. MOTION ADOPTED.

RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE:

CONSENT CALENDAR

FIS 15-164 Department of Safety – Perry Plummer, Director, Division of Homeland Security and Emergency Management, and Kyra Leonard, Administrator, Department of Safety responded to questions of the Committee.

On a motion by Senator Forrester, seconded by Senator Morse, that the Committee approve the request of the Department of Safety to accept and expend \$4,439,989 in federal funds through December 31, 2015. MOTION ADOPTED.

FIS 15-165 Department of Safety – Perry Plummer, Director, Division of Homeland Security and Emergency Management, and Kyra Leonard, Administrator, Department of Safety responded to questions of the Committee.

On a motion by Senator D’Allesandro, seconded by Senator Morse, that the Committee approve the request of the Department of Safety to accept and expend \$2,237,568 in federal funds through December 31, 2015. MOTION ADOPTED.

FIS 15-166 Department of Safety – Kyra Leonard, Administrator, Department of Safety responded to questions of the Committee.

On a motion by Senator D’Allesandro, seconded by Representative Eaton, that the Committee approve the request of the Department of Safety to accept and expend \$563,117 in federal funds through December 31, 2015. No Action Taken.

A recess was called at 11:05 a.m., and the Committee reconvened at 11:10 a.m.

On a motion by Representative Ober, seconded by Senator Forrester, that the Committee **amend** and approve the request of the Department of Safety to accept and expend **\$554,499** in Federal Emergency Management Agency (FEMA) funds, not the \$563,117 as requested, through December 31, 2015, **by removing Class Line 050 and Class Line 060**, totaling \$8,618. MOTION ADOPTED. (8-Yes, 2-No)

OLD BUSINESS (continued):

(A) RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE:

FIS 15-122 Department of Health and Human Services – Nicholas Toumpas, Commissioner, and Sheri Rockburn, Chief Financial Officer, Department of Health and Human Services provided the requested information and responded to questions of the Committee.

On a motion by Senator D'Allesandro, seconded by Senator Morse, that the Committee approve the request to the Department of Health and Human Services to accept and expend \$219,342 in federal funds retroactive to July 1, 2015 through December 31, 2015, tabled July 29, 2015. MOTION ADOPTED.

NEW BUSINESS (continued):

RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE:

CONSENT CALENDAR

FIS 15-169 Department of Health and Human Services – On a motion by Senator D'Allesandro, seconded by Representative Ober, that the Committee approve the request of the Department of Health and Human Services to accept and expend \$1,724,196 in federal funds through December 31, 2015. MOTION ADOPTED.

FIS 15-170 Department of Health and Human Services – On a motion by Senator Forrester, seconded by Representative Ober, that the Committee table the request of the Department of Health and Human Services to accept and expend \$103,396 in federal funds through December 31, 2015. MOTION ADOPTED. (7-Yes, 3-No)

FIS 15-171 Department of Health and Human Services – On a motion by Senator Forrester, seconded by Representative Ober, that the Committee approve the request of the Department of Health and Human Services to accept and expend \$1,067,592 in federal funds retroactive to July 1, 2015 through December 31, 2015. MOTION ADOPTED.

FIS 15-178 Department of Resources and Economic Development – On a motion by Senator Forrester, seconded by Senator D'Allesandro, that the Committee approve the request of the Department of Resources and Economic Development to accept and expend \$109,020 in transfer funds from NH Fish and Game Department through December 31, 2015. MOTION ADOPTED.

FIS 15-179 Department of Resources and Economic Development – On a motion by Representative Ober, seconded by Senator Forrester, that the Committee approve the request of the Department of Resources and Economic Development to budget and expend \$189,276 in transfer funds through December 31, 2015. MOTION ADOPTED.

RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE AND RSA 124:15, POSITIONS AUTHORIZED:

FIS 15-172 Department of Health and Human Services – Nicholas Toumpas, Commissioner, and Sheri Rockburn, Chief Financial Officer, Department of Health and Human Services responded to questions of the Committee.

On a motion by Senator D’Allesandro, seconded by Representative Wallner, that the Committee approve the request of the Department of Health and Human Services to; 1) accept and expend \$257,214 in federal funds retroactive to July 1, 2015 through December 31, 2015, and 2) retroactively amend FIS 15-002, approved January 23, 2015, by extending the end date from June 30, 2015 to December 31, 2015 for three (3) full-time temporary positions consisting of; a Senior Management Analyst (LG 26) and two (2) Program Planner III (LG 25) positions. MOTION ADOPTED.

OLD BUSINESS (continued):

(A) RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE:

FIS 15-124 Department of Health and Human Services – On a motion by Senator Forrester, seconded by Representative Eaton, that the item be removed from the table. MOTION ADOPTED.

Nicholas Toumpas, Commissioner, Department of Health and Human Services responded to questions of the Committee.

On a motion by Senator Morse, seconded by Representative Wallner, that the Committee approve the request of the Department of Health and Human Services request to accept and expend \$127,089 in federal funds retroactive to July 1, 2015 through December 31, 2015, tabled July 29, 2015. MOTION ADOPTED.

NEW BUSINESS (continued):

RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE:

CONSENT CALENDAR

FIS 15-170 Department of Health and Human Services – On a motion by Senator Forrester, seconded by Representative Eaton, that the item be removed from the table.

Nicholas Toumpas, Commissioner, and Sheri Rockburn, Chief Financial Officer, Department of Health and Human Services responded to questions of the Committee.

On a motion by Senator Forrester, seconded by Representative Wallner, that the Committee approve the request of the Department of Health and Human Services to accept and

expend \$103,396 in federal funds through December 31, 2015. MOTION ADOPTED. (7-Yes, 3-No)

RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE AND RSA 124:15, POSITIONS AUTHORIZED:

CONSENT CALENDAR

FIS 15-181 Department of Resources and Economic Development – On a motion by Senator Forrester, seconded by Representative Ober, that the Committee approve the request of the Department of Resources and Economic Development to; 1) accept and expend \$319,848 in federal funds through December 31, 2015, and 2) establish a consultant position (class 046) through December 31, 2015. MOTION ADOPTED.

RSA 124:15, POSITIONS AUTHORIZED:

CONSENT CALENDAR

FIS 15-156 Department of Safety – On a motion by Representative Eaton, seconded by Senator D’Allesandro, that the Committee approve the request of the Department of Safety to establish four (4) part-time temporary positions consisting of; a Program Specialist III (LG 21), two (2) Field Representative II (LG 21), and a Program Assistant II (LG 15) through December 31, 2015. MOTION ADOPTED. (8-Yes, 2-No)

FIS 15-167 Department of Cultural Resources – Kathleen Stanick, Administrator, Department of Cultural Resources responded to questions of the Committee.

On a motion by Senator Forrester, seconded by Representative Ober, that the Committee approve the request of the Department of Cultural Resources to retroactively amend FIS 14-028, approved March 21, 2014, by extending the end date from June 30, 2015 to December 31, 2015. MOTION ADOPTED.

FIS 15-173 Department of Transportation – On a motion by Senator Forrester, seconded by Representative Ober, that the Committee table the request of the Department of Transportation to establish a consultant position through December 31, 2015. MOTION ADOPTED.

FIS 15-184 Department of Health and Human Services – Nicholas Toumpas, Commissioner, and Sheri Rockburn, Chief Financial Officer, Department of Health and Human Services responded to questions of the Committee.

On a motion by Senator Forrester, seconded by Senator Morse, that the Committee approve the request of the Department of Health and Human Services to establish one (1) part-

time temporary Program Specialist III (LG 23) position retroactive to July 1, 2015 through December 31, 2015. MOTION ADOPTED. (9-Yes, 1-No)

RSA 14:30-a, VI, FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE, AND RSA 228:69, I. (b), APPROPRIATION AND USE OF SPECIAL RAILROAD FUND:

FIS 15-177 Department of Transportation – Marie Mullen, Director of Finance, and Patrick Herlihy, Director of Aeronautics, Rail and Transit, Department of Transportation responded to questions of the Committee.

On a motion by Representative Ober, seconded by Senator Little, that the Committee approve the request of the Department of Transportation to; 1) budget and expend \$750,000 in prior year carry forward Special Railroad funds through December 31, 2015, and 2) authorization to expend an amount not to exceed \$750,000 from the Special Railroad Fund for the maintenance and repair of State-owned railroad lines and bridges through December 31, 2015. MOTION ADOPTED.

CHAPTER 158, SUB-PARAGRAPH I, (a), Laws of 2015, MAKING TEMPORARY APPROPRIATIONS FOR THE EXPENSES AND ENCUMBRANCES OF THE STATE OF NEW HAMPSHIRE:

FIS 15-174 Department of Resources and Economic Development – Jeffrey Rose, Commissioner, and Philip Bryce, Director, Division of Parks and Recreation, Department of Resources and Economic Development responded to questions of the Committee.

On a motion by Representative Ober, seconded by Senator Little, that the Committee approve the request of the Department of Resources and Economic Development to exceed the 6/12 limitation, as contained in the continuing resolution, in the amount of \$1,135,000 to the extent shown as projected deficits through December 31, 2015. MOTION ADOPTED.

FIS 15-175 Department of Transportation – Marie Mullen, Director of Finance, and John Corcoran, Administrator, Bureau of Turnpikes, Department of Transportation responded to questions of the Committee.

On a motion by Representative Weyler, seconded by Representative Ober, that the Committee table the request of the Department of Transportation to exceed the 6/12 limitation, as contained in the continuing resolution, in the amount of \$3,000,000 to the extent shown as projected deficits through December 31, 2015. No Action Taken.

A recess was called at 12:06 p.m., and the Committee reconvened at 12:14 p.m.

On a motion by Representative Weyler, seconded by Representative Ober, that the Committee table the request of the Department of Transportation to exceed the 6/12 limitation, as

contained in the continuing resolution, in the amount of \$3,000,000 to the extent shown as projected deficits through December 31, 2015. MOTION ADOPTED. (8-Yes, 2-No)

CHAPTER 158, SUB-PARAGRAPH I, (a), LAWS OF 2015 AND CHAPTER 144:95, LAWS OF 2013, DEPARTMENT OF TRANSPORTATION; TRANSFER OF FUNDS:

FIS 15-163 Department of Transportation – On a motion by Representative Weyler, seconded by Senator Reagan, that the Committee approve the request of the Department of Transportation to transfer \$95,000 between Highway Fund accounts and classes through December 31, 2015. MOTION ADOPTED.

FIS 15-176 Department of Transportation – On a motion by Representative Weyler, seconded by Senator Reagan, that the Committee approve the request of the Department of Transportation to transfer \$84,500 within Turnpike Fund accounting units through December 31, 2015. MOTION ADOPTED.

INFORMATIONAL MATERIALS:

FIS 15-182 Department of Administrative Services – Chapter 319:32, Laws of 2003 – Vicki Quiram, Commissioner, and Catherine Keane, Director of Risk and Benefits, Department of Administrative Services responded to questions of the Committee pertaining to the State Employee Health Insurance - report regarding the self-funded health benefits program from July 1, 2015 through July 31, 2015.

The informational items were accepted and placed on file.

10:30 a.m.

AUDITS:

State Of New Hampshire, Department of Health and Human Services, Food Protection Section , Performance Audit Report, July 2015 – Presentation of this report was postponed at the July 29, 2015 Fiscal Committee meeting and is scheduled to be presented September 25, 2015.

On a motion by Representative Weyler, seconded by Senator D'Allesandro, that the report be accepted, placed on file, and released in the usual manner. MOTION ADOPTED.

DATE OF NEXT MEETING AND ADJOURNMENT

The next regular meeting of the Fiscal Committee was previously set for 10:00 a.m. Friday, September 25, 2015. (Whereupon the meeting adjourned at 12:49 p.m.)



State of New Hampshire

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857

~~603-271-4668~~ FAX: 603-271-4912 TDD ACCESS: 1-800-735-2964

New Number: 603-271-9200

NICHOLAS A. TOUMPAS
COMMISSIONER

September 17, 2015

The Honorable Neal Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Dear Chairman Kurk:

The Department of Health and Human Services, Division of Public Health Services hereby requests the Committee to withdraw one item previously tabled (#15-125) by the Committee at the meeting held on July 29, 2015. The funding requested by this item is included in the 2016/2017 Budget request approved on September 16, 2015.

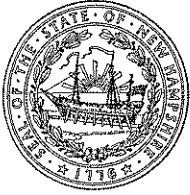
Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "N. A. Toumpas", with a large, stylized flourish at the end.

Nicholas A. Toumpas
Commissioner

Cc: Michael Kane, Legislative Budget Assistant
Marcella Bobinsky, Acting Director DPHS



Nicholas A. Toumpas
Commissioner

Marcella Jordan Bobinsky
Acting Director

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4612 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964



FIS 15-125
Additional Information

August 17, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
C/o Jeff Pattison
State House
Concord, New Hampshire 03301

In response to the request for additional information for the Oral Disease Fiscal Item FIS 15-125, we provide the following.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA124:15,"Positions Authorized" or both:

1. Is the action required of this request a result of the Continuing Resolution for FY 2016?

Yes, These funds were awarded August 14, 2014 and were not included in the SFY 2015 Budget as of July 1, 2014. However, an Accept and Expend Request to the Fiscal Committee and Governor and Council was approved February 14, 2014, Item #34. Grant funds awarded for periods after SFY 2015, have been requested in the operating budget for SFY 2016-SFY2017..

2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?

This request is retroactive to July 1, 2015 in order to cover the salary and benefit cost of the part time employee working under the Oral Disease program.

3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)

No, this is a new federal grant received during SFY 2015

4. Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?

No, this funding was not included in the FY 2014-2015 Budget.

5. Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?

Yes, the funding is included in the vetoed FY2016-2017 budget request.

6. Do these programs include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)

Yes, this program includes three positions, all of which are filled and two consultant contracts which have been awarded.

Positions directly funded with this Fiscal Item.

- 1) Position #16244 Program Planner III - Oral Health Program Coordinator
 - 2) Position #TMPPT4613 Program Planner III - Oral Health Program Evaluator
- One position allocated to the Oral Health program, through Full Time keeping based on actual work performed.

- 3) Position #42942 Program Specialist III - Chronic Disease Communications Specialist

Consultant contracts:

- 4) Contract with University of New England - Oral Health Surveillance
- 5) Contract with Community Health Institute - Oral Health Communications

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

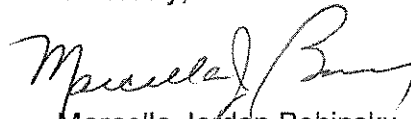
This Federal funding is intended to allow New Hampshire to build infrastructure and capacity for oral health disease prevention. The funds are focused on using a comprehensive team-based approach that will maximize existing partnerships and resources. At present, the team consists of a program manager, coordinator, evaluator, communications specialists and epidemiologist.

If this request is denied, 3 filled positions would lose funding and would result in lay-offs.

These positions and the 2 associated consultant contracts ensure that: New Hampshire:

- increases partnerships both internally and externally to collectively reduce the burden of chronic disease,
- enhances the state's oral health surveillance system to help inform state planning for children and adults,
- improves evaluation capacity to monitor Oral Health programs and activities- to find out what's working and what is not working
- develops and implements a state oral health plan in coordination with state partners,
- promotes oral disease prevention through strategic communications activities

Sincerely,

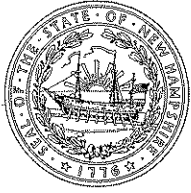


Marcella Jordan Bobinsky, MPH
Acting Director

Approved by:



for Nicholas A. Toumpas
Commissioner



FIS 15 125

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4501 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

Marcella Jordan Bobinsky
Acting Director

July 8, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court, and

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, to accept and expend federal funds in the amount of \$158,196 from the Centers of Disease Control and Prevention to fund the New Hampshire Oral Disease Prevention Program, **retroactive** to July 1, 2015 through December 31, 2015, and further authorize the funds to be allocated as follows.

05-95-90-902010-22150000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, CDC ORAL HEALTH GRANT

SFY 2016

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-406776	Federal Funds	\$251,707.00	\$158,196.00	\$409,903.00
Total Revenue		\$251,707.00	\$158,196.00	\$409,903.00
010-500100	Personal Serv - Perm	\$0.00	\$61,425.00	\$61,425.00
020-500200	Current Expenses	\$1,540.00	\$2,178.00	\$3,718.00
026-500300	Organizational Dues	\$0.00	\$75.00	\$75.00
039-500188	Telecommunications Voice	\$0.00	\$2,020.00	\$2,020.00
041-500801	Audit Fund Set Aside	\$110.00	\$158.00	\$268.00
042-500620	Additional Fringe Benefits	\$0.00	\$13,514.00	\$13,514.00
046-500464	Gen Consultants Non-Benefit	\$18,842.00	\$0.00	\$18,842.00
050-500109	Personal Service Part-Time	\$0.00	\$40,576.00	\$40,576.00
060-500601	Benefits	\$0.00	\$32,993.00	\$32,993.00

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court, and
 Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 July 8, 2015
 Page 2

070-500700	In-State Travel Reimbursement	\$100.00	\$2,373.00	\$2,473.00
080-500710	Out Of State Travel	\$862.00	\$2,884.00	\$3,746.00
102-500731	Contracts for Program Services	\$230,253.00	\$0.00	\$230,253.00
Total Expenses		\$251,707.00	\$158,196.00	\$409,903.00

EXPLANATION

This request is **retroactive** to July 1, 2015 due to the Continuing Resolution in effect for SFY 2016. Grant funds awarded for periods after SFY 2015 have been requested in the operating budgets for SFY 2016-SFY 2017.

Grant funds awarded for periods after SFY 2016 will be included in the operating budgets for SFY 2017.

The New Hampshire Division of Public Health Services has received funding from the Centers for Disease Prevention and Control (CDC) to establish a New Hampshire Oral Disease Prevention Program. This award will enable the Division to expand its capacity to address oral disease prevention in New Hampshire. The goals of the New Hampshire Oral Disease Prevention Program are: 1-assess dental workforce mal-distribution in NH that creates barriers to oral health service delivery and causes geographic and socio-economic oral health disparities among vulnerable populations; 2-monitor and evaluate community water fluoridation in ten NH communities with fluoridated public water supplies; 3-develop a five-year plan for the DPHS Oral Health Program using annual SMART objectives that address program priorities and specific barriers to achieving oral health for all NH residents; 4-evaluate progress since 2003 toward the achievement of objectives outlined in the 2003 NH Oral Health Plan: A Framework for Action and, as such, lay the groundwork for the revision of the 2003 NH Oral Health Plan by oral health stakeholders statewide.

No new positions are being requested as these positions will be filled from the Department's current vacant position list.

The funds are to be budgeted as follows:

- Funds in class 010 are needed to fund a full time Program Coordinator (Program Planner III, LG 25) to plan and coordinate Oral Health Program strategies to achieve the goals and objectives of the CDC Cooperative Agreement.
- Funds in class 020 are needed for the cost of general office supplies, duplicating services, and postage.
- Funds in class 026 are needed to pay for an ASTDD Associate Membership.
- Funds in class 039 are needed to pay for telecommunications.
- Funds in class 041 are needed to pay the audit-fee set aside costs

- Funds in class 042 are needed to pay the additional fringe benefits for the full time position.
- Funds in class 050 are needed to fund a part-time Program Evaluator (Program Planner III, LG 25).
- Funds in class 060 are needed to pay for benefits related to the class 10 and class 50.
- Funds in class 070 are needed to pay in-state travel reimbursement.
- Funds in class 080 are needed to pay for out-of-state travel for program staff to attend a Community Water Fluoridation Conference and the ASTDD National Oral Health Conference.

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information: These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

Source of funds: These funds are 100% Federal from Centers for Disease Control and Prevention (CDC) to fund the New Hampshire Oral Disease Prevention Program.

Attached is the Notice of Grant Award and award history. Notice of these funds was received on August 31, 2013. They were not added to the operating budget because these are new funds recently granted to the State and were not anticipated at the time the budget was developed.

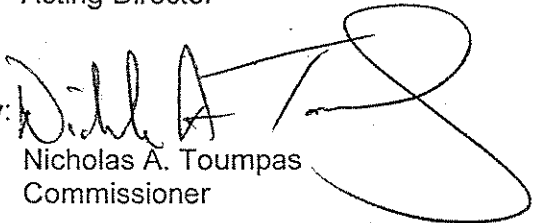
In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Marcella J. Bobinsky, MPH
Acting Director

Approved by:



Nicholas A. Toumpas
Commissioner

MJB/nrm

**Award History
Oral Health
5U58DP004911-02**

Award Ending 8/31/2015	228,795
Anticipated Award Ending 8/31/2016 (250000/12*10)	208,333
Anticipated Expended Through 6/30/15	(90,478)
Available Award Balance 7/1/15	346,650
SFY 16 Appropriations *	-
OYR - brought forward	(47,202)
Available To Accept	299,448
Amount Requested this Action	158,196 *

*** SFY 16 Appropriations:**

CR

	Current	OYR		Total	This Action	Revised Budget
10-090-22150000						
CDC Oral Health		47,202.47		47,202.47	158,196.00	205,398.47
HRSA Oral Hlth	109,681.50	94,823.00		204,504.50	-	204,504.50
	-	-		-	-	-
Total	109,681.50	142,025.47	-	251,706.97	158,196.00	409,902.97

Allocated cost budget other AU's 34,665

*To accept 6 months of the award.

COOPERATIVE AGREEMENTS

Department of Health and Human Services
Centers for Disease Control and Prevention

NATIONAL CENTER FOR CHRONIC DISEASE PREV AND HEALTH PROMO



Grant Number: 5U58DP004911-02 REVISED
FAIN: U58DP004911

Principal Investigator(s):
JOSE THEIR MONTERO, MD

Project Title: NEW HAMPSHIRE ORAL DISEASE PREVENTION PROGRAM

JOSE T MONTERO
DIRECTOR
DIVISION OF PUBLIC HLTH SVCS
29 HAZEN DRIVE
CONCORD, NH 03301

Budget Period: 09/01/2014 – 08/31/2015
Project Period: 09/01/2013 – 08/31/2018

Dear Business Official:

The Centers for Disease Control and Prevention hereby revises this award (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH ST DEPARTMENT OF HEALTH & HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of 301A,311BC,317K2(42USC241A,243BG247BK2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Roslyn Curington
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

SECTION I – AWARD DATA – 5U58DP004911-02 REVISED

Award Calculation (U.S. Dollars)

Salaries and Wages	\$102,024
Fringe Benefits	\$50,443
Personnel Costs (Subtotal)	\$152,467
Supplies	\$2,178
Travel Costs	\$7,772
Other Costs	\$33,473
Consortium/Contractual Cost	\$32,905

Federal Direct Costs	\$228,795
Approved Budget	\$228,795
Federal Share	\$228,795
TOTAL FEDERAL AWARD AMOUNT	\$228,795

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$0

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

03	\$250,000
04	\$250,000
05	\$250,000

Fiscal Information:

CFDA Number: 93.283
 EIN: 1026000618B3
 Document Number: 004911DP14

IC	CAN	2014	2015	2016	2017
DP	939ZRDG	\$228,795	\$250,000	\$250,000	\$250,000

SUMMARY TOTALS FOR ALL YEARS			
YR	THIS AWARD		CUMULATIVE TOTALS
2		\$228,795	\$228,795
3		\$250,000	\$250,000
4		\$250,000	\$250,000
5		\$250,000	\$250,000

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

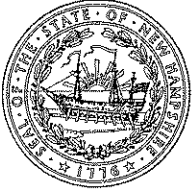
CDC Administrative Data:

PCC: N / OC: 4151 / Processed: ERAAPPS 07/16/2014

SECTION II – PAYMENT/HOTLINE INFORMATION – 5U58DP004911-02 REVISED

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.



Nicholas A. Toumpas
Commissioner

Marcella Jordan Bobinsky
Acting Director

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4612 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964

FIS 15-126
Additional Information



August 17, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
C/o Jeff Pattison
State House
Concord, New Hampshire 03301

In response to the request for additional information for the Biomonitoring Fiscal Item FIS 15-126, we provide the following.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA124:15,"Positions Authorized" or both:

1. Is the action required of this request a result of the Continuing Resolution for FY 2016?

Yes, These funds were awarded August 14, 2014 and were not included in the SFY 2015 Budget as of July 1, 2014. However, an Accept and Expend Request to the Fiscal Committee and Governor and Council was approved February 11, 2015, Item #8. All grant funds accept the salary and benefits were requested in the FY 2016-2017 requested budget.

2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?

This request is retroactive and was previously approved by the fiscal committee on January 23, 2015 agenda item 15 and approved by Governor and Council on February 11, 2015 agenda item 8. Based on that authority, encumbrances were made for equipment and positions were established. Positions are in recruitment and one has been filled, one has been offered, and the other two are in recruitment.

3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)

No, this is a new federal grant received during SFY 2015

4. Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?

No

5. Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?

Yes, all grant funding, except the newly created Class 059 and Class 060 are included in the vetoed FY2016-2017 budget request.

6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)

The program includes four positions in recruitment and another to be added September, 2015. No consultants contracts are planned. The five positions are as follows:

Position Number	Position Title	Status
9T2748	Program Specialist IV	Filled, moved back to prev position.
9T2745	Toxicologist IV	Offered and accepted-awaiting authorization for start date
9T2746	Toxicologist II	In recruitment
9T2751	Public Health Program Manager IV	In recruitment
9T2747	Toxicologist II	September 2015- waiting to post

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

If not initiated or denied, the State of New Hampshire will forfeit participation in this important public health program to identify chemical hazards that impact the health of NH residents. The Public Health Laboratories will receive approximately \$815,000.00 per year for five years to build infrastructure, personnel, equipment, technical training, to focus on important environmental health concerns like arsenic contamination of drinking well water which is associated with bladder cancer and other prevalent health conditions in the State. Surveillance biomonitoring will enable the State to identify emerging issues and evaluate the efficacy of public health interventions enabling the State to prioritize limited resources. This program will help develop capability and capacity to respond to potential follow up activities at the Pease Tradeport regarding perfluorochemicals.

Sincerely,



Marcella Jordan Bobinsky, MPH
Acting Director

Approved by:


for Nicholas A. Toumpas
Commissioner



STATE OF NEW HAMPSHIRE

FIS 15 126

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4612 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

Marcella Jordan Bobinsky
Acting Director

July 7, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court, and

Her Excellency, Governor Margaret Wood Hassan
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Laboratory Services, to accept and expend federal funds in the amount of \$590,182 from the US Centers for Disease Control and Prevention (CDC) to fund the NH Biomonitoring Program, retroactive to July 1, 2015, through December 31, 2015, and further authorize the funds to be allocated as follows. Grants funds awarded for periods after SFY 2015 have been requested in the operating budgets for SFY 2016 and SFY 2017.

05-95-90-903010-8280 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, BIOMONITORING GRANT

SFY 2016

Table with 5 columns: Class/Object, Class Title, Current Modified Budget, Increase (Decrease) Amount, Revised Modified Budget. Rows include Federal Funds, Overtime, Holiday Pay, Current Expense, Maint not Building & Grounds, Memberships, Equipment, and Telecommunications.

041-500801	Audit Fund Set Aside	\$0	\$530	\$530
042-500620	Add'l Fringe COLA	\$0	\$20,534	\$20,534
050-500109	Personal Services Other	\$0	\$10,700	\$10,700
057-500535	Books, Periodicals and Subscriptions	\$0	\$150	\$150
059-500117	Full Time Temp	\$0	\$130,012	\$130,012
060-500602	Benefits	\$0	\$74,930	\$74,930
066-500543	Employee Training	\$0	\$600	\$600
070-500704	In-State Travel	\$0	\$1,250	\$1,250
080-500710	Out-of-State Travel	\$0	\$7,500	\$7,500
102-500734	Contracts for Program Services	\$0	\$13,000	\$13,000
548-500396	Reagents	\$0	\$37,500	\$37,500
Total Expenses		\$0	\$590,182	\$590,182

2. Pursuant to the provisions of NH RSA 124:15, Positions Restricted, and subject to the approval of item 1 above, authorize the Department of Health and Human Services, Division of Public Health Services, Public Health Laboratories, Biomonitoring Program to establish five positions utilizing funds from the US Centers for Disease Control and Prevention, Biomonitoring Cooperative Agreement effective upon date of approval by the Fiscal Committee and Governor and Council, through December 31, 2015. Grants funds awarded for periods after SFY 2015 have been requested in the operating budgets for SFY 2016 and SFY 2017.

- Full-time, temporary (Class 059) position – Toxicologist IV, Labor Grade 29
- Full-time, temporary (Class 059) position – Toxicologist II, Labor Grade 23
- Full-time, temporary (Class 059) position – Public Health Program Manager, Labor Grade 26
- Full-time, temporary (Class 059) position – Program Specialist IV, Labor Grade 25
- Full-time, temporary (Class 059) position – Toxicologist II, Labor Grade 23(to be hired in SFY 16)

The attached letter from Division of Personnel approved the establishment of these positions.

EXPLANATION

This request is **retroactive** to July 1, 2015 due to the Continuing Resolution in effect for SFY 2016. These funds were not awarded until August 14, 2014, and were not included in the SFY 2015 budget as of July 1, 2014. Grant funds awarded for periods after SFY 2015; have been requested in the operating budgets for SFY 2016-SFY 2017.

The CDC State Biomonitoring Cooperative Agreement serves to increase the capability and capacity of states to conduct biomonitoring and surveillance to assess human exposure to environmental chemicals. Biomonitoring provides human exposure data that can assist in making important public health decisions. Better exposure information helps identify at-risk population groups and assess the effectiveness of interventions. The Division of Public Health Services will use the funding to purchase laboratory equipment and supplies, hire and train toxicologists and epidemiologists, and conduct both targeted and surveillance investigations. Toxicologists will conduct

the laboratory analysis and epidemiologists will work to determine exposure risks of New Hampshire residents. CDC program staff will provide technical support and training for the State program.

The New Hampshire Public Health Laboratories will begin working on an arsenic and uranium project analyzing urine and water samples from individuals reliant on private bedrock wells for drinking water. Residents of selected high-risk communities, as determined by local geology, will be invited to participate in this important public health study. Arsenic speciation, which is used to identify which form of arsenic is present, will be conducted on urine specimens with elevated total arsenic.

In future years of the project, the Public Health Laboratories will initiate a state-wide Surveillance Biomonitoring effort, testing blood and urine for chemicals of concern in New Hampshire. The data from these analyses will be useful in determining state-specific background levels of contaminants, identifying emerging concerns, prioritizing resources, and evaluating public health interventions. Biomonitoring data from New Hampshire will inform the Department of Health and Human Services, Division of Public Health Services in implementation of multiple priority areas in the *New Hampshire State Health Improvement Plan*, which are available at <http://www.dhhs.nh.gov/dphs/documents/nhship2013-2020.pdf>.

Funds are budgeted for Overtime, Holiday Pay, Personal Services Other, Full Time Temporary Personal, and Benefits (Class 018, 019, 050, 059, and 060) if approved in item 2, to support all programmatic activities, based on a likely hire date of August 7, 2015.

Funds are budgeted for Current Expenses (Class 020) for purchase of office supplies, copying, and printing, and other consumable testing supplies.

Funds are budgeted for Maintenance Not Building and Grounds (Class 024) for repairs or parts for general laboratory equipment that support program activities.

Funds are budgeted for Memberships (Class 026) for one of the Toxicologist positions for a membership to a professional association, to include discounts on technical publications. Membership will be for the State position, not an individual, and will be transferrable.

Funds are budgeted for Equipment (Class 030) for purchase of an LC/MS/MS for the analysis of pesticide metabolites, perfluorinated chemicals and markers of environmental tobacco smoke. This instrument is needed to implement the state-wide biomonitoring surveillance project.

Funds are budgeted in Telecommunications (Class 039) for telephone and conference calls to support programmatic activities.

Funds are budgeted for Audit costs (Class 041) per state requirements.

Funds are budgeted for Additional Fringe Benefits (Class 042) for post-retirement benefits.

Funds are budgeted for Books, Periodicals, and Subscriptions (Class 057) for access to professional journals and articles, and current research.

Funds are budgeted in Employee Training (Class 066) for analytical training of staff to increase knowledge and skills related to biomonitoring.

Funds are budgeted for In-State Travel (Class 070) to cover travel expenses that staff incur while performing their duties.

Funds are budgeted for Out-of-State Travel (Class 080) to cover travel expenses for meetings mandated by the funder, and for professional development.

Funds are budgeted for Contracts for Program Services (Class 102) to contract with a subject matter expert to advise on the study design.

Funds are budgeted for Reagents (Class 548) to purchase laboratory reagents and testing supplies.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1) List of personnel involved:

Full-time Toxicologist IV, LG 29, Position # 9T2745
Full-time Toxicologist II, LG 23, Position# 9T2746
Full-time Public Health Program Manager, LG 26, Position# 9T2751
Full-time Program Specialist IV, LG 25, Position # 9T2748
Full-time Toxicologist II, LG 23, Position# 9T2747 (to be hired SFY 16)

2) Nature, need and duration:

Full-time Toxicologist IV, LG 29, Position # 9T2745

This senior analytical chemist will be responsible for technical supervision of the Toxicologist II, establishment of priorities, determination of workflow, biomonitoring laboratory quality assurance, preparation of reports, and analytical testing.

Full-time Toxicologist II, LG 23, Position# 9T2746

This position is essential for the analysis of specimens associated with targeted biomonitoring project activities.

Full-time Public Health Program Manager, LG 26, Position # 9T2751

This senior epidemiologist will be responsible for the overall study design, in consultation with the Chemistry Program Manager and the project toxicologists, supervision of the Public Health Specialist, development of the survey instrument, and the preparation of required applications and forms to achieve project goals.

Full-time Program Specialist IV, LG 25, Position # 9T2748

This Program Specialist will be actively involved in recruitment of study participants, specimen collection activities, and the development of protocols to accomplish programmatic goals.

Full-time Toxicologist II, LG 23, Position# 9T2747 (to be hired SFY 16)

This position is essential for the analysis of specimens associated with surveillance biomonitoring project activities.

All positions are from the date of hire until the project completion.

3) Relationship to existing agency programs:

The Biomonitoring Program will enhance the existing biomonitoring capabilities and capacity of the NH Public Health Laboratories and complement current environmental health activities conducted by local health departments, Division of Public Health Services, and the Department of Environmental Services.

4) Has similar program been requested of the Legislature and denied?

No

5) Why wasn't funding included in the agency's budget request?

This award was not received in time to include in the SFY 2015 budget. Due to the Continuing Resolution in effect for SFY 2016, dollars budgeted in SFY 2016 are not available.

6) Can portions of the grant funds be utilized for other purposes?

Federal funds allocated to the State cannot be used for other purposes.

7) Estimate the funds required to continue this position:

Position (Salary & Benefits)	SFY 2016	SFY 2017
Toxicologist IV	\$108,654.50	\$112,251.50
Toxicologist II (a)	\$76,681.50	\$79,390.50
PH Program Manager	\$85,230.50	\$88,313.50
Program Specialist IV	\$82,217.00	\$85,230.50
Toxicologist II (b)	\$38,341.25	\$76,631.50

These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

Area served: Statewide

The Honorable Neal M. Kurk, Chairman, and
Her Excellency, Governor Margaret Wood Hassan
July 7, 2015
Page 6

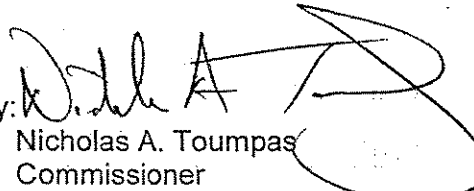
Source of funds: These funds are 100% Federal from US Centers for Disease Control and Prevention to fund the Biomonitoring Program.

Attached are the Division of Personnel authorization, Notice of Grant Award and Award History. Notice of these funds was received on August 14, 2014. They were not added to the SFY 2015 operating budget because these are new funds recently granted to the State and were not anticipated at the time the budget was developed.

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

Respectfully submitted,


Marcella Jordan Bobinsky
Acting Director

Approved by: 
Nicholas A. Toumpas
Commissioner

MJB/MH/sjw

**AWARD HISTORY
Biomonitoring**

Award Ending 8/31/2015	815,909
Anticipated award ending 08/31/2016	1,000,000
Expended through 6/30/15	(297,015)
Unobligated Balance Unable to Spend	
Award Balance 7/1/15	1,518,894
SFY 16 Appropriation **	-
OYR	-
Available to Accept in SFY 16	1,518,894
Amount Requested this Action	<u>590,182</u>

SFY 16 Appropriation		Current	OYR	Total	This Action	Revised Budget
8280						
Biomonitoring		-	-	-	590,182	590,182
		-	-	-	590,182	590,182



LINDA M. HODGDON
Commissioner
(603) 271-3201

State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

November 24, 2014

Marilyn Doe, Administrator-II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Toxicologist IV, labor grade 29

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Toxicologist IV, labor grade 29 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2745 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Toxicologist II, labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Toxicologist II, labor grade 23 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2746 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



LINDA M. HODGDON
Commissioner
(603) 271-3201

State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Public Health Program Manager, labor grade 26

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Public Health Program Manager, labor grade 26 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2751 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



LINDA M. HODGDON
Commissioner
(603) 271-3201

State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Program Specialist IV, labor grade 25 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2748 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

LINDA M. HODGDON
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

November 24, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Toxicologist II, labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated October 6, 2014 to establish a full-time temporary Toxicologist II, labor grade 23 for the Division of Public Health Services, Bureau of Laboratory Services, and have assigned the position number of 9T2747 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

SECTION I – AWARD DATA – 1U88EH001142-01

Award Calculation (U.S. Dollars)

Salaries and Wages	\$175,457
Fringe Benefits	\$87,729
Personnel Costs (Subtotal)	\$263,186
Equipment	\$310,000
Supplies	\$76,667
Travel Costs	\$14,622
Other Costs	\$9,450
Consortium/Contractual Cost	\$6,000

Federal Direct Costs	\$679,925
Federal F&A Costs	\$135,984
Approved Budget	\$815,909
Federal Share	\$815,909
TOTAL FEDERAL AWARD AMOUNT	\$815,909

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$815,909

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

02	\$1,000,000
03	\$1,000,000
04	\$1,000,000
05	\$1,000,000

815,909/12 x 10 = 679,924 Vok

Fiscal Information:

CFDA Number: 93.070
 EIN: 1026000618B3
 Document Number: 001142EH14

IC	CAN	2014	2015	2016	2017	2018
EH	939ZTFM	\$815,909	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$815,909	\$815,909
2	\$1,000,000	\$1,000,000
3	\$1,000,000	\$1,000,000
4	\$1,000,000	\$1,000,000
5	\$1,000,000	\$1,000,000

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

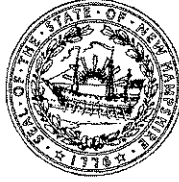
CDC Administrative Data:

PCC: / OC: 4151 / Processed: ERAAPPS 08/14/2014

SECTION II – PAYMENT/HOTLINE INFORMATION – 1U88EH001142-01

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such



Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

September 17, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord NH 03301

Dear Chairman Kurk:

Due to the passage of the FY 2016-2017 budget, the New Hampshire Department of Education hereby requests the Committee to withdraw an item previously tabled (#15-142) by the Committee at the meeting held on July 29, 2015.

Thank you for your assistance in this matter

Respectfully submitted by

A handwritten signature in cursive script that reads "Virginia M. Barry".

Virginia M. Barry, Ph.D.
Commissioner of Education

cc: Michael Kane, Legislative Budget Assistant



Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

August 12, 2015

The Honorable Neal M. Kurk, Chairman
c/o Jeff Pattison
Fiscal Committee of the General Court
State House
Concord NH 03301

Informational Item on Tabled Item #15-142 for Reconsideration

As a follow up to the above tabled item to accept and expend CEEDAR funding, please see additional information for reconsideration at 8/26/15 Fiscal Committee meeting.

- CEEDAR Funding:
 - Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR) funds are from the U.S. Department of Education, Office of Special Education Programs through the CEEDAR Center at the University of Florida, Office of Research, Division of Sponsored Programs.
 - Funding Period: 12/1/2014 – 11/30/16

- Purpose:
 - To substantially improve the existing systems of teacher and leader preparation in New Hampshire.
 - The grant requires that funds be awarded to the State to offset the technical support, travel, and professional development to establish partnerships with the State Education Agency (SEA) and Institutions of Higher Education (IHE): University of New Hampshire (UNH), Granite State College, St. Anselm's and Franklin Pierce, to create aligned professional learning systems that provide effective opportunities for teachers to master core and specialized instruction in inclusive settings and for leaders to establish the conditions in schools that sustain high quality instruction to enable students with disabilities to achieve college and career ready standards.

- Progress To Date:
 - State Leadership Collaborative Team has been established and met twice for the development of a comprehensive technical assistance 'blue print' to support reform in the following areas:
 - State Licensure and Certification Standards
 - Teacher and leader preparation
 - Program approval and evaluation

- Funding Need:
 - Funding is needed immediately as we have scheduled a critical meeting on September 28th and 29th to determine and finalize the Professional Development needs for the educator and leader preparation initiatives and needed to pay mileage, overnight stay and to cover expenses for the leadership team coming from all over the state.
 - It is a two day meeting scheduled in September at UNH with the State Leadership Team with various stake holder groups representing from all regions of New Hampshire and leaders from CEEDAR Center are expected to attend to begin that determination.
 - Class 046: At the planning meeting in September, we will begin to determine and develop proposals to recruit and engage professional experts in the field.
 - The grantor (CEEDAR Center) is aware and scheduled to attend the planning meeting and any delay or postponement of this meeting may jeopardize our future funding.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI "Expenditure of funds over \$100,000.00 from any Non State Source", or RSA 124:15, "Positions Authorized" or both:

1. Is the action of this request a result of the Continuing Resolution for FY 2016?
Yes, this grant was included as part of 2016/17 biennial budget.

2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?
This retroactive request is being sought due to the Continuing Resolution situation of the FY16/17 budget where these funds have been requested to be established.

3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of

authorization and end dates for each action as part of your answer to this question.)

Yes, a request to accept and expend CEEDAR funding was approved by both Fiscal and G&C in April 2015 (Fiscal Item# 15-060 approved on 4/3/2015 and G&C item# 66 approved on 4/22/2015).

4. Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?

No, the funding was obtained after the enactment of the 2014-15 Budget.

5. Is this program, in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?

It is included in the vetoed FY 2016-17 Operating Budget.

6. Does this program include either positions or consultants and, if so, are the positions filled, vacant, or have offers pending? (Please provide detail for each position and note whether consultant contracts have been awarded.)

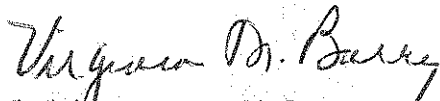
It does include request to establish Consultant's line item. It is anticipated that a decision will be made at the planning meeting in September to begin the development of Request for Proposals to recruit and engage professional experts in the field.

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

Funding is needed immediately as we have scheduled a critical planning meeting on September 28th and 29th to determine and finalize the Professional Development needs for the educator and leader preparation initiatives and needed to pay mileage, overnight stay and to cover expenses for the leadership team coming from all over the state. It is a two day meeting scheduled in September at UNH with the State Leadership Team with various stake holder groups representing from all regions of New Hampshire and leaders from CEEDAR Center are expected to attend to begin that determination. The grantor (CEEDAR Center) is aware and scheduled to attend the planning meeting and any delay or postponement of this meeting may jeopardize our future funding.

Please let me know if you need additional information or if I can be of any further assistance.

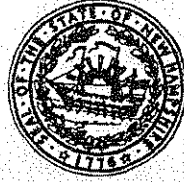
Respectfully submitted by



Virginia M. Barry, Ph.D.
Commissioner of Education

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul K. Leather
Deputy Commissioner of Education
Tel. 603-271-3801



66

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

March 2, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Patterson
Approved by Fiscal Committee 4/3/15 Date

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

1. Pursuant to RSA 124:15, authorize the New Hampshire Department of Education to establish class 046 consultant positions for the purpose of providing professional development to members of State Leadership Teams and educators pre-k through higher education, contingent upon Request #2. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. 100% Federal Funds.
2. Authorize the New Hampshire Department of Education to accept and expend Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR) funds in the amount of \$40,000.00 from the U.S. Department of Education, Office of Special Education Programs through the CEEDAR Center at the University of Florida, Office of Research, Division of Sponsored Programs. Effective upon Governor and Council approval through June 30, 2015. The budget for fiscal year 2015 is listed below. The balance of the \$200,000.00 grant which is \$160,000.00 will be incorporated into the next biennium budget. 100% Federal Funds.

Funds are to be budgeted as follows:
Account: 06-56-56-56101-70190000

Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR)

<u>Class</u>	<u>Description</u>	<u>Fiscal Year 2015</u>
020	CURRENT EXPENSES	\$5,000.00
041	AUDIT FUND SET ASIDE	\$400.00
046	CONSULTANTS	\$10,000.00
066	EMPLOYEE TRAINING	\$1,000.00
070	TRAVEL IN-STATE	\$3,600.00
072	GRANTS FEDERAL	\$12,000.00
080	TRAVEL OUT-OF-STATE	\$8,000.00
	TOTAL	\$40,000.00

Source of Funds:

000	FEDERAL	\$40,000.00
-----	---------	-------------

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

March 2, 2015

Page Two

Explanation

The New Hampshire Department of Education has received a two (2) year CEEDAR grant in the amount of \$200,000.00 to substantially improve the existing systems of teacher and leader preparation in New Hampshire. The grant requires that funds be awarded to the State to offset the technical support, travel, and professional development to establish partnerships with the State Education Agency (SEA) and Institutions of Higher Education (IHE): University of New Hampshire (UNH), Granite State College, St. Anselm College and Franklin Pierce University, to create aligned professional learning systems that provide effective opportunities for teachers to master core and specialized instruction in inclusive settings and for leaders to establish the conditions in schools that sustain high quality instruction to enable students with disabilities to achieve college and career ready standards.

The CEEDAR Center will support and guide the establishment and facilitation of the State leadership team and appropriate work groups to develop and implement the Technical Assistance blueprint to support reform in the following areas: State Licensure and Certification Standards, teacher and leader preparation and program approval and evaluation.

Appropriation Explanation

The following appropriation authorities are being requested:

Class 020	To cover current expense at CEEDAR events.
Class 041	(Audits) – Appropriation for this class is based on 1 percent.
Class 046	(Consultants) – To provide professional development for State Leadership team and educators from pre-k through higher education.
Class 066	(Employee Training) – Appropriation for the professional development requirement of the grant.
Class 070	To cover in-state travel costs.
Class 072	(Grants Federal) – Appropriation to flow through funds to University of New Hampshire (UNH), Granite State College, St. Anselm College and Franklin Pierce University.
Class 080	(Out-of-State Travel) – Appropriation for staff to attend out-of-state meetings and presentations.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1. List of Personnel involved:

State Project Administrator
Karen Soule
NH Department of Education
101 Pleasant Street
Concord, NH 03301

State Project Director
Mary Lane
NH Department of Education
101 Pleasant Street
Concord, NH 03301

The funds will be used for professional development based on the needs determined through the grant. The Department of Education plans to hire consultants through the Request for Proposals (RFP) process.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

March 2, 2015

Page Three

2. Nature and needs and duration of the project:

There is a need to assure that teachers and leaders are educated to implement evidence-based practices for effectively educating K-12 students with disabilities to achieve college and career ready standards. In partnership with the CEEDAR Center and three NH Teacher Preparation Programs as leads will focus on revising or reforming our State policies and practices (including certification and licensure standards and education program approval and evaluation) and teacher and leader preparation practice to assure that all are aligned. This will also create efficiencies and avoid duplication of efforts.

U.S. Department of Education's Office of Special Education Programs Grant Award H325A120003 awarded to University of Florida, Office of Research, Division of Sponsored Programs. New Hampshire has been chosen to support the work, CEEDAR, with a stipend of \$200,000.00 over a two year period.

3. Relationship to Existing Agency Programs:

This opportunity would build on the strong collaborative relationships with the teacher and leader preparation programs within New Hampshire that we continue to develop. To demonstrate the commitment of teacher/ leader educational preparation programs to create a seamless pre-K-20 system the IHE (Institutions of Higher Education) Network presented a position paper to the State Board of Education in November 2012. This position paper demonstrated their commitment to work with the Department of Education, the Legislature and the professional educational organizations to prepare our educators to meet the educational needs of all students. It was unanimously and enthusiastically accepted by the State Board.

The New Hampshire Department of Education is committed to assure that all of our New Hampshire students are taught by effective teachers which begins with our teacher/leader preparation programs and continues throughout their careers supported by effective professional learning. We plan to build on our strong partnerships, reviewing and updating certification rules through the recommendations from the Professional Standards Board and this will support the continuous improvement model for the approval of teacher/ leader preparation. The Department of Education plans to hire consultants through the Request for Proposals (RFP) process.

4. Has a Similar Program been Requested of the Legislature and Denied?

No, it has not.

5. Why wasn't this Funding Included in the Agency's Budget Request?

This project is meant to support our continued efforts to improve educator effectiveness at no cost to the State.

6. Can any Portion of the Grant Funds be Utilized?

No. The positions requested are necessary to fulfill the intent of the Grant proposal that was accepted by the Granting Authority.

7. Estimate the Fund Required to Continue the Positions(s):

General Funds will not be requested to support this program.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

March 2, 2015

Page Four

Fiscal Situation

The awarding of this grant was not anticipated at the time that the FY 2014-2015 budget was being crafted necessitating this request for funding for the balance of FY 2015. Nor has a similar request of this type been previously requested of the Legislature. We anticipate seeking its continuance in the FY 2016-2017 budget with an estimated stipend of \$160,000 through the U.S. Department of Education's Office of Special Education Programs Grant Award H325A120003 awarded to University of Florida, Office of Research, Division of Sponsored Programs. New Hampshire has been chosen to support the work, CEEDAR, with a stipend of \$200,000.00 over a two year period.

Grant Award	\$200,000.00
Less this Action Fiscal Year 2015	(\$40,000.00)
Fiscal Year 16 (to be budgeted)	\$160,000.00
Total	\$200,000.00

Respectfully submitted,

Virginia M. Barry, Ph.D.
Commissioner of Education

KS:MTI:BJR
Attachments:
Grant Award

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council


March 2, 2015
Page Four

Fiscal Situation

The awarding of this grant was not anticipated at the time that the FY 2014-2015 budget was being crafted necessitating this request for funding for the balance of FY 2015. Nor has a similar request of this type been previously requested of the Legislature. We anticipate seeking its continuance in the FY 2016-2017 budget with an estimated stipend of \$160,000 through the U.S. Department of Education's Office of Special Education Programs Grant Award H325A120003 awarded to University of Florida, Office of Research, Division of Sponsored Programs. New Hampshire has been chosen to support the work, CEEDAR, with a stipend of \$200,000.00 over a two year period.

Grant Award	\$200,000.00
Less this Action Fiscal Year 2015	(\$40,000.00)
Fiscal Year 16 (to be budgeted)	\$160,000.00
Total	\$200,000.00

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner of Education

KS:MTI:BJR
Attachments
Grant Award

UF UNIVERSITY of FLORIDA

Office of Research
Division of Sponsored Programs
219 Grinter Hall
PO Box 115500
Gainesville, Florida 32611-5500

December 1, 2014

Karen Soule
Lead Educator Effectiveness
New Hampshire Dept. of Education
101 Pleasant Street
Concord, NH 03301

Dear Dr. Soule:

This letter will serve as confirmation that the University of Florida (UF) has been awarded a multi-year grant from the U.S. Department of Education's Office of Special Education Programs number H325A120003 that has established and supports the programs under the Collaboration for Effective Educator Development and Accountability and Reform (CEEDAR) Center.

The CEEDAR Center is charged with supporting states in reforming teacher and leader preparation to promote the college and career readiness of students with disabilities. Since its inception in January, 2013, the CEEDAR Center has issued two national calls, solicited applications from 20 states, and selected 10 states to receive intensive technical assistance.

I am pleased to inform you that the State of New Hampshire has been chosen as one of five participants in the second cohort of states. To support the work, CEEDAR will award the applicant agency, the New Hampshire Department of Education, a stipend of \$200,000 over a two-year period.

The award document, which will provide you with the terms and conditions for use of the stipend funds and associated reporting requirements, will be sent in a subsequent document.

If you have any questions about your award, please contact UF's Project Director and Center Director Mary Brownell or Co-Director Paul Sindelar. Both are Professors of Special Education at the University of Florida's College of Education.

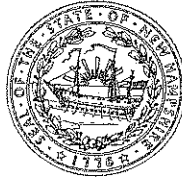
Sincerely,



Brian Prindle
Associate Director, Division of Sponsored Programs

Cc: Mary Brownell, Project Director
Paul Sindelar, Co-Project Director

The Foundation for the Gator Nation
An Equal Opportunity Institution



Virginia M. Barry, Ph.D.
 Commissioner of Education
 Tel. 603-271-3144

Paul Leather
 Deputy Commissioner of Education
 Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF EDUCATION
 101 Pleasant Street
 Concord, N.H. 03301
 FAX 603-271-1953
 Citizens Services Line 1-800-339-9900

July 13, 2015

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

Requested Action

1. Pursuant to RSA 14:30-a, VI, authorize the New Hampshire Department of Education to **retroactively** accept and expend in the amount of \$80,000 from the Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR) funds from the U.S. Department of Education, Office of Special Education Programs through the CEEDAR Center at the University of Florida, Office of Research, Division of Sponsored Programs, effective July 1, 2015 upon approval of Governor and Council through December 31, 2015. 100% Federal Funds.
2. Pursuant to RSA 124:15, and contingent upon Item #1 above, authorize the Department of Education to **retroactively** amend Fiscal Item#15-060 approved on 4/3/2015 and G&C item# 66 approved on 4/22/2015 to establish Class 046 Consultant line item for the purpose of providing professional development to members of State Leadership Teams and educators pre-k through higher education by extending the end date from June 30, 2015 through December 31, 2015, effective upon Fiscal Committee and Governor and Council approval.

Funds are to be budgeted as follows:
 06-56-56-5625010-70190000

Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR)

Class	Description	SFY 2016
20	CURRENT EXPENSE	\$ 5,000
40	INDIRECT COST	\$ 980
41	AUDIT FUND SET ASIDE	\$ 80
46	CONSULTANTS	\$ 15,000
66	EMPLOYEE TRAINING	\$ 1,000
70	TRAVEL IN-STATE	\$ 3,600
72	GRANTS FEDERAL	\$ 47,000
80	TRAVEL OUT-OF-STATE	\$ 7,340
	TOTAL	\$ 80,000
Source of Funds:		
000	Federal	\$ 80,000

Explanation

This retroactive request is being sought due to the Continuing Resolution situation of the FY16/17 budget where these funds have been requested to be established. The New Hampshire Department of Education has received a three (3) year CEEDAR grant in the amount of \$200,000.00 to substantially improve the existing systems of teacher and leader preparation in New Hampshire. The grant requires that funds be awarded to the State to offset the technical support, travel, and professional development to establish partnerships with the State Education Agency (SEA) and Institutions of Higher Education (IHE): University of New Hampshire (UNH), Granite State College, St. Anselm's and Franklin Pierce, to create aligned professional learning systems that provide effective opportunities for teachers to master core and specialized instruction in inclusive settings and for leaders to establish the conditions in schools that sustain high quality instruction to enable students with disabilities to achieve college and career ready standards.

The CEEDAR Center will support and guide the establishment and facilitation of the State leadership team and appropriate work groups to develop and implement the Technical Assistance blueprint to support reform in the following areas: State Licensure and Certification Standards, teacher and leader preparation and Program approval and evaluation.

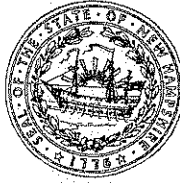
Appropriation Explantaion

The following appropriation authorities are being requested:

Class	Class Desc.	Explanation
020	Current Expense	To cover current expense at CEEDAR events.
040	Indirect Costs	To cover Indirect Costs related to the State SWCAP
041	Audit Fund Set Aside	Requirement .01 percent of total grant.
046	Consultants	To provide professional development for State Leadership team and educators from pre-k through higher education.
066	Employee Training	To allow for the professional development requirement of the grant.
070	In-state Travel	To cover in-state travel costs.
072	Grants Federal	To allow flow through funds to University of New Hampshire (UNH) Granite State College, St. Anselm's and Franklin Pierce.
080	Out-of-State Travel	To provide for staff to attend out-of-state meetings and presentations.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 2981:

1. List of Personnel involved: None
2. Nature and needs and duration of the project:
There is a need to assure that teachers and leaders are educated to implement evidence-based practices for effectively educating K-12 students with disabilities to achieve college and career ready standards. In partnership with the CEEDAR Center and three NH Teacher Preparation Programs as leads will focus on revising or reforming our State policies and practices (including certification and licensure standards and education program approval and evaluation) and teacher and leader preparation practice to assure that all are aligned. This will also create efficiencies and avoid duplication of efforts.



Virginia M. Barry, Ph.D.
 Commissioner of Education
 Tel. 603-271-3144

Paul Leather
 Deputy Commissioner of Education
 Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF EDUCATION
 101 Pleasant Street
 Concord, N.H. 03301
 FAX 603-271-1953
 Citizens Services Line 1-800-339-9900

July 13, 2015

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

Requested Action

- Pursuant to RSA 14:30-a, VI, authorize the New Hampshire Department of Education to **retroactively amend** the accept and expend Fiscal Item FIS 15-060 approved 4-3-15 and G&C Item #66 approved 4-22-15 in the amount of \$80,000 from the Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR) funds from the U.S. Department of Education, Office of Special Education Programs through the CEEDAR Center at the University of Florida, Office of Research, Division of Sponsored Programs, effective July 1, 2015 upon approval of Fiscal Committee and Governor and Council through December 31, 2015. 100% Federal Funds.

Funds are to be budgeted as follows:

06-56-56-5625010-70190000

Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR)

Class	Description	SFY 2016
20	CURRENT EXPENSE	\$ 5,000
40	INDIRECT COST	\$ 980
41	AUDIT FUND SET ASIDE	\$ 80
46	CONSULTANTS	\$ 15,000
66	EMPLOYEE TRAINING	\$ 1,000
70	TRAVEL IN-STATE	\$ 3,600
72	GRANTS FEDERAL	\$ 47,000
80	TRAVEL OUT-OF-STATE	\$ 7,340
	TOTAL	\$ 80,000
Source of Funds:		
000	Federal	\$ 80,000

Explanation

This **retroactive** request is being sought due to the Continuing Resolution situation of the FY16/17 budget where these funds have been requested to be established. The New Hampshire Department of Education has received a three (3) year CEEDAR grant in the amount of \$200,000.00 to substantially improve the existing systems of teacher and leader preparation in New Hampshire. The grant requires that funds be awarded to the State to offset the technical support, travel, and professional development to establish partnerships with the State Education Agency (SEA) and Institutions of Higher Education (IHE): University of New Hampshire (UNH), Granite State College, St. Anselm's and Franklin Pierce, to create aligned professional learning systems that provide effective opportunities for teachers to master core and specialized instruction in inclusive settings and for leaders to establish the conditions in schools that sustain high quality instruction to enable students with disabilities to achieve college and career ready standards.

The CEEDAR Center will support and guide the establishment and facilitation of the State leadership team and appropriate work groups to develop and implement the Technical Assistance blueprint to support reform in the following areas: State Licensure and Certification Standards, teacher and leader preparation and Program approval and evaluation.

Appropriation Explantaion

The following appropriation authorities are being requested:

Class	Class Desc.	Explanation
020	Current Expense	To cover current expense at CEEDAR events.
040	Indirect Costs	To cover Indirect Costs related to the State SWCAP
041	Audit Fund Set Aside	Requirement .01 percent of total grant.
046	Consultants	To provide professional development for State Leadership team and educators from pre-k through higher education.
066	Employee Training	To allow for the professional development requirement of the grant.
070	In-state Travel	To cover in-state travel costs.
072	Grants Federal	To allow flow through funds to University of New Hampshire (UNH) Granite State College, St. Anselm's and Franklin Pierce.
080	Out-of-State Travel	To provide for staff to attend out-of-state meetings and presentations.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 2981:

1. List of Personnel involved: None

2. Nature and needs and duration of the project:

There is a need to assure that teachers and leaders are educated to implement evidence-based practices for effectively educating K-12 students with disabilities to achieve college and career ready standards. In partnership with the CEEDAR Center and three NH Teacher Preparation Programs as leads will focus on revising or reforming our State policies and practices (including certification and licensure standards and education program approval and evaluation) and teacher and leader preparation practice to assure that all are aligned. This will also create efficiencies and avoid duplication of efforts.

U.S. Department of Education's Office of Special Education Programs Grant Award H325A120003 awarded to University of Florida, Office of Research, Division of Sponsored Programs. New Hampshire has been chosen to support the work, CEEDAR, with a stipend of \$200,000.00 over a two year period.

3. Relationship to Existing Agency Programs:

This opportunity would build on the strong collaborative relationships with the teacher and leader preparation programs within New Hampshire that we continue to develop. To demonstrate the commitment of teacher/leader educational preparation programs to create a seamless pre-K-20 system the IHE (Institutions of Higher Education) Network presented a position paper to the State Board of Education in November 2012. This position paper demonstrated their commitment to work with the Department of Education, the legislature and the professional educational organizations to prepare our educators to meet the educational needs of all students. It was unanimously and enthusiastically accepted by the State Board.

The New Hampshire Department of Education is committed to assure that all of our New Hampshire students are taught by effective teachers which begins with our teacher/leader preparation programs and continues throughout their careers supported by effective professional learning. We plan to build on our strong partnerships, reviewing and updating certification rules through the recommendations from the Professional Standards Board and this will support the continuous improvement model for the approval of teacher/leader preparation

4. Has a Similar Program been Requested of the Legislative and Denied?

No it has not.

5. Why wasn't this Funding Included in the Agency's Budget Request?

Funding is included as part of the SFY 2016/17 biennial budget

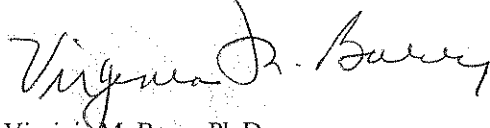
6. Can any Portion of the Grant Funds Be Utilized?

No.

7. Estimate the Fund Required to Continue the Positions(s):

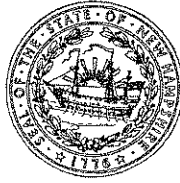
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144



Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

July 13, 2015

FISCAL SITUATION	
US Department of Health and Human Services Grant Award H325A120003	\$200,000.00
GRANT PERIOD: DECEMBER 1, 2014 - NOVEMBER 30, 2016	
SFY 2015	2,011.00
SFY 2016 - This Request	80,000.00
New Total	<u>82,011.00</u>
Available Balance	\$117,989.00

Virginia M. Barry, Ph.D.
 Commissioner of Education
 Tel. 603-271-3144

Paul K. Leather
 Deputy Commissioner of Education
 Tel. 603-271-3801



GC # 66
 4-22-15

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF EDUCATION
 101 Pleasant Street
 Concord, N.H. 03301
 FAX 603-271-1963
 Citizens Services Line 1-800-339-9900

March 2, 2015

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

Paul K. Leather
 Approved by Fiscal Committee 4/3/15 Date

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

Requested Action

1. Pursuant to RSA 124:15, authorize the New Hampshire Department of Education to establish class 046 consultant positions for the purpose of providing professional development to members of State Leadership Teams and educators pre-k through higher education, contingent upon Request #2. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. 100% Federal Funds.
2. Authorize the New Hampshire Department of Education to accept and expend Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR) funds in the amount of \$40,000.00 from the U.S. Department of Education, Office of Special Education Programs through the CEEDAR Center at the University of Florida, Office of Research, Division of Sponsored Programs. Effective upon Governor and Council approval through June 30, 2015. The budget for fiscal year 2015 is listed below. The balance of the \$200,000.00 grant which is \$160,000.00 will be incorporated into the next biennium budget. 100% Federal Funds.

Funds are to be budgeted as follows:
 Account: 06-56-56-56101-70190000

Collaboration for Effective Educator Development, Accountability, and Reform (CEEDAR)

<u>Class</u>	<u>Description</u>	<u>Fiscal Year 2015</u>
020	CURRENT EXPENSES	\$5,000.00
041	AUDIT FUND SET ASIDE	\$400.00
046	CONSULTANTS	\$10,000.00
066	EMPLOYEE TRAINING	\$1,000.00
070	TRAVEL IN-STATE	\$3,600.00
072	GRANTS FEDERAL	\$12,000.00
080	TRAVEL OUT-OF-STATE	\$8,000.00
	TOTAL	\$40,000.00
Source of Funds:		
000	FEDERAL	\$40,000.00

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

March 2, 2015
Page Two

Explanation

The New Hampshire Department of Education has received a two (2) year CEEDAR grant in the amount of \$200,000.00 to substantially improve the existing systems of teacher and leader preparation in New Hampshire. The grant requires that funds be awarded to the State to offset the technical support, travel, and professional development to establish partnerships with the State Education Agency (SEA) and Institutions of Higher Education (IHE): University of New Hampshire (UNH), Granite State College, St. Anselm College and Franklin Pierce University, to create aligned professional learning systems that provide effective opportunities for teachers to master core and specialized instruction in inclusive settings and for leaders to establish the conditions in schools that sustain high quality instruction to enable students with disabilities to achieve college and career ready standards.

The CEEDAR Center will support and guide the establishment and facilitation of the State leadership team and appropriate work groups to develop and implement the Technical Assistance blueprint to support reform in the following areas: State Licensure and Certification Standards, teacher and leader preparation and program approval and evaluation.

Appropriation Explanation

The following appropriation authorities are being requested:

Class 020	To cover current expense at CEEDAR events.
Class 041	(Audits) – Appropriation for this class is based on 1 percent.
Class 046	(Consultants) – To provide professional development for State Leadership team and educators from pre-k through higher education.
Class 066	(Employee Training) – Appropriation for the professional development requirement of the grant.
Class 070	To cover in-state travel costs.
Class 072	(Grants Federal) – Appropriation to flow through funds to University of New Hampshire (UNH), Granite State College, St. Anselm College and Franklin Pierce University.
Class 080	(Out-of-State Travel) – Appropriation for staff to attend out-of-state meetings and presentations.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1. List of Personnel involved:

State Project Administrator	State Project Director
Karen Soule	Mary Lane
NH Department of Education	NH Department of Education
101 Pleasant Street	101 Pleasant Street
Concord, NH 03301	Concord, NH 03301

The funds will be used for professional development based on the needs determined through the grant. The Department of Education plans to hire consultants through the Request for Proposals (RFP) process.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

March 2, 2015

Page Three

2. Nature and needs and duration of the project:

There is a need to assure that teachers and leaders are educated to implement evidence-based practices for effectively educating K-12 students with disabilities to achieve college and career ready standards. In partnership with the CEEDAR Center and three NH Teacher Preparation Programs as leads will focus on revising or reforming our State policies and practices (including certification and licensure standards and education program approval and evaluation) and teacher and leader preparation practice to assure that all are aligned. This will also create efficiencies and avoid duplication of efforts.

U.S. Department of Education's Office of Special Education Programs Grant Award H325A120003 awarded to University of Florida, Office of Research, Division of Sponsored Programs. New Hampshire has been chosen to support the work, CEEDAR, with a stipend of \$200,000.00 over a two year period.

3. Relationship to Existing Agency Programs:

This opportunity would build on the strong collaborative relationships with the teacher and leader preparation programs within New Hampshire that we continue to develop. To demonstrate the commitment of teacher/ leader educational preparation programs to create a seamless pre-K-20 system the IHE (Institutions of Higher Education) Network presented a position paper to the State Board of Education in November 2012. This position paper demonstrated their commitment to work with the Department of Education, the Legislature and the professional educational organizations to prepare our educators to meet the educational needs of all students. It was unanimously and enthusiastically accepted by the State Board.

The New Hampshire Department of Education is committed to assure that all of our New Hampshire students are taught by effective teachers which begins with our teacher/leader preparation programs and continues throughout their careers supported by effective professional learning. We plan to build on our strong partnerships, reviewing and updating certification rules through the recommendations from the Professional Standards Board and this will support the continuous improvement model for the approval of teacher/ leader preparation. The Department of Education plans to hire consultants through the Request for Proposals (RFP) process.

4. Has a Similar Program been Requested of the Legislature and Denied?

No, it has not.

5. Why wasn't this Funding Included in the Agency's Budget Request?

This project is meant to support our continued efforts to improve educator effectiveness at no cost to the State.

6. Can any Portion of the Grant Funds be Utilized?

No. The positions requested are necessary to fulfill the intent of the Grant proposal that was accepted by the Granting Authority.

7. Estimate the Fund Required to Continue the Position(s):

General Funds will not be requested to support this program.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

March 2, 2015
Page Four

Fiscal Situation

The awarding of this grant was not anticipated at the time that the FY 2014-2015 budget was being crafted necessitating this request for funding for the balance of FY 2015. Nor has a similar request of this type been previously requested of the Legislature. We anticipate seeking its continuance in the FY 2016-2017 budget with an estimated stipend of \$160,000 through the U.S. Department of Education's Office of Special Education Programs Grant Award H325A120003 awarded to University of Florida, Office of Research, Division of Sponsored Programs. New Hampshire has been chosen to support the work, CEEDAR, with a stipend of \$200,000.00 over a two year period.

Grant Award	\$200,000.00
Less this Action Fiscal Year 2015	(\$40,000.00)
Fiscal Year 16 (to be budgeted)	\$160,000.00
Total	\$200,000.00

Respectfully submitted,

Virginia M. Barry, Ph.D.
Commissioner of Education

KS:MTI:BJR
Attachments:
Grant Award

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council


March 2, 2015
Page Four

Fiscal Situation

The awarding of this grant was not anticipated at the time that the FY 2014-2015 budget was being crafted necessitating this request for funding for the balance of FY 2015. Nor has a similar request of this type been previously requested of the Legislature. We anticipate seeking its continuance in the FY 2016-2017 budget with an estimated stipend of \$160,000 through the U.S. Department of Education's Office of Special Education Programs Grant Award H325A120003 awarded to University of Florida, Office of Research, Division of Sponsored Programs. New Hampshire has been chosen to support the work, CEEDAR, with a stipend of \$200,000.00 over a two year period.

Grant Award	\$200,000.00
Less this Action Fiscal Year 2015	(\$40,000.00)
Fiscal Year 16 (to be budgeted)	\$160,000.00
Total	\$200,000.00

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner of Education

KS:MT:BJR
Attachments
Grant Award

UF UNIVERSITY of
FLORIDA

Office of Research
Division of Sponsored Programs
219 Grinter Hall
PO Box 115500
Gainesville, Florida 32611-5500

December 1, 2014

Karen Soule
Lead Educator Effectiveness
New Hampshire Dept. of Education
101 Pleasant Street
Concord, NH 03301

Dear Dr. Soule:

This letter will serve as confirmation that the University of Florida (UF) has been awarded a multi-year grant from the U.S. Department of Education's Office of Special Education Programs number H325A-120003 that has established and supports the programs under the Collaboration for Effective Educator Development and Accountability and Reform (CEEDAR) Center.

The CEEDAR Center is charged with supporting states in reforming teacher and leader preparation to promote the college and career readiness of students with disabilities. Since its inception in January, 2013, the CEEDAR Center has issued two national calls, solicited applications from 28 states, and selected 10 states to receive intensive technical assistance.

I am pleased to inform you that the State of New Hampshire has been chosen as one of five participants in the second cohort of states. To support the work, CEEDAR will award the applicant agency, the New Hampshire Department of Education, a stipend of \$200,000 over a two-year period.

The award document, which will provide you with the terms and conditions for use of the stipend funds and associated reporting requirements, will be sent in a subsequent document.

If you have any questions about your award, please contact UF's Project Director and Center Director Mary Brownell or Co-Director Paul Sindelar. Both are Professors of Special Education at the University of Florida's College of Education.

Sincerely,



Brian Prindle
Associate Director, Division of Sponsored Programs

Cc: Mary Brownell, Project Director
Paul Sindelar, Co-Project Director

The Foundation for the Gator Nation
An Equal Opportunity Institution



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

September 17, 2015

The Honorable Neal Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Dear Chairman Kurk:

The NH Department of Transportation hereby requests the Committee withdraw items previously tabled (#15-173 and #15-175) by the Committee at the meeting held on August 26, 2015.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "William Cass".

William Cass, PE
Assistant Commissioner

cc: Michael Kane, Legislative Budget Assistant
William Cass
Marie Mullen
Len Russell



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Turnpikes
 August 5, 2015

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 124:15-I, authorize the Department of Transportation, Bureau of Turnpikes to establish a consultant to contract for the replacement of the back office system that manages the EZPass program effective from the date of Fiscal Committee approval through December 31, 2015.

EXPLANATION

The Department requests authorization to hire a consultant for the replacement of the Back Office System (BOS) development. The back-office system manages the E-Zpass transactions, reporting, billing and customer service for the Turnpike System.

- Proposed New System – The proposed new system will include all of the features included in the old system. In addition to the deployment of the enhanced BOS, the second portion of the contract includes operation and maintenance of the NH E-ZPass BOS, including a locally established and operated CSC. The scope of services includes but is not limited to account maintenance, invoice and violation processing, reciprocity file management, website maintenance, customer service support and operation of three Walk-in-Centers.
- The initial portion of the contract is estimated to be 14 months and involves the design, development, testing and installation of an enhanced BOS system and CSC with the following project goals as described in the RFP.
 - Goal 1 – Procure a hosted back office platform which is sustainable and scalable for a minimum of 14 years (the maximum life of this contract).
 - Goal 2 – Transition from the existing legacy system with minimal impact to operations and impacts to patrons.
 - Goal 3 – Provide call center and back office operations supported locally.
 - Goal 4 – Ability for greater adaptation to meet MAP-21 mandates.
 - Goal 5 – Incorporate streamlined processes for capturing customer information, tracking violations through their lifecycle and license plate updates.

- Goal 6 – Ability to identify and to pursue multiple plate types with special characters.
- Goal 7 – Ability to pursue out-of-state violators with the potential to utilize registration holds with the corresponding DMVs.
- Goal 8 – Redesign the www.ezpassnh.com website to be more customer friendly and interactive.
- Overall the new system is highly configurable and adaptable, which will reduce the potential for change orders over the course of the contract term. This will allow the Bureau of Turnpikes to be more adaptive to future changes such as new interfaces and to support national tolling interoperability, other state DMV's for address lookup, violation processing reciprocity and DMV Holds. The system provides for strong financial controls allowing for the tracking, reconciliation and reporting of the financial history of transactions, particularly unpaid transactions. It will also provide Bureau of Turnpikes' Finance Section with a general ledger as well as the ability to interface with the Department's Financial System (NHFIRST) in an automated fashion. The system is user friendly for various users of the BOS system to address customer service matters, financials, reconciliation of files, alerts to the customer service representatives, as well as includes ad-hoc reporting queries utilizing user friendly 'drag and drop' type functions. Additional benefits include the ability for full system access to be achieved via a single interface using a web browser.
- Reason Must Occur Now - The enhanced BOS system will be designed, developed, tested and installed by September 30, 2016. The data migration of the system must be complete by the current contract expiration of September 30, 2016. This short time frame requires the vendor to begin working on the project as soon as the contract is approved. Any delay will result in additional payments to the current vendor.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA124:15,"Positions Authorized" or both:

1. Is the action required of this request a result of the Continuing Resolution for FY 2016?
Yes, in the 2016-2017 Budget, the Department requested funding for this consultant, but the funding did not exist in the FY 2015 budget.
2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?
It is not retroactive. The consultant contract has not been approved.
3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)
The Back Office System (BOS) is a previously funded and ongoing program, but the new system design will enhance it to be sustainable and scalable for a minimum of 14 years, provide

a locally-supported call center and back office operations, streamline processes for capturing customer information and out of state violators, and redesign the website to be more customer friendly and interactive.

The current BOS contract expires on September 30, 2016. The final contract renewal option was approved on Aug 24, 2011, Item 81. The approved documents are attached.

4. Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?

The funding for the existing BOS contract was included in the FY 2014-2015 enacted Budget. The funding for the continuation of the program and the conversion and enhancement of the BOS was included in the FY16 Agency Budget request. It was not included in the FY2015 enacted Budget because the conversion was not scheduled to occur until FY2016.

5. Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?

The program was included in part in the FY 2016-2017 Operating Budget proposal.

6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)

An RFP for a consultant contract was completed as the current contract for the BOS expires on September 30, 2016 and is being prepared for G&C approval.

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

The enhanced BOS system will be designed, developed, tested and installed by September 30, 2016. The data migration of the system must be complete by the current contract expiration of September 30, 2016 with an estimated time frame for completion of 14 months. This short time frame requires the vendor to begin working on the project as soon as the contract is approved. Any delay will result in additional payments to the current vendor.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

Consultant:

1. List of personnel involved: Consultant
2. Nature, Need, and Duration: The Consultant contract is for the replacement of the Back Office system. The back-office system manages the E-Zpass transactions, reporting, billing and customer service for the Turnpike System. The term of the contract is for five years with the option of three 3-year extensions.
3. Relationship to existing agency programs: Continuation of current system.

4. Has a similar program been requested of the legislature and denied? No, a similar program has not been requested and denied.
5. Why wasn't funding included in the agency's budget request? Funding was included in the FY16 Agency Budget request.
6. Can portions of the grant fund be utilized? Not applicable, these are not grant funds.
7. Estimate the funds required to continue this position(s): There are no positions associated with this request.

It is respectfully requested that this resolution be approved.

Sincerely,



William Cass, P.E.
Assistant Commissioner

Attachment



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

August 11, 2011
Bureau of Turnpikes

His Excellency, Governor John H. Lynch
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Transportation to exercise a final contract renewal option with ACS State and Local Solutions, Inc (ACS), Germantown, MD, 20876, Vendor Code #81705, in an amount not to exceed \$28,075,000 for a professional services agreement for operation of New Hampshire E-ZPass Customer Service Center from October 1, 2011 to September 30, 2016. The original contract was approved by Governor and Council on September 22, 2004, late item letter F. 100% Turnpike Funds.

Funding is available for FY 2012 and 2013 in account, Turnpikes Division, as follows with the authority to adjust encumbrances for the State fiscal year through the Budget Office if needed and justified. Funding for FY 2014 to 2017 is contingent upon availability and continued appropriation.

	<u>FY 2012</u>	<u>FY2013</u>
04-96-96-961017-7050	9 months	12 months
Toll Collection		
102-500731 Contract for program services	\$3,850,000	\$6,875,000
	<u>FY2014</u>	<u>FY2015</u>
04-96-96-961017-7050	12 months	12 months
Toll Collection		
102-500731 Contract for program services	\$5,100,000	\$5,300,000
	<u>FY2016</u>	<u>FY2017</u>
04-96-96-961017-7050	12 months	3 months
Toll Collection		
102-500731 Contract for program services	\$5,500,000	\$1,450,000

EXPLANATION

RSA 237:16-b as amended in 2001 authorized the Department to participate in a regional Electronic Toll Collection system (E-ZPass). Governor and Council on August 22, 2001 authorized the Department to enter into an Interagency Group (IAG) agreement, Item # 317, to address electronic toll collection issues in a manner that provides a seamless toll system for motorists and commercial operators along the eastern seaboard of the United States.

On September 22, 2004, Governor and Council approved the original contract with ACS, Late Item F, for the operation of the NH E-ZPass Customer Service Center to be effective for a 3-year period through October 1, 2007, including provisions for three 3-year extensions through September 30, 2016.

On October 3, 2007, Governor and Council approved contract amendment #1 with ACS, Item #84, for the first three-year extension in the amount of \$14,350,000, to be effective through September 30, 2010.

On May 20, 2009, Governor and Council approved contract amendment # 2 to increase the contract amount (\$750,000) with ACS, Item #120, for the operation of the NH E-ZPass Customer Service Center to be effective through September 30, 2010.

On June 9, 2010, Governor and Council approved contract amendment # 3 to increase the contract amount (\$400,000) with ACS, Item #194, for the operation of the NH E-ZPass Customer Service Center to be effective through September 30, 2010.

On September 22, 2010, Governor and Council approved contract amendment # 4 with ACS, Item # 237, for a one year extension in the amount of \$5,975,000 to be effective through September 30, 2011.

The Department presently has provisions in the contract to extend ACS's contract for a two-year extension followed by another three-year extension, for a total of five years. The Department is requesting that a five-year extension be approved. The five-year extension will provide the Department the following:

- ACS agrees to restructure the price of the contract, resulting in annual contract savings of approximately \$1,300,000.
- ACS will provide a software upgrade to "Vector 4" and perform the necessary data migration at no additional cost to the Department. Some of the key functionalities of the software upgrade for customer service representatives and Department staff working with E-ZPass customers are as follows:
 - Web based User Interface.
 - Dashboard view that will allow the customer service representative to see several screens at once instead of the current inefficient mechanism of going through one screen at a time to resolve issues posed by customers.

- Improved workflow capabilities with the implementation of a paperless office that will allow on-line viewing by customer service representatives.
- Ability for customer service representatives to view embedded license plate images, invoices, and customer correspondence, and easily share this information with the customer.
- Added customer security (encryption feature). Encryption is used to protect electronic data being transferred from one network to another.
- Enhanced reporting capabilities using Crystal Reporting tools and Ad hoc database, as well as automated report scheduling and distribution.
- Fully Payment Card Industry (PCI) Compliant.
- Generally Accepted Accounting Principles (GAAP) compliant to ensure financial integrity and be audit-ready.
- All existing programming enhancements such as plate types, DMV Hold, EZPass-on-the-Go, and transponder leasing will be maintained with the upgraded software.

The additional software upgrades offer the following enhancements to further improve customer convenience:

- Enhanced self service functions on the website.
- Ability to access account history and statement/invoice data, along with improved capability to download information in multiple formats for easy printing.
- Increased payment options (pre-payment and post-payment options, cash replenishment cards).
- Customizable customer messages (email, text, voice, and or mail).
- Website improvements for easy navigation.
- Easy access to view vehicle and device data for large commercial accounts (i.e. UPS, trucking, etc).

ACS will continue to provide the following key services as they have over the past seven years:

- Opening and closing NH E-ZPass accounts.
- Fund management on behalf of the State.
- Automatic replenishments to accounts backed by credit cards.
- Processing of E-ZPass transactions in-state and by NH accounts at out-of-state toll agencies (LAG financial reconciliation).
- Processing violation documents in accordance with RSA 236:31.
- Operation of Walk in Centers in Portsmouth, Nashua, and Hooksett.
- Account management functions.
- Transponder management.
- Customer Call Center functions.
- Website hosting and management.
- SSAE 16 Audit.
- Processing all incoming mail and payments.
- Computer programming enhancements.

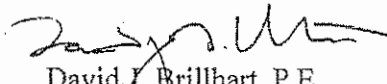
ACS has consistently demonstrated responsiveness, attention to detail, cooperation, and good communication in working with the Department, other State Agencies and vendors during their first seven years as NH's Customer Service provider. During the recent one-year contract extension, ACS has made improvements to NH's E-ZPass system to accommodate E-ZPass-On-The-Go and the transponder leasing program. This proposed contract extension also includes the cost for future E-ZPass initiatives, which include the Transponder Swap Program in FY 13 at an approximate cost of \$1.9M, and a possible Frequent User Discount Plan at an approximate cost of \$50,000.

Through all the years of service, ACS's cost for its core operations involving the Customer Service Center, violation processing, and Walk-in-Centers have remained within the contract allowances with increases limited to annual Cost of Living Adjustments (COLA) as specified in the contract, and additional work and overages negotiated and approved. It is the Department's recommendation to extend this contract with ACS given their cooperation, professionalism, experience, expertise with electronic tolling, and willingness to alter the contract pricing structure, which results in significant savings.

The contract has been approved by the Attorney General as to form and execution and the Department has verified that the necessary funds are available as noted above. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Services' Office; and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that this resolution be approved.

Sincerely,



David J. Brillhart, P.E.
Assistant Commissioner

cc: C. Waszczuk
J. Corcoran



STATE OF NEW HAMPSHIRE
DEPARTMENT OF INFORMATION TECHNOLOGY
27 Hazen Dr., Concord, NH 03301
Fax: 603-271-1516 TDD Access: 1-800-735-2964
www.nh.gov/doit

S. William Rogers
Commissioner

August 11, 2011

Jeff Brillhart P.E., Assistant Commissioner
State of New Hampshire
Department of Transportation
John O. Morton Bldg., 7 Hazen Drive
Concord, NH 03302-0483

Dear Assistant Commissioner Brillhart:

This letter represents formal notification that the Department of Information Technology (DoIT) has approved your agency's request to enter into a contract amendment with ACS State and Local Solutions, Inc. of 1200 K Street NW, Washington, DC, 20005 as described below and referenced as DoIT number 2004-017E as described below.

This is a request to enter into a contract amendment for the professional services agreement for operation of New Hampshire's E-Z Pass Customer Service Centers from October 1, 2011 to September 30, 2016 upon approval by Governor and Executive Council. The amendment includes a software upgrade to Vector 4 to enhance system security, usability and operability as well as an annual cost savings of approximately \$1,300,000. The contract amendment increases the contract value by \$28,075,000 from \$37,925,000 to a not to exceed amount of \$66,000,000.

This project is set forth in the Department of Transportation Strategic Information Technology Plan dated February 4, 2008 Project Name: EZ Pass Toll Collection, active initiative # 7.

A copy of this letter should accompany the submission to the Governor and Executive Council for approval.

Sincerely,


S. William Rogers

SWR/dcp
DoIT 2004-017E
RID 11611

cc: John Corcoran, PE, Department of Transportation, Senior Engineer, Bureau of Turnpikes



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/03/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 1166 AVENUE OF THE AMERICAS NEW YORK, NY 10036 Attn: ACS.CertRequest@Marsh.com 303099-GOVT-CAS-11-12	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: ACE American Insurance Company		22667
INSURER B: N/A		N/A
INSURER C: Indemnity Ins Co Of North America		43575
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** NYC-005796081-15 **REVISION NUMBER:** 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		HDO G25521900	01/01/2011	01/01/2012	EACH OCCURRENCE \$ 2,000,000
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		41PR201807 (PUERTO RICO)	01/01/2011	01/01/2012	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000
C	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		41US202281 (US VIRGIN ISLANDS)	01/01/2011	01/01/2012	MED EXP (Any one person) \$ N/A
C			705-00187 (GUAM)	01/01/2011	01/01/2012	PERSONAL & ADV INJURY \$ 2,000,000
C			705-00188 (SAIPAN)	01/01/2011	01/01/2012	GENERAL AGGREGATE \$ 10,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ INCLUDED
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WLR C46470989 (AOS)	01/01/2011	01/01/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	WLR C46470977 (CA, MA)	01/01/2011	01/01/2012	E.L. EACH ACCIDENT \$ 1,000,000
A	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	SCF C46470990 (WI)	01/01/2011	01/01/2012	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	WORKERS COMPENSATION		601 N 00367 (GUAM)	01/01/2011	01/01/2012	SEE ABOVE
C	CONTINUES		601 N 00366 (SAIPAN)	01/01/2011	01/01/2012	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: NHDOT RFP #2004-017 Customer Service Center. ACS State and Local Solutions, Inc.
 The State of New Hampshire, Department of Transportation is an Additional Insured under the above General Liability with respect to liability arising from negligent acts or omissions of Affiliated Computer Services, Inc. (ACS).

CERTIFICATE HOLDER The State of New Hampshire Department of Transportation Attn: John O. Morton Building 7 Hazen Drive O. Box 483 Concord, NH 03302-0483	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Henry Swayne <i>Henry Swayne</i>
---	---

© 1988-2010 ACORD CORPORATION. All rights reserved.

CERTIFICATE OF INSURANCE



Factory Mutual Insurance Company
301 Merritt Seven
P.O. Box 5414 Norwalk, CT 06856-5414 USA
T: 203 849 0010 F: 203 845 7675 www.fmglobal.com

We hereby certify that insurance coverage is now in force with our Company as outlined below. This Certificate does not amend, extend or alter the coverage afforded by the Policy.

TITLE OF INSURED:

Affiliated Computer Services, Inc. and any subsidiary, and Affiliated Computer Services, Inc.'s interest in any partnership or joint venture in which Affiliated Computer Services, Inc. has management control or ownership as now constituted or hereafter acquired.

Policy No: LE615

Effective: 31-March-2011

Account No: 1-39406

Expires: 31-March-2012

Description & Location of Property Covered:

Personal Property
Miscellaneous Unnamed Locations
2828 N. Haskell Ave.
Dallas, TX 75204

Coverage in Force: (Subject to limits of liability, deductibles and all conditions in the Policy)

Insurance Provided:	Peril:	Amount of Insurance:
Property Damage	All Risks of Physical Loss or Damage	USD10,000,000
Includes Boiler & Machinery	on a Repair or Replacement Basis	PD & BI Combined
Valuable Papers		
Business Interruption		
Earthmovement		
Flood		

ADDITIONAL INTERESTS:

Additional Interests under the Policy, consisting of, but not limited to mortgagees, lenders loss payees, loss payees, and additional named insured's, are covered in accordance with Certificates of Insurance issued to such interests and on file with this Company. Loss, if any, shall be payable to such additional interests, as their interests may appear, and in accordance with loss payment provisions of the Policy.

Type: Evidence of Coverage with respects to loss or damage to owned and/or rented equipment; tools brought onto and/or used on any property by the Service Contractor; property covered under Master Lease Agreements and/or servicing agreements, in accordance with Additional Interests Clause stated above.

Certificate: 39406-005
Effective Date: 31-March-2011

By: 
Authorized Signature
Date: 31-Mar-11



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

September 17, 2015

The Honorable Neal Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Dear Chairman Kurk:

The NH Department of Transportation hereby requests the Committee withdraw items previously tabled (#15-173 and #15-175) by the Committee at the meeting held on August 26, 2015.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "William Cass".

William Cass, PE
Assistant Commissioner

cc: Michael Kane, Legislative Budget Assistant
William Cass
Marie Mullen
Len Russell



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Turnpikes
August 3, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of Chapter 158, sub-paragraph I,(a), Laws of 2015, the Department of Transportation requests authorization to exceed the 6/12 limitation of said resolution for the accounts listed below, in the amount of \$3,000,000, to the extent shown as projected deficits, for the period of Fiscal Committee and Governor and Council approval through December 31, 2015.

04-096-096-961017-70250000	Current Appropriation FY 2016	Need	Projected (Deficit)
Renewal & Replacement			
Expenses:			
020 500200 Current Expense	\$177,346	\$177,346	\$0
046 500188 Consultants	597,851	597,851	0
047 500240 Own Forces Maint	62,500	62,500	0
048 500226 Contract Maint Bldgs & Grnds	709,885	709,885	0
400 500871 Construction Repair Material	6,435,210	9,435,210	(3,000,000)
Total	\$7,982,792	\$10,982,792	(\$3,000,000)
Source of Funds			
Revenue:			
000017 Turnpike Fund	\$7,982,792	\$10,982,792	(\$3,000,000)

EXPLANATION

Renewal and Replacement (70250000) – 100% Turnpike Funds

Class 400 Increase Construction Repair Materials by \$3,000,000. This transfer will allow for payment of eight (8) Renewal & Replacement Program contracts that will include the majority of expenditures from

July to December 2015. Encumbrances totaling \$2,208,536 were brought forward from FY 2015 and represent contractual obligations for that year. The additional funds are needed for commitments that have been made with vendors to complete construction on Bridge Rehabilitations, Resurfacing, Signage and Guardrail Replacement before November 2015. See attached list of Turnpike Contracts.

It is respectfully requested that this resolution be approved.

Sincerely,

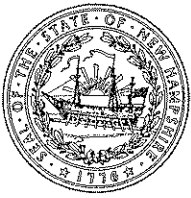


William Cass, P.E.
Assistant Commissioner

Attachment

Turnpike R&R Contracts - EXHIBIT B

Project Name	Project No	Bid Date	G&C Approval Date	G&C Agenda No.	Competition Date	Project Description	Construction Cost	Expenditures Anticipated FY 2016 (July to Dec 2015)
Statewide Signing	28914	August 28, 2014	October 29, 2014	26	July 31, 2015	Signing along FEET, Spaulding and I-95	\$500,000	\$125,000
Central Corridor Drainage	23786	December 4, 2014	February 11, 2015	23	September 25, 2015	FEET, I-93, I-293 : Drainage Rehabilitation	\$534,000	\$535,000
Hooksett	29494	February 5, 2015	March 25, 2015	22	October 2, 2015	Bridge Rehabilitation--Deck replacement for Toll Plaza Access Road over NB Off Ramp at I-93 Exit 11 Interchange	\$615,000	\$375,000
Nashua-Concord	29021	March 10, 2015	April 22, 2015	41	September 11, 2015	Central TPK Resurfacing: Nashua FEET NB/SB pavement from mm 0.0 to mm 3.0 and Concord mm 35.8 to 36.6	\$4,200,000	\$4,200,000
Portsmouth-Dover-Seabrook-Hampton	29022	March 11, 2015	April 22, 2015	40	September 11, 2015	Eastern Turnpike Resurfacing Portsmouth-Newington from mm 0.0 to mm 1.6; Spaulding Tpk NB and SB Ramps to I-95; Exit 1 Seabrook	\$3,125,000	\$2,800,000
Statewide Signing	29731	May 21, 2015	July 22, 2015	39	November 13, 2015	Signing along FEET, Spaulding and I-95	\$515,000	\$515,000
Dover-Bedford	29023	June 11, 2015	Expected 8/5/2015		October 23, 2015	Spaulding Turnpike (NH 16) Guardrail Replacement	\$537,000	\$537,000
Merrimack	40354	Work being completed by Bridge Maintenance	N/A		August 28, 2015	Concrete Slab Repair to Merrimack Exit 10 & 11 ramp plazas	25,000	\$25,000
29023 - Expected G&C Date Forwarded to AG's office for review 7/21/2015							\$10,051,000	\$9,112,000



FIS 15 207

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

Nicholas A. Toumpas
Commissioner

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

August 19, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, authorize the Department of Health and Human Services to transfer general funds in the amount of \$845,471, with no net impact on Federal revenues or Other revenues. The transfers and adjustments are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through December 31, 2015.

<u>From: (Various Salary Accounts):</u>	<u>Account</u>	<u>Amount</u>
Division of Child Support Services	Various	(\$148,009)
Division of Family Assistance	Various	(\$62,961)
Division for Client Services	Various	(\$220,969)
Office of Medicaid Business and Policy	Various	(\$13,003)
Bureau of Elderly and Adult Services	Various	(\$22,483)
Division of Public Health Services	Various	(\$146,260)
Bureau of Developmental Services	Various	(\$45,181)
New Hampshire Hospital	Various	(\$11,753)
Office of Commissioner	Various	(\$107,809)
<u>Office of Business Operations</u>	Various	(\$67,043)
Total Department of Health and Human Services		<u>(\$845,471)</u>

<u>To: (Various Salary Accounts):</u>	<u>Account</u>	<u>Amount</u>
Office of Improvement & Integrity	Various	\$137,057
<u>Office of Information Services</u>	Various	<u>\$708,414</u>
Total Department of Health and Human Services		<u>\$845,471</u>

EXPLANATION

The Department of Health and Human Services is embarking on an Organization Redesign in an effort to ensure DHHS remains a strong vital organization despite the continued challenging economic times. With the transition to Medicaid Care Management there are functions done in the past that are no longer needed since they have been transferred the Managed Care Organizations (MCOs); there are functions that could and should be streamlined and consolidated; there are functions that are not getting done and others than need to be strengthened. The Organization Redesign includes an assessment of the entire organization and this transfer represents realignment of the following. These transfers reflect adjustments to various salary class lines to reflect the transfer of positions to the Offices of Information Services and Improvement & Integrity, which were part of the Re-design process.

Information Services- Positions related to management of information technology functions have been located across the Department in the organization of the primary users. Redesign has realigned these functions to report to the Chief Information Officer, with dotted line reporting to the users. This will enable restructuring of the positions to match skill sets with the new roles for supporting the new management structure and to ensure resource and information sharing among the programs.

Audit & Review- Financial compliance review functions were generally organized by funding source. The Redesign has realigned the functions to report to the Chief Financial Officer to take advantages of synergisms that exist among the staff. These financial reviews are integral to monitoring of provider billing practices and financial stability. They include tests of the internal controls in provider billing systems, follow-up on findings of outside auditors to ensure the provider is addressing weaknesses, and is performing federally mandated sub-recipient site reviews and A-133 audit monitoring.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

A. Justification:

These transfers of appropriations align the budget authorities with the current organization structure.

B. Does this transfer involve continuing programs or one-time projects?

This transfer involves continuing programs.

C. Is this transfer required to maintain existing program levels or will it increase the program level?

This transfer is required to maintain existing program levels.

D. Cite any requirements which make this program mandatory.

The programs of the Department are mandated by various state and federal laws.

E. Identify the source of funds on all accounts listed on this transfer.

See the attached worksheet for the source of funds for all accounts.

F. Will there be any effect on revenue if this transfer is not approved?

The effect on revenue, including Federal participation, as a result of this transfer is detailed in the attached appendix.

G. Are funds expected to lapse if this transfer is not approved?

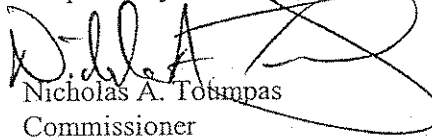
It is anticipated that no funds will lapse whether this transfer is approved or not.

H. Are personnel services involved?

No positions are being transferred as a result of this request. The positions have been transferred and this request is to transfer appropriation to align with the organizational placement of the positions.

An appendix is attached which summarizes the changes across the Department.

Respectfully submitted,


Nicholas A. Toumpas
Commissioner

Attachment

All Accounts	Account From	General Funds Only		Net	Net FF/Oth	Account To
		From	To			
Division for Children, Youth and Families	Various	(\$148,009)	\$0	(\$148,009)	(\$97,601)	Various
Division of Child Support Services	Various	(\$62,961)	\$0	(\$62,961)	(\$168,940)	Various
Division of Family Assistance	Various	(\$220,969)	\$0	(\$220,969)	(\$8,669)	Various
Division for Client Services	Various	(\$13,003)	\$0	(\$13,003)	\$ (198,440)	Various
Office of Medicaid Business and Policy	Various	(\$22,483)	\$0	(\$22,483)	\$ (67,450)	Various
Bureau of Elderly and Adult Services	Various	(\$146,260)	\$0	(\$146,260)	\$ (132,464)	Various
Division of Public Health Services	Various	(\$45,181)	\$0	(\$45,181)	\$ (30,539)	Various
Bureau of Developmental Services	Various	(\$11,753)	\$0	(\$11,753)	\$ (11,753)	Various
New Hampshire Hospital	Various	(\$107,809)	\$0	(\$107,809)	\$ (55,457)	Various
Office of Commissioner	Various	(\$67,043)	\$0	(\$67,043)	\$ (58,651)	Various
Office of Improvement & Integrity	Various	\$0	\$137,057	\$137,057	\$ 130,063	Various
Office of Information Services	Various	\$0	\$708,414	\$708,414	\$ 699,901	Various
Total Department of Health and Human Services		(\$845,471)	\$845,471	\$0	(\$0)	
			Net Federal Funds		(\$0)	\$ 0
			Net Other Funds		\$0	\$ -
					(\$0)	

NH, D		A	B	D	E	F	G	H	J	K	L	M	N	O	R	S				
1	2	Fund	Agcy	Org	Clas	Rcpt Acc't	Class Title	Increase/ Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	OF	GF	FF	OF	GF		
													Transfer Amount			SOF				
4 LAWSON ACCOUNTING FORMAT																				
5 COMPA N/A ACCOUNTING CLASS ACCOUNT																				
7 DIVISION OF CHILDREN, YOUTH & FAMILIES																				
9 Office of Director-DCYF																				
10	010	042	29560000	000	408043		Federal Funds	(97,601)												
11	010	042	29560000				General Funds	(148,009)	\$ (148,009)											
12	Total Revenue							(245,610)												
14	010	042	29560000	010	500100		Personal Services-Perm. Classified	(\$208,130)			\$ (125,423)		\$ (82,707)	\$ -	\$ (125,423)	39.7%	0.0%	60.3%		
15	010	042	29560000	012	500100		Personal Services-Unclassified	(\$37,480)			\$ (22,586)		\$ (14,894)	\$ -	\$ (22,586)	39.7%	0.0%	60.3%		
16	Total Expense							(245,610)				\$ (148,009)								
18	TOTAL DIVISION OF CHILDREN, YOUTH & FAMILY									\$ (148,009)	\$ (148,009)	\$ (97,601)	\$ -	\$ (148,009)						
20 DIVISION OF CHILD SUPPORT SERVICES																				
22 Child Support Services																				
23	010	042	79290000	000	403955		Federal Funds	(153,056)												
24	010	042	79290000		407126		Other Funds	(15,885)												
25	010	042	79290000				General Funds	(62,961)	\$ (62,961)											
26	Total Revenue							(231,902)												
28	010	042	79290000	010	500100		Personal Services-Perm. Classified	(231,902)			\$ (62,961)		\$ (153,055)	\$ (15,885)	\$ (62,961)	66.0%	6.9%	27.2%		
29	Total Expense							(231,902)				\$ (62,961)								
31	TOTAL DIVISION OF CHILD SUPPORT SERVICES									\$ (62,961)	\$ (62,961)	\$ (153,055)	\$ (15,885)	\$ (62,961)						
33 DIVISION OF CLIENT SERVICES																				
35 Client Svc-DCYF Fld Ops Pgm Elb																				
36	010	042	79940000	000	404671		Federal Funds	(8,669)												
37	010	042	79940000				Other Funds	-												
38	010	042	79940000				General Funds	(13,003)	\$ (13,003)											
39	Total Revenue							(21,672)												
41	010	042	79940000	010	500100		Personal Services-Perm. Classified	(21,672)			\$ (13,003)		\$ (8,669)	\$ -	\$ (13,003)	40.0%	0.0%	60.0%		
42	Total Expense							(21,672)				\$ (13,003)								
44	TOTAL DIVISION OF CLIENT SERVICES									\$ (13,003)	\$ (13,003)	\$ (8,669)	\$ -	\$ (13,003)						
46 DIVISION OF FAMILY ASSISTANCE																				
48 Directors Office																				
49	010	045	61250000	000	403950		Federal Funds	\$ (191,416)												
50	010	045	61250000	007	409282		Other Funds	\$ -												
51	010	045	61250000				General Funds	\$ (209,876)	\$ (209,876)											
52	Total Revenue							\$ (401,292)												
54	010	045	61250000	010	500100		Personal Services Perm	(\$401,292)			\$ (209,876)		\$ (191,416)	\$ -	\$ (209,876)	47.7%	0.0%	52.3%		
55	Total Expense							\$ (401,292)				\$ (209,876)		\$ -						
57 Employment Support																				
58	010	045	61270000	000	403719		Federal Funds	\$ (7,024)												
59	010	045	61270000				Other Funds	\$ -												

NH, D		A	B	D	E	F	G	H	J	K	L	M	N	O	P	R	S	
1	Fund	Agcy	Org	Cl	Rcpt	Class Title	Increase/	Net Gen'l	Net Gen'l	GF			Transfer Amount			SOF		
2					Acc't		Decrease	Fund by	Fund By	Amount	S/T	FF	OF	GF	FF	OF	GF	
3							Amount	Org. Code	Agency	Amount								
60	010	045	61270000			General Funds	\$ (11,093)	\$ (11,093)										
61	Total Revenue						\$ (18,117)											
62																		
63	010	045	61270000	010	500100	Personal Services Perm	(\$18,117)			\$ (11,093)		\$ (7,024)	\$ -	\$ (11,093)	38.8%	0.0%	61.2%	
64	Total Expense						\$ (18,117)				\$ (11,093)							
65																		
66	TOTAL DIVISION OF FAMILY ASSISTANCE									\$ (220,969)	\$ (220,969)	\$ (198,440)	\$ -	\$ (220,969)				
67																		
68	OFFICE OF MEDICAID BUSINESS & POLICY																	
69																		
70	Medicaid Administration																	
71	010	047	79370000	000	403951	Federal Funds	\$ (67,450)											
72	010	047	79370000			General Funds	\$ (22,483)	\$ (22,483)										
73	Total Revenue						\$ (89,933)											
74																		
75	010	047	79370000	010	500100	Personal Services Perm Class	(\$89,933)			\$ (22,483)		\$ (67,450)	\$ -	\$ (22,483)	75.0%	0.0%	25.0%	
76	Total Expense						\$ (89,933)				\$ (22,483)							
77																		
78	TOTAL OFFICE OF MEDICAID BUSINESS & POLICY									\$ (22,483)	\$ (22,483)	\$ (67,450)	\$ -	\$ (22,483)				
79																		
80	BUREAU OF ELDERLY & ADULT SERVICES																	
81																		
82	Medicaid Administration																	
83	010	048	78560000	000	404596	Federal Funds	\$ (17,847)											
84	010	048	78560000	000	408175	Federal Funds	\$ (17,847)											
85	010	048	78560000			General Funds	\$ (35,693)	\$ (35,693)										
86	Total Revenue						\$ (71,386)											
87																		
88	010	048	78560000	010	500100	Personal Services Perm Class	(\$71,386)			\$ (35,693)		\$ (35,693)	\$ -	\$ (35,693)	50.0%	0.0%	50.0%	
89	Total Expense						\$ (71,386)				\$ (35,693)							
90																		
91	Administration on Aging																	
92	010	048	78720000	000	408175	Federal Funds	\$ (17,246)											
93	010	048	78720000	000	404596	Federal Funds	\$ (10,347)											
94	010	048	78720000			General Funds	\$ (41,389)	\$ (41,389)										
95	Total Revenue						\$ (68,982)											
96																		
97	010	048	78720000	010	500100	Personal Services Perm Class	(\$68,982)			\$ (41,389)		\$ (27,593)	\$ -	\$ (41,389)	40.0%	0.0%	60.0%	
98	Total Expense						\$ (68,982)				\$ (41,389)							
99																		
100	Nursing Home Auditors																	
101	010	048	89320000	000	404675	Federal Funds	\$ (69,178)											
102	010	048	89320000			General Funds	\$ (69,178)	\$ (69,178)										
103	Total Revenue						\$ (138,356)											
104																		
105	010	048	89320000	010	500100	Personal Services Perm Class	(\$138,355)			\$ (69,178)		\$ (69,178)	\$ -	\$ (69,178)	50%	0%	50%	
106	Total Expense						\$ (138,355)				\$ (69,178)							
107																		
108	TOTAL BUREAU OF ELDERLY AND ADULT SERVICES									\$ (146,260)	\$ (146,260)	\$ (132,464)	\$ -	\$ (146,260)				
109																		
110	DIVISION OF PUBLIC HEALTH SERVICES																	
111																		
112	Informatics																	
113	010	090	22030000	000	400146	Federal Funds	\$ (11,644)											
114	010	090	22030000			Other Funds	\$ -											
115	010	090	22030000			General Funds	\$ (26,286)	\$ (26,286)										

NH, F		Detail															
A	B	D	E	F	G	H	J	K	L	M	N	O	Q	R	S		
1	Fund	Agcy	Org	Cl	Rcpt	Class Title	Increase/	Net Gen'l	Net Gen'l								
2					Acc't		Decrease	Fund by	Fund By								
3							Amount	Org. Code	Agency	GF							
										Amount	S/T	FF	OF	GF	FF		
															OF		
															GF		
116	Total Revenue						\$ (37,930)										
117																	
118	010	090	22030000	010	500100	Personal Services Perm Class	\$ (37,930)			\$ (26,286)		\$ (11,644)	\$ -	\$ (26,286)	30.7%		
119	Total Expense						\$ (37,930)			\$ (26,286)					0.0%		
120															69.3%		
121	USDA FERN Grant																
122	010	090	30560000	000	404972	Federal Funds	\$ (18,895)										
123	010	090	30560000			Other Funds	\$ -										
124	010	090	30560000			General Funds	\$ -										
125	Total Revenue						\$ (18,895)										
126																	
127	010	090	30560000	010	500100	Personal Services Perm Class	\$ (18,895)			\$ -		\$ (18,895)	\$ -	\$ -	####		
128	Total Expense						\$ (18,895)			\$ -		\$ -	\$ -	\$ -	0.0%		
129															0.0%		
130	Emergency Response RadioChem																
131	010	090	79660000			General Funds	\$ (18,895)	\$ (18,895)									
132	Total Revenue						\$ (18,895)										
133																	
134	010	090	79660000	010	500100	Personal Services Perm Class	\$ (18,895)			\$ (18,895)		\$ -	\$ -	\$ (18,895)	0.0%		
135	Total Expense						\$ (18,895)			\$ (18,895)					0.0%		
136															100.0%		
137	TOTAL DIVISION OF PUBLIC HEALTH SERVICES								\$ (45,181)	\$ (45,181)	\$ (30,539)	\$ -	\$ (45,181)				
138																	
139	BUREAU OF DEVELOPMENTAL SERVICES																
140																	
141	Medicaid Compliance																
142	010	093	71670000	000	403795	Federal Funds	\$ (11,753)										
143	010	093	71670000			General Funds	\$ (11,753)	\$ (11,753)									
144	Total Revenue						\$ (23,506)										
145																	
146	010	093	71670000	010	500100	Personal Services Perm Class	\$ (23,505)			\$ (11,753)		\$ (11,753)	\$ -	\$ (11,753)	50%		
147	Total Expense						\$ (23,505)			\$ (11,753)					0%		
148															50%		
149	TOTAL BUREAU OF DEVELOPMENTAL SERVICES								\$ (11,753)	\$ (11,753)	\$ (11,753)	\$ -	\$ (11,753)				
150																	
151	NEW HAMPSHIRE HOSPITAL																
152																	
153	Administration																
154	010	094	84000000	000	404444	Federal Funds	\$ (7,264)										
155	010	094	84000000			General Funds	\$ (14,258)	\$ (14,258)									
156	Total Revenue						\$ (21,522)										
157																	
158	010	094	84000000	010	500100	Personal Services Perm Class	\$ (21,522)			\$ (14,258)		\$ (7,264)	\$ -	\$ (14,258)	34%		
159	Total Expense						\$ (21,522)			\$ (14,258)					0%		
160															66%		
161	Acute Psychiatric Services																
162	010	094	84100000	000	404448	Federal Funds	\$ (41,106)										
163	010	094	84100000	007	402134	Other Funds	\$ (7,087)										
164	010	094	84100000			General Funds	\$ (93,551)	\$ (93,551)									
165	Total Revenue						\$ (141,744)										
166																	
167	010	094	84100000	010	500100	Personal Services Perm	\$ (141,744)			\$ (93,551)		\$ (41,106)	\$ (7,087)	\$ (93,551)	29.0%		
168	Total Expense						\$ (141,744)			\$ (93,551)					5.0%		
169															66.0%		
170	TOTAL NEW HAMPSHIRE HOSPITAL								\$ (107,809)	\$ (107,809)	\$ (48,370)	\$ (7,087)	\$ (107,809)				
171																	

NH, DH		A	B	D	E	F	G	H	J	K	L	M	N	O	P	R	S
1	Fund	Agcy	Org	Cl	Rcpt	Class Title	Increase/	Net Gen'l	Net Gen'l	GF		Transfer Amount			SOF		
2					Acc't		Decrease	Fund by	Fund By	Amount	S/T	FF	OF	GF	FF	OF	GF
3							Amount	Org. Code	Agency								
172	OFFICE OF COMMISSIONER																
173																	
174	Office of Business Operations																
175	010	095	56760000	000	403970	Federal Funds	\$ (58,651)										
176	010	095	56760000			General Funds	\$ (67,043)	\$ (67,043)									
177	Total Revenue																
178																	
179	010	095	56760000	010	500100	Personal Services Perm Class	(\$125,694)			\$ (67,043)		\$ (58,651)	\$ -	\$ (67,043)	46.7%	0.0%	53.3%
180	Total Expense																
181																	
182	TOTAL OFFICE OF COMMISSIONER																
183																	
184	OFFICE OF IMPROVEMENT & INTEGRITY																
185																	
186	Office of Improvement and Integrity																
187	010	095	79350000	000	404460	Federal Funds	\$ 130,063										
188	010	095	79350000			General Funds	\$ 137,057	\$ 137,057									
189	Total Revenue																
190																	
191	010	095	79350000	010	500100	Personal Services Perm Class	\$ 267,120			\$ 137,057		\$ 130,063	\$ -	\$ 137,057	49%	0%	51%
192	Total Expense																
193																	
194	TOTAL OFFICE OF IMPROVEMENT & INTEGRITY																
195																	
196	OFFICE OF INFORMATION SERVICES																
197																	
198	Office of Information Services																
199	010	095	59520000	000	408159	Federal Funds	\$ 676,930										
200					TBD	Other Funds	\$ 22,972										
201	010	095	59520000			General Funds	\$ 708,414	\$ 708,414									
202	Total Revenue																
203																	
204	010	095	59520000	010	500100	Personal Services Perm Class	\$ 1,408,316			\$ 708,414		\$ 676,930	\$ 22,972	\$ 708,414	48.1%	1.6%	50.3%
205	Total Expense																
206																	
207	TOTAL OFFICE OF INFORMATION SERVICES																
208																	
209	TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES																
							\$ 0	\$ 0	\$ 0	\$ (0)	\$ 0	\$ -	\$ 0				

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
TRANSFER OF FUNDS SFY 2016**

DIVISION OF FOR CHILDREN, YOUTH & FAMILIES

Office of Director-DCYF 010-042-29560000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the operation of the Division for Children, Youth and Families staff associated with the maintenance and operation of NH Bridges.

DIVISION OF CHILD SUPPORT SERVICES

Child Support Services 010-042-79290000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the operation of the Division of Child Support Services. Source of Funds: 27% General, 66% Federal, 7% Other.

DIVISION OF CLIENT SERVICES

Client Svc-DCYF Fld Ops Pgm Eib 010-042-79940000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the staff in the district offices that determine program eligibility for all programs managed by the Department. Source of Funds 60% General, 40% Federal.

DIVISION OF FAMILY ASSISTANCE

Directors Office 010-045-61250000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents the costs associated with the operation of the Division of Family Assistance director's office. Source of Funds: 52% General, 48% Federal.

DIVISION OF FAMILY ASSISTANCE

Employment Support 010-045-61270000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents the costs associated with the operation of the Division of Family Assistance. Source of Funds: 61% General, 39% Federal.

OFFICE OF MEDICAID BUSINESS & POLICY

Medicaid Administration 010-047-79370000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this appropriation represents costs associated with the management and operation of Medicaid programs serving citizens throughout New Hampshire. Source of Funds: 25% Federal, 75% General

BUREAU OF ELDERLY & ADULT SERVICES

Medicaid Administration 010-048-78560000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this appropriation represents costs associated with the management and operation of Medicaid programs by the Bureau of Elderly and Adult Services. Source of Funds: 50% Federal, 50% General

BUREAU OF ELDERLY & ADULT SERVICES

Administration on Aging 010-048-78720000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with administering grants received from the Administration for Community Living. Source of Funds: 60% General, 40% Federal.

BUREAU OF ELDERLY & ADULT SERVICES

Nursing Home Auditors 010-048-89320000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Improvement & Integrity which will be managing the audit functions. Funding in this organization represents costs associated with conducting federally and state mandated reviews of Medicaid providers. Source of Funds: 50% General, 50% Federal.

DIVISION OF PUBLIC HEALTH SERVICES

Informatics 010-090-22030000

Funding in the organization represents costs associated with the Informatics activities within the Division of Public Health Services. Funds are available as expenses are anticipated to be less than budgeted.

Source of Funds: 50% Federal, 50% General

DIVISION OF PUBLIC HEALTH SERVICES

USDA FERN Grant 010-090-30560000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with USDA Food Emergency Response Network (FERN) grant, within the Division of Public Health Services. Source of Funds: 100% Federal.

DIVISION OF PUBLIC HEALTH SERVICES

Public Health Laboratories 010-090-79660000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with testing activities within the Division of Public Health Services

Source of Funds: 100% General.

BUREAU OF DEVELOPMENTAL SERVICES

Medicaid Compliance 010-093-71670000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Improvement & Integrity which will be managing the audit functions. Funding in this organization represents costs associated with costs associated with the unit that issues prior authorizations to Medicaid Providers for Medicaid Waiver services and conducting federally and state mandated reviews of Medicaid providers. Source of Funds: 50% General, 50% Federal

NEW HAMPSHIRE HOSPITAL

Administration 010-094-84000000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Improvement & Integrity which will be managing the audit functions. Funding in this organization represents costs associated with the administration of New Hampshire Hospital. Source of Funds: 34% Federal, 66% General

NEW HAMPSHIRE HOSPITAL

Acute Psychiatric Services 010-094-84100000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the operation of New Hampshire Hospital, Facility/Patient Support Services. Source of Funds: 29% Federal, 5% Other and 66% General.

OFFICE OF COMMISSIONER

Office of Business Operations 010-095-56760000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services and the Office of Improvement & Integrity. Funding in this organization represents costs associated with administration of department-wide accounting, financing, and operations functions. Source of funds: 53% General funds, 47% Federal Funds.

OFFICE OF IMPROVEMENT & INTEGRITY

Office of Improvement and Integrity 010-095-79350000

Certain audit and review functions were transferred from program service units to the Office of Improvement & Integrity. Funds are needed in this unit to fund positions transferred positions. Funding in this office represents costs associated with the audit and review of DHHS financial and medical programs, third party liability and quality assurance programs, Office of Reimbursements and Parental Reimbursement Unit including client and provider fraud. Source of Funds: 49% Federal Funds (numerous federal programs through cost allocation) and 51% General Funds.

OFFICE OF INFORMATION SERVICES

Office of Information Services 010-095-59520000

Certain information service functions were transferred from program service units to the Office of Information Services. Funding in this organization represents costs associated with the Office of Information Services that provides information technology services across the Department of Health and Human Services. Source of Funds: 48% Federal Funds (numerous federal programs through cost allocation), 2% Other Funds and 50% General Funds.



Nicholas A. Toumpas
Commissioner

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

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

August 19, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, authorize the Department of Health and Human Services to transfer general funds in the amount of \$424,830, with no net impact on Federal revenues or Other revenues. The transfers and adjustments are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through December 31, 2015.

<u>From: (Various Benefit Accounts):</u>	<u>Account</u>	<u>Amount</u>
Division for Children, Youth and Families	Various	(\$70,873)
Division of Child Support Services	Various	(\$32,387)
Division of Family Assistance	Various	(\$128,209)
Division for Client Services	Various	(\$5,220)
Office of Medicaid Business and Policy	Various	(\$12,651)
Bureau of Elderly and Adult Services	Various	(\$73,252)
Division of Public Health Services	Various	(\$21,452)
Bureau of Developmental Services	Various	(\$6,596)
New Hampshire Hospital	Various	(\$45,640)
<u>Office of Commissioner</u>	Various	<u>(\$28,550)</u>
Total Department of Health and Human Services		<u><u>(\$424,830)</u></u>

<u>To: (Various Benefit Accounts):</u>	<u>Account</u>	<u>Amount</u>
Office of Improvement & Integrity	Various	\$80,906
<u>Office of Information Services</u>	Various	<u>\$343,924</u>
Total Department of Health and Human Services		<u><u>\$424,830</u></u>

EXPLANATION

The Department of Health and Human Services is embarking on an Organization Redesign in an effort to ensure DHHS remains a strong vital organization despite the continued challenging economic times. With the transition to Medicaid Care Management there are functions done in the past that are no longer needed since they have been transferred the Managed Care Organizations (MCOs); there are functions that could and should be streamlined and consolidated; there are functions that are not getting done and others than need to be strengthened. The Organization Redesign includes an assessment of the entire organization and this transfer represents realignment of the following. These transfers reflect adjustments to various benefit class lines to reflect the transfer of positions to the Offices of Information Services and Improvement & Integrity, which were part of the Re-design process.

Information Services- Positions related to management of information technology functions have been located across the Department in the organization of the primary users. Redesign has realigned these functions to report to the Chief Information Officer, with dotted line reporting to the users. This will enable restructuring of the positions to match skill sets with the new roles for supporting the new management structure and to ensure resource and information sharing among the programs.

Audit & Review- Financial compliance review functions were generally organized by funding source. The Redesign has realigned the functions to report to the Chief Financial Officer to take advantages of synergisms that exist among the staff. These financial reviews are integral to monitoring of provider billing practices and financial stability. They include tests of the internal controls in provider billing systems, follow-up on findings of outside auditors to ensure the provider is addressing weaknesses, and is performing federally mandated sub-recipient site reviews and A-133 audit monitoring.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

A. Justification:

These transfers of appropriations align the budget authorities with the current organization structure.

B. Does this transfer involve continuing programs or one-time projects?

This transfer involves continuing programs.

C. Is this transfer required to maintain existing program levels or will it increase the program level?

This transfer is required to maintain existing program levels.

D. Cite any requirements which make this program mandatory.

The programs of the Department are mandated by various state and federal laws.

E. Identify the source of funds on all accounts listed on this transfer.

See the attached worksheet for the source of funds for all accounts.

F. Will there be any effect on revenue if this transfer is not approved?

The effect on revenue, including Federal participation, as a result of this transfer is detailed in the attached appendix.

G. Are funds expected to lapse if this transfer is not approved?

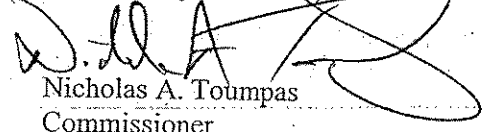
It is anticipated that no funds will lapse whether this transfer is approved or not.

H. Are personnel services involved?

No positions are being transferred as a result of this request. The positions have been transferred and this request is to transfer appropriation to align with the organizational placement of the positions.

An appendix is attached which summarizes the changes across the Department.

Respectfully submitted,



Nicholas A. Toumpas
Commissioner

All Accounts	Account From	General Funds Only		Net	Net FF/Oth	Account To
		From	To			
Division for Children, Youth and Families	Various	(\$70,873)	\$0	(\$70,873)	\$0	Various
Division of Child Support Services	Various	(\$32,387)	\$0	(\$32,387)	\$0	Various
Division of Family Assistance	Various	(\$128,209)	\$0	(\$128,209)	\$0	
Division for Client Services	Various	(\$5,220)	\$0	(\$5,220)	\$ -	Various
Office of Medicaid Business and Policy	Various	(\$12,651)	\$0	(\$12,651)	\$ (37,952)	Various
Bureau of Elderly and Adult Services	Various	(\$73,252)	\$0	(\$73,252)	\$ (66,801)	Various
Division of Public Health Services	Various	(\$21,452)	\$0	(\$21,452)	\$ (16,487)	Various
Bureau of Developmental Services	Various	(\$6,596)	\$0	(\$6,596)	\$ (6,596)	Various
New Hampshire Hospital	Various	(\$45,640)	\$0	(\$45,640)	\$ (23,443)	Various
Office of Commissioner	Various	(\$28,550)	\$0	(\$28,550)	\$ (27,814)	
Office of Improvement & Integrity	Various	\$0	\$80,906	\$80,906	\$ 75,042	Various
Office of Information Services	Various	\$0	\$343,924	\$343,924	\$ 355,986	Various
Total Department of Health and Human Services		(\$424,830)	\$424,830	(\$0)	\$251,936	
			Net Federal Funds		\$0	\$ 0
			Net Other Funds		\$0	\$ -
					\$0	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Fund	Agcy	Org	Clas	Rcpt	Class Title	Increase/		Net Gen'l	Net Gen'l				Transfer Amount			SOF			
2					Acc't		Decrease		Fund by	Fund By	GF	S/T	FF	OF	GF		FF	OF	GF	
3							Amount		Org. Code	Agency	Amount									
4	LAWSON ACCOUNTING FORMAT																			
5	COMPA	N/A	ACCOUNTING	CLASS	ACCOUNT															
6																				
7	DIVISION OF CHILDREN, YOUTH & FAMILIES																			
8																				
9	Office of Director-DCYF																			
10	010	042	29560000	000	408043	Federal Funds	(46,736)	(46,736)												
11	010	042	29560000			General Funds	(70,873)													
12	Total Revenue						(117,609)													
13																				
14	010	042	29560000	060	500601	Personal Services-Perm. Classified	(\$117,609)				\$ (70,873)		\$ (46,736)	\$ -	\$ (70,873)		39.7%	0.0%	60.3%	
15	Total Expense						(117,609)					\$ (70,873)								
16																				
17										\$ (70,873)		\$ (70,873)	\$ (46,736)	\$ -	\$ (70,873)					
18	TOTAL DIVISION OF CHILDREN, YOUTH & FAMILY																			
19																				
20	DIVISION OF CHILD SUPPORT SERVICES																			
21																				
22	Child Support Services																			
23	010	042	79290000	000	403955	Federal Funds	(78,731)	(78,731)												
24	010	042	79290000		407126	Other Funds	(8,171)													
25	010	042	79290000			General Funds	(32,387)													
26	Total Revenue						(119,289)													
27																				
28	010	042	79290000	060	500601	Personal Services-Perm. Classified	(119,289)				\$ (32,387)		\$ (78,731)	\$ (8,171)	\$ (32,387)		66.0%	6.9%	27.2%	
29	Total Expense						(119,289)					\$ (32,387)								
30																				
31										\$ (32,387)		\$ (32,387)	\$ (78,731)	\$ (8,171)	\$ (32,387)					
32	TOTAL DIVISION OF CHILD SUPPORT SERVICES																			
33																				
34	DIVISION OF CLIENT SERVICES																			
35																				
36	Client Svc-DCYF Fld Ops Pgm Elb																			
37	010	042	79940000	000	404671	Federal Funds	(3,480)	(3,480)												
38	010	042	79940000			Other Funds	-													
39	010	042	79940000			General Funds	(5,220)													
40	Total Revenue						(8,700)													
41																				
42	010	042	79940000	060	500601	Personal Services-Perm. Classified	(8,700)				\$ (5,220)		\$ (3,480)	\$ -	\$ (5,220)		40.0%	0.0%	60.0%	
43	Total Expense						(8,700)					\$ (5,220)								
44																				
45																				
46										\$ (5,220)		\$ (5,220)	\$ (3,480)	\$ -	\$ (5,220)					
47	TOTAL DIVISION OF CLIENT SERVICES																			
48																				
49	DIVISION OF FAMILY ASSISTANCE																			
50																				
51	Directors Office																			
52	010	045	61250000	000	403950	Federal Funds	\$ (110,017)	(110,017)												
53	010	045	61250000	007	409282	Other Funds	\$ -													
54	010	045	61250000			General Funds	\$ (120,626)													
55	Total Revenue						\$ (230,643)													
56																				
57	010	045	61250000	060	500601	Personal Services Perm	(\$230,643)				\$ (120,626)		\$ (110,017)	\$ -	\$ (120,626)		47.7%	0.0%	52.3%	
58	Total Expense						\$ (230,643)					\$ (120,626)								
59																				
60	Employment Support																			
61	010	045	61270000	000	403719	Federal Funds	\$ (4,801)	(4,801)												
62	010	045	61270000			Other Funds	\$ -													

NH, DH																					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1	Fund	Agcy	Org	Cl	Rcpt	Class Title	Increase/		Net Gen'l	Net Gen'l											
2					Acc't		Decrease		Fund by	Fund By	GF			Transfer Amount					SOF		
3							Amount		Org. Code	Agency	Amount	S/T	FF	OF	GF				FF	OF	GF
63	010	045	61270000			General Funds	\$ (7,583)		\$ (7,583)												
64	Total Revenue						\$ (12,384)														
65																					
66	010	045	61270000	060	500601	Personal Services Perm	(\$12,384)				\$ (7,583)		\$ (4,801)	\$ -	\$ (7,583)				38.8%	0.0%	61.2%
67	Total Expense						\$ (12,384)					\$ (7,583)									
68																					
69	TOTAL DIVISION OF FAMILY ASSISTANCE										\$ (128,209)	\$ (128,209)	\$ (114,818)	\$ -	\$ (128,209)						
70																					
71																					
72	OFFICE OF MEDICAID BUSINESS & POLICY																				
73																					
74	Medicaid Administration																				
75	010	047	79370000	000	403951	Federal Funds	\$ (37,952)	(37,952)													
76	010	047	79370000			General Funds	\$ (12,651)		\$ (12,651)												
77	Total Revenue						\$ (50,602)														
78																					
79	010	047	79370000	060	500601	Personal Services Perm Class	(\$50,602)				\$ (12,651)		\$ (37,952)	\$ -	\$ (12,651)				75.0%	0.0%	25.0%
80	Total Expense						(\$50,602)					\$ (12,651)									
81																					
82	TOTAL OFFICE OF MEDICAID BUSINESS & POLICY										\$ (12,651)	\$ (12,651)	\$ (37,952)	\$ -	\$ (12,651)						
83																					
84	BUREAU OF ELDERLY & ADULT SERVICES																				
85																					
86	Medicaid Administration																				
87	010	048	78560000	000	404598	Federal Funds	\$ (8,941)	(8,941)													
88	010	048	78560000	000	408175	Federal Funds	\$ (8,941)	(8,941)													
89	010	048	78560000			General Funds	\$ (17,882)		\$ (17,882)												
90	Total Revenue						\$ (35,763)														
91																					
92	010	048	78560000	060	500601	Personal Services Perm Class	(\$35,763)				\$ (17,882)		\$ (17,882)	\$ -	\$ (17,882)				50.0%	0.0%	50.0%
93	Total Expense						(\$35,763)					\$ (17,882)									
94																					
95	Administration on Aging																				
96	010	048	78720000	000	408175	Federal Funds	\$ (8,065)	(8,065)													
97	010	048	78720000	000	404598	Federal Funds	\$ (4,839)	(4,839)													
98	010	048	78720000			General Funds	\$ (19,355)		\$ (19,355)												
99	Total Revenue						\$ (32,258)														
100																					
101	010	048	78720000	060	500601	Personal Services Perm Class	(\$32,258)				\$ (19,355)		\$ (12,903)	\$ -	\$ (19,355)				40.0%	0.0%	60.0%
102	Total Expense						(\$32,258)					\$ (19,355)									
103																					
104	Nursing Home Auditors																				
105	010	048	89320000	000	404675	Federal Funds	\$ (36,016)														
106	010	048	89320000			General Funds	\$ (36,016)		\$ (36,016)												
107	Total Revenue						\$ (72,032)														
108																					
109	010	048	89320000	060	500601	Personal Services Perm Class	\$ (72,031)				\$ (36,016)		\$ (36,016)	\$ -	\$ (36,016)				50%	0%	50%
110	Total Expense						\$ (72,031)					\$ (36,016)									
111																					
112	TOTAL BUREAU OF ELDERLY AND ADULT SERVICES										\$ (73,252)	\$ (73,252)	\$ (66,801)	\$ -	\$ (73,252)						
113																					
114	DIVISION OF PUBLIC HEALTH SERVICES																				
115																					
116	Informatics																				
117	010	090	22030000	000	400146	Federal Funds	\$ (3,949)	(3,949)													
118	010	090	22030000			Other Funds	\$ -														
119	010	090	22030000			General Funds	\$ (8,914)		\$ (8,914)												
120	Total Revenue						\$ (12,863)														
121																					

NH, DH		A	B	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Fund	Agcy	Org	Cl	Rcpt	Class Title	Increase/	Decrease		Net Gen'l	Net Gen'l	GF		Transfer Amount			SOF			
2					Acc't		Amount			Fund by	Fund By	Amount	S/T	FF	OF	GF	FF	OF	GF	
3										Org. Code	Agency									
122	010	090	22030000	060	500601	Personal Services Perm Class	\$ (12,863)					\$ (8,914)		\$ (3,949)	\$ -	\$ (8,914)	30.7%	0.0%	69.3%	
123	Total Expense						\$ (12,863)						\$ (8,914)							
124																				
125	USDA FERN Grant																			
126	010	090	30560000	000	404972	Federal Funds	\$ (12,538)		(12,538)											
127	010	090	30560000			Other Funds	\$ -													
128	010	090	30560000			General Funds	\$ -													
129	Total Revenue						\$ (12,538)													
130																				
131	010	090	30560000	060	500601	Personal Services Perm Class	\$ (12,538)					\$ -		\$ (12,538)	\$ -	\$ -	####	0.0%	0.0%	
132	Total Expense						\$ (12,538)						\$ -							
133																				
134	Emergency Response RadioChem																			
135	010	090	79660000			General Funds	\$ (12,538)			\$ (12,538)										
136	Total Revenue						\$ (12,538)													
137																				
138	010	090	79660000	060	500601	Personal Services Perm Class	\$ (12,538)					\$ (12,538)		\$ -	\$ -	\$ (12,538)	0.0%	0.0%	####	
139	Total Expense						\$ (12,538)						\$ (12,538)							
140																				
141	TOTAL DIVISION OF PUBLIC HEALTH SERVICES										\$ (21,452)		\$ (21,452)	\$ (16,487)	\$ -	\$ (21,452)				
142																				
143	BUREAU OF DEVELOPMENTAL SERVICES																			
144																				
145	Medicaid Compliance																			
146	010	093	71670000	000	403795	Federal Funds	\$ (6,596)													
147	010	093	71670000			General Funds	\$ (6,596)			\$ (6,596)										
148	Total Revenue						\$ (13,192)													
149																				
150	010	093	71670000	060	500601	Personal Services Perm Class	\$ (13,192)					\$ (6,596)		\$ (6,596)	\$ -	\$ (6,596)	50%	0%	50%	
151	Total Expense						\$ (13,192)						\$ (6,596)							
152																				
153	TOTAL BUREAU OF DEVELOPMENTAL SERVICES										\$ (6,596)		\$ (6,596)	\$ (6,596)	\$ -	\$ (6,596)				
154																				
155	NEW HAMPSHIRE HOSPITAL																			
156																				
157	Administration																			
158	010	094	84000000	000	404444	Federal Funds	\$ (6,090)													
159	010	094	84000000			General Funds	\$ (11,954)			\$ (11,954)										
160	Total Revenue						\$ (18,044)													
161																				
162	010	094	84000000	060	500601	Personal Services Perm Class	\$ (18,044)					\$ (11,954)		\$ (6,090)	\$ -	\$ (11,954)	34%	0%	66%	
163	Total Expense						\$ (18,044)						\$ (11,954)							
164																				
165	Acute Psychiatric Services																			
166	010	094	84100000	000	404448	Federal Funds	\$ (14,801)		(14,801)											
167	010	094	84100000	007	402134	Other Funds	\$ (2,552)													
168	010	094	84100000			General Funds	\$ (33,686)			\$ (33,686)										
169	Total Revenue						\$ (51,039)													
170																				
171	010	094	84100000	060	500601	Personal Services Perm	\$ (51,039)					\$ (33,686)		\$ (14,801)	\$ (2,552)	\$ (33,686)	29.0%	5.0%	66.0%	
172	Total Expense						\$ (51,039)						\$ (33,686)							
173																				
174	TOTAL NEW HAMPSHIRE HOSPITAL										\$ (45,640)		\$ (45,640)	\$ (20,891)	\$ (2,552)	\$ (45,640)				
175																				
176	OFFICE OF COMMISSIONER																			
177																				
178	Office of Business Operations																			
179	010	095	56760000	000	403970	Federal Funds	\$ (27,814)		(27,814)											
180	010	095	56760000			General Funds	\$ (28,550)			\$ (28,550)										

NH, DHI																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	S	T		
1	Fund	Agcy	Org	Cl	Rcpt	Class Title	Increase/ Decrease		Net Gen'l Fund by	Net Gen'l Fund By	GF		Transfer Amount				SOF			
2					Acc't		Amount		Org. Code	Agency	Amount	S/T	FF	OF	GF		FF	OF	GF	
181	Total Revenue						\$ (56,364)													
182																				
183	010	095	56760000	060	500601	Personal Services Perm Class	\$ (56,364)				\$ (28,550)		\$ (27,814)	\$ -	\$ (28,550)		49.3%	0.0%	50.7%	
184	Total Expense						\$ (56,364)					\$ (28,550)								
185																				
186	TOTAL OFFICE OF COMMISSIONER										\$ (28,550)		\$ (28,550)	\$ (27,814)	\$ -	\$ (28,550)				
187																				
188	OFFICE OF IMPROVEMENT & INTEGRITY																			
189																				
190	Office of Improvement and Integrity																			
191	010	095	79350000	000	404460	Federal Funds	\$ 75,042													
192	010	095	79350000			General Funds	\$ 80,906		\$ 80,906											
193	Total Revenue						\$ 155,948													
194																				
195	010	095	79350000	060	500601	Personal Services Perm Class	\$ 155,948				\$ 80,906		\$ 75,042	\$ -	\$ 80,906		48%	0%	52%	
196	Total Expense						\$ 155,948					\$ 80,906								
197																				
198	TOTAL OFFICE OF IMPROVEMENT & INTEGRITY										\$ 80,906		\$ 80,906	\$ 75,042	\$ -	\$ 80,906				
199																				
200	OFFICE OF INFORMATION SERVICES																			
201																				
202	Office of Information Services																			
203	010	095	59520000	000	408159	Federal Funds	\$ 345,263	345,263												
204					TBD	Other Funds	\$ 10,723													
205	010	095	59520000			General Funds	\$ 343,924		\$ 343,924											
206	Total Revenue						\$ 699,910													
207																				
208	010	095	59520000	060	500601	Personal Services Perm Class	\$ 699,910				\$ 343,924		\$ 345,263	\$ 10,723	\$ 343,924		40.0%	0.0%	60.0%	
209	Total Expense						\$ 699,910					\$ 343,924								
210																				
211	TOTAL OFFICE OF INFORMATION SERVICES										\$ 343,924		\$ 343,924	\$ 345,263	\$ 10,723	\$ 343,924				
212																				
213	TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES									\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ 0	\$ -	\$ (0)				
214																				
215								(26,340)												

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
TRANSFER OF FUNDS SFY 2016**

**DIVISION OF FOR CHILDREN, YOUTH & FAMILIES
Office of Director-DCYF 010-042-29560000**

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the operation of the Division for Children, Youth and Families staff associated with the maintenance and operation of NH Bridges.

**DIVISION OF CHILD SUPPORT SERVICES
Child Support Services 010-042-79290000**

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the operation of the Division of Child Support Services. Source of Funds: 27% General, 66% Federal, 7% Other.

**DIVISION OF CLIENT SERVICES
Client Svc-DCYF Fld Ops Pgm Elb 010-042-79940000**

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the staff in the district offices that determine program eligibility for all programs managed by the Department. Source of Funds 60% General, 40% Federal.

**DIVISION OF FAMILY ASSISTANCE
Directors Office 010-045-61250000**

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents the costs associated with the operation of the Division of Family Assistance director's office. Source of Funds: 52% General, 48% Federal.

**DIVISION OF FAMILY ASSISTANCE
Employment Support 010-045-61270000**

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents the costs associated with the operation of the Division of Family Assistance. Source of Funds: 61% General, 39% Federal.

**OFFICE OF MEDICAID BUSINESS & POLICY
Medicaid Administration 010-047-79370000**

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this appropriation represents costs associated with the management and operation of Medicaid programs serving citizens throughout New Hampshire. Source of Funds: 25% Federal, 75% General

BUREAU OF ELDERLY & ADULT SERVICES

Medicaid Administration 010-048-78560000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this appropriation represents costs associated with the management and operation of Medicaid programs by the Bureau of Elderly and Adult Services. Source of Funds: 50% Federal, 50% General

BUREAU OF ELDERLY & ADULT SERVICES

Administration on Aging 010-048-78720000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with administering grants received from the Administration for Community Living. Source of Funds: 60% General, 40% Federal.

BUREAU OF ELDERLY & ADULT SERVICES

Nursing Home Auditors 010-048-89320000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Improvement & Integrity which will be managing the audit functions. Funding in this organization represents costs associated with conducting federally and state mandated reviews of Medicaid providers. Source of Funds: 50% General, 50% Federal.

DIVISION OF PUBLIC HEALTH SERVICES

Informatics 010-090-22030000

Funding in the organization represents costs associated with the Informatics activities within the Division of Public Health Services. Funds are available as expenses are anticipated to be less than budgeted.

Source of Funds: 50% Federal, 50% General

DIVISION OF PUBLIC HEALTH SERVICES

USDA FERN Grant 010-090-30560000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with USDA Food Emergency Response Network (FERN) grant, within the Division of Public Health Services. Source of Funds: 100% Federal.

DIVISION OF PUBLIC HEALTH SERVICES

Public Health Laboratories 010-090-79660000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with testing activities within the Division of Public Health Services
Source of Funds: 100% General.

BUREAU OF DEVELOPMENTAL SERVICES

Medicaid Compliance 010-093-71670000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Improvement & Integrity which will be managing the audit functions. Funding in this organization represents costs associated with costs associated with the unit that issues prior authorizations to Medicaid Providers for Medicaid Waiver services and conducting federally and state mandated reviews of Medicaid providers. Source of Funds: 50% General, 50% Federal

NEW HAMPSHIRE HOSPITAL

Administration 010-094-84000000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Improvement & Integrity which will be managing the audit functions. Funding in this organization represents costs associated with the administration of New Hampshire Hospital. Source of Funds: 34% Federal, 66% General

NEW HAMPSHIRE HOSPITAL

Acute Psychiatric Services 010-094-84100000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services. Funding in this organization represents costs associated with the operation of New Hampshire Hospital, Facility/Patient Support Services. Source of Funds: 29% Federal, 5% Other and 66% General.

OFFICE OF COMMISSIONER

Office of Business Operations 010-095-56760000

The projected surplus in this line item is due to the transfer of a position(s) from this Accounting Unit to the Office of Information Services and the Office of Improvement & Integrity. Funding in this organization represents costs associated with administration of department-wide accounting, financing, and operations functions. Source of funds: 53% General funds, 47% Federal Funds.

OFFICE OF IMPROVEMENT & INTEGRITY

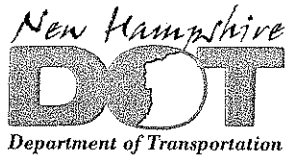
Office of Improvement and Integrity 010-095-79350000

Certain audit and review functions were transferred from program service units to the Office of Improvement & Integrity. Funds are needed in this unit to fund positions transferred positions. Funding in this office represents costs associated with the audit and review of DHHS financial and medical programs, third party liability and quality assurance programs, Office of Reimbursements and Parental Reimbursement Unit including client and provider fraud. Source of Funds: 49% Federal Funds (numerous federal programs through cost allocation) and 51% General Funds.

OFFICE OF INFORMATION SERVICES

Office of Information Services 010-095-59520000

Certain information service functions were transferred from program service units to the Office of Information Services. Funding in this organization represents costs associated with the Office of Information Services that provides information technology services across the Department of Health and Human Services. Source of Funds: 48% Federal Funds (numerous federal programs through cost allocation), 2% Other Funds and 50% General Funds.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

August 21, 2015
Division of Project Development

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the New Hampshire Department of Transportation to accept and expend revenue in the amount of \$300,000 for the Strategic Highway Research Program (SHRP2) Implementation Assistance Program (IAP) upon the date of Fiscal Committee and Governor and Council approval through December 31, 2015. This federal program will be administered by the Department of Transportation and implemented by the Strafford Metropolitan Planning Organization (SMPO). 100% Federal Funds

04-096-096-962515-2944	Current Budget FY 2016	Requested Change	Revised Budget FY2016
SPR Planning Funds			
Expenses:			
010 500100 Personal Services – Permanent	\$2	\$0	\$2
018 500106 Overtime	121,491	0	121,491
020 500200 Current Expense	13,418	0	13,418
024 500225 Maint Other Than Build-Grn	9,022	0	9,022
030 500311 Equipment New Replacement	246,917	0	246,917
037 500174 Technology-Hardware	253,003	0	253,003
038 500175 Technology-Software	431,144	0	431,144
039 500180 Telecommunications	7,883	0	7,883
046 500463 Consulting	3,302,050	0	3,302,050
050 500109 Personal Services-Temp	83,300	0	83,300
060 500601 Benefits	25,236	0	25,236
070 500704 In-State Travel Reimbursement	3,100	0	3,100
072 500574 Grants Federal	3,799,899	300,000	4,099,899
081 509081 Out of State Travel Fed Reim	22,196	0	22,196
Total	\$8,318,661	\$300,000	\$8,618,661
Source of Funds			
Revenue:			
000-409151 Federal Funds	\$8,318,661	\$300,000	\$8,618,661

EXPLANATION

The Department requests authorization to accept and expend SPR Federal Funds in the amount of \$300,000 for the SHRP 2 Implementation Assistance Program (IAP) award received by the Strafford Metropolitan Planning Organization (SMPO) and administered by the Department. All expenditures are federally reimbursable.

The SHRP2 award will allow SMPO staff, as a lead adopter, to implement a product entitled "Plan Works: Better Planning. Better Projects" into their newly initiated Collaborative MPO Approach to Transportation Performance Based Planning in New Hampshire project. As explained by SHRP2, "Plan Works is a Web resource that supports collaborative decision making in transportation planning and project development". With this funding, SMPO will be able to facilitate meaningful collaboration among Metropolitan Planning Organizations (MPO), Department of Transportation (DOT), Department of Environmental Services (DES), and other partners to develop a performance based transportation planning approach and a set of performance measures for New Hampshire. Performance measures simply refer to the ways in which transportation planners and the public can evaluate the transportation system to see if progress is being made toward desirable goals.

SMPO plans to use the Assessment, Application, and Library components of Plan Works, with some references to certain steps in the Long-Range Planning Decision Guide. Specifically, we will apply Plan Works toward the Performance Measure Application, and use its components, along with the Assessments to determine the current effectiveness and 'health' of the Workgroup - specifically the network of partnerships and stakeholder relationships that is associated with this process. Our innovative use of Plan Works will be transferable and adaptable to other MPOs and even DOTs nationwide. Specifically, our process and use of the Plan Works tools would provide lessons learned and guidance to other MPOs and DOTs testing this tool in the following areas:

- Interagency collaboration (between MPOs, DOTs, Federal Highway Administration, Federal Transportation Administration, etc.).
- Interdisciplinary and cross sector collaboration - We are trying to be creative and engage with stakeholders whom we don't normally engage with. Specifically we are working on including diverse 'voices' and perspectives, which in the past may have been excluded from the transportation decision-making process.
- Example of a small MPO (SMPO) leading the way for other MPOs and the state (DOT) can demonstrate that even a small MPO can be a leader in implementing effective PBP
- Integration of beyond the mainstream measures, sectors, and even approaches (e.g. public health, economic development, environment, etc.) into transportation planning. For example, SMPO is including a local MPO in a neighboring state due to its shared watershed with two other MPOs in NH, thus incorporating a watershed approach recognizing watershed-scale level decisions and implications, as well as their relation to shared infrastructure.
- The use of a qualitative and participatory research approach and analysis in transportation planning and stakeholder engagement practices to increase transparency, rigor, and validity of the decision-making and solution implementation. Specifically, results of Plan Works Assessments will be used not only for assessment of the general 'health' of the existing PBP Workgroup and its stakeholder network, but also for comparison of Assessment results to those of the current ongoing qualitative research and analysis that SMPO is conducting.

At the conclusion of this effort, New Hampshire's MPOs, Department of Transportation, and rural regional planning commissions (RPCs) will have a solid foundation for performance based transportation planning that will be scalable to all levels, adaptable for future updates, and transparent to all stakeholders. A key product of this effort will include a set of common, baseline performance metrics

– derived from collaboratively established planning goals and objectives – that can be used at all levels of planning to make informed decisions about improvements to transportation systems.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI “Expenditure of funds over \$100,000 from any Non State Source”, or RSA124:15, “Positions Authorized” or both:

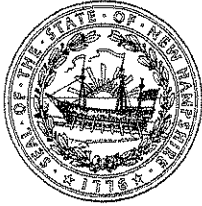
1. Is the action required of this request a result of the Continuing Resolution for FY 2016? No, this is a request for new funding.
2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date? This request is not retroactive.
3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.) This is a new program.
4. Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied? No, this is a new funding request.
5. Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied? No, this is a new funding request.
6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.) This program does not require new consultants or positions.
7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied? The Strafford Metropolitan Planning Organization would be unable to receive the \$300,000 for the program.

Your approval of this resolution is respectfully requested.

Sincerely,



William Cass, P.E.
Assistant Commissioner



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION OF ECONOMIC DEVELOPMENT

172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-2341 www.nheconomy.com

August 21, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Resources and Economic Development, Division of Economic Development, Office of International Commerce to accept and expend grant funds from the US Small Business Administration – State Trade and Export Promotion (STEP) Grant Program (Award #SBAHQ-15-IT-0020) in the amount of \$199,878 upon Fiscal Committee and Governor and Executive Council approval through December 30, 2015. **100% Federal Funds**

Funding to be budgeted as follows:

03-35-35-350510-33360000 State Trade and Export Promo		2016 Requested Budget
000-403944	Federal Funds	(\$199,878)
040-500800	Indirect Costs	12,692
041-500801	Audit Fund Set Aside	200
102-500731	Contracts for Program Services	186,986
<i>Total:</i>		\$199,878

EXPLANATION

The US Small Business Administration’s State Trade and Export Promotion (STEP) Grant Program, which was created by the Small Business Jobs Act Legislation, awards financial assistance grants to States for the purpose of furthering their efforts of assisting small businesses in preparing for new international markets, complying with trade regulations, accessing export financing, and participating in international trade shows and trade missions. These grants allow for the creation of specialized programs to focus on foreign markets with the highest growth potential and to engage industries with the greatest and most immediate ability to compete successfully.

The State of New Hampshire has successfully been awarded STEP funds in three previous rounds of this competitive grant, making the current cycle the fourth round of funding. New Hampshire is one of forty states to receive a STEP grant award this year.

The following appropriations are being requested for Fiscal Year 2016:

Class	Class Description	Amount	Purpose
040	Indirect Costs	\$12,692	Amount budgeted to cover indirect cost rate (6.35%);
041	Audit Fund Set Aside	\$200	Amount budgeted to cover audit fund set aside

			percentage (.001); and
102	Contracts for Program Services	\$186,986	Amount budgeted to cover contractual services for trade show and matching grant program logistics.

Listed below are answers to standard questions required of all Fiscal Committee item requests related to RSA 14:30-a, VI, "Expenditure of Funds Over \$100,000 From Any Non-State Source," or RSA 124:15, "Positions Authorized," or both:

1. **Is the action required of this request a result of the Continuing Resolution for FY 2016?** This action is not required as a result of the Continuing Resolution.
2. **If this request is retroactive what is the significance and importance of the action being effective from an earlier date?** This is not a retroactive request.
3. **Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)** No, this is a new program being offered via a grant award of funds by the US Small Business Administration. The grant award process for the State Trade Export Promotion grant is competitive in nature among the 50 U.S. States and territories. Each year of the grant is awarded as a separate and new program.
4. **Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?** Neither. While this program has been approved by G&C in prior years, each year of funding is in fact a separate grant with a competitive proposal process, which does not guarantee that the Office of International Commerce would receive any funding. This specific grant is a new program request and did not exist in FY 2014-2015.
5. **Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?** Due to the competitive nature of the grant award process, it is never guaranteed that the proposal submitted by the Office of International Commerce would be awarded the grant. This is a new program request and was not part of the FY 2016-2017 operating budget as proposed.
6. **Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)** No, positions or consultants are not included as part of the award for this program.
7. **What would be the effect should this program be discontinued or not initiated as a result of this request being denied?** Without these funds, the Office of International Commerce will not be able to provide as much access to international programs and opportunities for NH businesses. This would impact how the businesses plan to develop international markets, expand their reach, and increase sales. Businesses have successfully used STEP grant funds awarded in previous years to develop new markets so as not to be adversely affected by economic turndowns in the domestic market.

In the event that Federal Funds are no longer available, General Funds will not be requested to continue the support of this project.

Respectfully Submitted,



Jeffrey J. Rose
Commissioner

State of New Hampshire
Department of Resources and Economic Development
Division of Economic Development

FISCAL SITUATION

03-35-35-350510-33360000 State Trade and Export Promo

Fiscal Year 2016 Grant Award #SBAHQ-15-IT-0020	<u>\$199,878</u>
<i>Total Request:</i>	\$199,878



U.S. Small Business Administration		NOTICE OF AWARD																																											
1. AUTHORIZATION (Legislation/Regulation) Public Law 111 - 240, Small Business Jobs Act of 2010		2. Grant/Cooperative Agreement No.: SBAHQ-15-IT-0020																																											
3. RECIPIENT: (Name, Organizational Unit, Address) RESOURCES AND ECONOMIC DEVELOPMENT, NEW HAMPS Attn: MARTHA KEENE 172 PEMBROKE ROAD P.O. BOX 1856 CONCORD NH 033021856		4. PROJECT PERIOD (Mo./Day/Yr.) From 09/30/2015 Through 09/29/2016	(Mo./Day/Yr.) Through 09/29/2016																																										
		5. BUDGET PERIOD (Mo./Day/Yr.) From 09/30/2015 Through 09/29/2016	(Mo./Day/Yr.) Through 09/29/2016																																										
		6. FEDERAL CATALOG NO. 59.061	7. ADMINISTRATIVE CODES 5506001E20009																																										
8. TITLE OF PROJECT/PROGRAM (limit to 53 spaces) STEP		9. AWARD AMOUNT Amount of SBA Financial Assistance \$199,878.00																																											
10. DIRECTOR OF PROJECT (Program or Center Director, Coordinator or Principal Investigator) NAME Kasim Tina Last First Initial ADDRESS 172 Pembroke Road Concord, NH 03302		11. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project) <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>BUDGET YEAR</th> <th>TOTAL DIRECT COST</th> <th>BUDGET YEAR</th> <th>TOTAL DIRECT COST</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td style="text-align: center;">\$0.00</td> <td>b.</td> <td style="text-align: center;">\$0.00</td> </tr> </tbody> </table>		BUDGET YEAR	TOTAL DIRECT COST	BUDGET YEAR	TOTAL DIRECT COST	a.	\$0.00	b.	\$0.00																																		
BUDGET YEAR	TOTAL DIRECT COST	BUDGET YEAR	TOTAL DIRECT COST																																										
a.	\$0.00	b.	\$0.00																																										
12. Approved Budget (Excludes SBA Direct Assistance) <input type="checkbox"/> SBA Funds Only <input checked="" type="checkbox"/> Total project costs including all other financial participation.		13. Remarks (Other Terms & Conditions Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See Special Terms and Conditions																																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Federal Share</th> <th style="text-align: center;">Non-Federal Share</th> </tr> </thead> <tbody> <tr><td>a. Personal Service_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>b. Fringe Benefits_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>c. Consultants_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>d. Travel_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>e. Equipment_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>f. Supplies_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>g. Contractual_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>h. Other_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>i. TOTAL DIRECT COSTS_____</td><td style="text-align: center;">\$0.00</td><td style="text-align: center;">\$0.00</td></tr> <tr><td>j. Indirect cost_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>(Rate) 0 % of S & W/TADC</td><td></td><td></td></tr> <tr><td>k. OTHER APPL. COSTS_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>l. TOTAL APPROVED BUDGET</td><td style="text-align: center;">\$0.00</td><td style="text-align: center;">\$0.00</td></tr> </tbody> </table>			Federal Share	Non-Federal Share	a. Personal Service_____	0.00	0.00	b. Fringe Benefits_____	0.00	0.00	c. Consultants_____	0.00	0.00	d. Travel_____	0.00	0.00	e. Equipment_____	0.00	0.00	f. Supplies_____	0.00	0.00	g. Contractual_____	0.00	0.00	h. Other_____	0.00	0.00	i. TOTAL DIRECT COSTS_____	\$0.00	\$0.00	j. Indirect cost_____	0.00	0.00	(Rate) 0 % of S & W/TADC			k. OTHER APPL. COSTS_____	0.00	0.00	l. TOTAL APPROVED BUDGET	\$0.00	\$0.00	14. THIS AWARD IS SUBJECT TO THE FOLLOWING COST PRINCIPLES AND OMB UNIFORM ADMINISTRATIVE REQUIREMENTS : <input type="checkbox"/> 2 CFR Part 220 - Cost Principles for Educational Institutions <input checked="" type="checkbox"/> 2 CFR Part 225 - Cost Principles for State and Local Governments <input type="checkbox"/> 2 CFR Part 230 - Cost Principles for Non-Profit Organizations <input type="checkbox"/> FAR Subpart 31.2 - Principles for Determining Cost Applicable to Awards with For-Profit Organizations <input checked="" type="checkbox"/> 13 C.F.R. Part 143 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments <input type="checkbox"/> 2 CFR Part 215 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations. <input checked="" type="checkbox"/> OMB Circular - A - 133 - Audits of States, Local Governments, and other Non-Profit Orgs.	
	Federal Share	Non-Federal Share																																											
a. Personal Service_____	0.00	0.00																																											
b. Fringe Benefits_____	0.00	0.00																																											
c. Consultants_____	0.00	0.00																																											
d. Travel_____	0.00	0.00																																											
e. Equipment_____	0.00	0.00																																											
f. Supplies_____	0.00	0.00																																											
g. Contractual_____	0.00	0.00																																											
h. Other_____	0.00	0.00																																											
i. TOTAL DIRECT COSTS_____	\$0.00	\$0.00																																											
j. Indirect cost_____	0.00	0.00																																											
(Rate) 0 % of S & W/TADC																																													
k. OTHER APPL. COSTS_____	0.00	0.00																																											
l. TOTAL APPROVED BUDGET	\$0.00	\$0.00																																											
15. THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE																																													
16. CRS - EIN		17. COUNTY NAME Merrimack	18. CONGRESSIONAL DISTRICT NO.																																										
19a. CITY CODE 14200	b. COUNTY CODE 013	c. STATE CODE 33	d. PROGRAM CODE 7009																																										
BUDGET CODE	DOCUMENT NO.	AMT. ACTION FIN. ASST.	TYPE OF ORGANIZATION																																										
20a. 1515.560400DB.506001.2036	b. SBAHQ-15-IT-0020	c. \$199,878.00	d. State																																										
21. AGENCY OFFICIAL (Signature, Name and Title) Teresa Clouser <i>Teresa Clouser</i>		22. DATE ISSUED (Mo./Day/Yr.) 08/17/2015																																											
23. RECIPIENT OFFICIAL (Signature, Name and Title) <i>Jeffrey J. Roe</i>		24. DATE 8/26/15 (Mo./Day/Yr.)																																											

THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING.

- A. The program legislation and / or regulation cited in block 1.
- B. This award notice including terms and conditions, if any, noted under block 13, Remarks.
- C. SBA Federal Assistance Regulations or Manual issuances in effect at the beginning date of the budget period.
- D. The applicable program announcement, if any.
- E. SBA Policy Guidelines in effect as of the beginning date of the budget period.
- F. SBA Administrative Regulations / Guidelines in effect as of the beginning date of the budget period.

In the event that there are any conflicting or otherwise inconsistent policies applicable to this award, the above order of precedence shall prevail. Acceptance of ALL terms and conditions is acknowledged by the Recipient's Signature in block 23.

U.S. Small Business Administration		NOTICE OF AWARD			
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
0001	<p>DUNS Number: 787504158</p> <p>Delivery: 08/05/2015</p> <p>Delivery Location Code: 506001</p> <p>Small Business Administration Office of International Trade 409 3rd St., S.W. Washington DC 20416 USA</p> <p>Payment: Office of International Trade 409 3rd Street SW Washington DC 20416</p> <p>Accounting Info: 1515.560400DB.506001.20360.4110.610001.5060001 Period of Performance: 09/30/2015 to 09/29/2016</p> <p>FY 2015 STEP Program Award - NH Obligated Amount: \$199,878.00</p> <p>The total amount of award: \$199,878.00. The obligation for this award is \$199,878.00.</p>				199,878.00

NOTICE OF AWARD

I. ADMINISTRATIVE PROVISIONS

A. Points of Contact

1. Grants Management Officer (GMO)

Name: Teresa Clouser
Address: U.S. Small Business Administration
Office of Grants Management
409 Third Street, SW, 5th Floor
Washington, DC 20416

Telephone Number: (202) 205-7371
Facsimile Number: (202) 481-5777
E-mail Address: teresa.clouser@sba.gov

2. Grant Officer's Technical Representative (GOTR)

Name: Shadetra Robinson
Address: U.S. Small Business Administration
Office of International Trade
409 Third Street, SW, Suite 200
Washington, DC 20416

Telephone Number: (202) 205-6725
Facsimile Number: (202) 292-3614
E-mail Address: shadetra.robinson@sba.gov

3. State Trade and Export Promotion (STEP) Grant Program Point of Contact for Reporting Fraud, Waste, or Abuse

Name: Gene Stewman
Chief of Operations
Address: U.S. Small Business Administration
Office of International Trade
409 Third Street, SW, Suite 200
Washington, DC 20416

Telephone Number: (202) 205-6193
Facsimile Number: (202) 481-2543
E-mail Address: eugene.stewman@sba.gov

NOTICE OF AWARD

4. Grant Recipient's Authorized Organizational Representative (AOR)

Name: Tina Kasim
Address: 172 Pembroke Road
Concord, NH 03302

Telephone Number: (603) 271-8444
Facsimile: (603) 271-6784
E-mail Address: tina.kasim@dred.nh.gov

B. Project and Budget Periods

The period of performance for this award will consist of a base period of 12 months and one option period of 12 months.

The base and option periods for this Award will run as follows:

- September 30, 2015 – September 29, 2016 (Base Period)
- September 30, 2016 – September 29, 2017 (Option Period)

The base period and option period will constitute a separate period of performance and approved budget.

C. Governing Authority/Order of Precedence

This Award is subject to the following requirements and representations, whether stated explicitly or incorporated by reference:

1. The statutes, regulations, and policy documents cited in Blocks 1 and 14 of the Notice of Award cover page and any other relevant, subsequently enacted laws.
2. Program Announcement No. OIT-STEP-2015-01, and any subsequently issued SBA policy guidance.
3. Those terms and conditions set forth below.
4. Your accepted application for this Award, including all forms and assurances, and any subsequently approved additions or modifications.

NOTICE OF AWARD

In the event of a conflict between these requirements, the Order of Precedence listed above will determine which prevails. Unless explicitly stated otherwise, all deadlines discussed in this Notice of Award will be measured in terms of calendar days. By signing Block 23 of the Notice of Award cover page, You acknowledge Your acceptance of all these requirements.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 revises and governs this Notice of Award.
<http://www.ecfr.gov/cgi-bin/text-idx>

On December 26, 2013, the Office of Management and Budget ("OMB") published final guidance in the Federal Register entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" ("Final Guidance"), to be located at 2 CFR 200 *et seq*. This Final Guidance supersedes and combines the requirements of eight existing OMB Circulars (A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133) with the intent to streamline the federal grant-making and monitoring process, to ease administrative burden for grant applicants and recipients, and to reduce the risk of fraud, waste and abuse.

2 CFR §200.110, Effective/applicability date

Federal agencies must implement the requirements to be effective by December 26, 2014.

Audit requirements will apply to audits of fiscal years beginning on or after December 26, 2014.

Administrative requirements and cost principles will apply to new awards and to additional funding (funding increments) to existing awards made after December 26, 2014.

Existing Federal awards will continue to be governed by the terms and conditions of the Federal award, except for Audit, as Subpart F is based on December 26, 2014 fiscal year date.

II. SPECIAL TERMS AND CONDITIONS

NOTICE OF AWARD

A. Corrective Action Required

No later than September 10, 2015, 21 calendar days from the issuance date of this Notice of Award, You must submit the following to SBA for its approval:

1. A revised SF-424, SF-424A, and A-9 through A-12 with budget narrative with sufficient detail that reflect the approved Federal Award amount of **\$199,878.00** and required state match of **\$66,626.00**.
2. Your certification that you maintain on file a completed self-representation for each eligible small business concern that receives STEP Program financial assistance.
3. A revised Attachment A of Your application that reflect the requested award amount of \$199,878.00 and project milestone goals and supporting activities that are quantitative and measurable, and spread across each quarter, as appropriate.
4. If applicable ensure your web site development (translation, search engine optimization, localization) does not exceed \$3,000 per eligible small business concern.
5. Revise/provide the following items:
 - a. Technical Proposal, Attachment A, and the Budget Narrative to account for the reduction in direct and indirect costs.
 - b. Match Certification and documentation
 - c. Cost Policy Statement
 - d. CFO Certification
 - e. Tax Identification Documentation
 - f. ACH Vendor/SF-3881 form

B. Grant Recipient Responsibilities

You, the Recipient, acknowledge You will:

- Comply with the requirements and authorities set forth in Parts I(C) above and III(A)(17) below.
- Conduct the project funded under this Award in accordance with Your approved Technical Proposal and budget. Changes to these guiding

NOTICE OF AWARD

documents must be submitted to SBA for pre-approval in accordance with Part III(A)(12) below.

- Be responsive to SBA requests for information and communication. Changes to Your organization's contact information, including Your AOR or other designated representatives, must be reported promptly to SBA.
- Promptly advise SBA of any difficulties You encounter or anticipate encountering that may affect the conduct of Your project.
- Cooperate with all programmatic and financial examinations and any accreditation or certification reviews conducted by SBA, its agents, or contractors. You will promptly address and act upon all findings or recommendations regarding Your project made as part of any such process.
- Coordinate with SBA and other Agency resource partners operating within Your project service area to maximize the effectiveness of Your efforts and avoid duplication of products and services.
- Promote SBA programs, products, and services to Clients, as appropriate.
- Maintain adequate, readily accessible facilities for assisting Clients, including satellite locations where appropriate.
- Provide at least 40 hours per week of availability to assist Clients, including sufficient evening and weekend availability and on-line and telephone assistance, to meet the needs of Your service area and clientele. Although You may maintain multiple service locations, no more than two locations may count toward meeting the weekly service hours requirement.
- Provide meaningful access to project services for Clients with limited English language proficiency and/or disabilities.
- Maintain adequate staffing levels for the delivery of Client services, including replacing Key Personnel no more than 60 days after they cease their involvement with the project.
- Participate in SBA surveys and studies regarding the effectiveness and outcomes of the program/project, curriculum, types of assistance, service delivery methods, etc.
- Submit and update information to USASpending.gov, as required.

C. **SBA Responsibilities**

As the awarding agency, SBA will, subject to the availability of funds and continuing authority:

NOTICE OF AWARD

- Provide strategic direction for, and oversight of, project activities.
- Carry out the duties and responsibilities imposed on it by the statutes and regulations governing this program.
- Respond to requests for guidance or information related to the State Trade and Export Promotion Grant Program.
- Respond to requests for Agency participation and collaboration in project activities, as appropriate.
- Promote the project by referring interested parties to You for assistance and displaying Your printed materials.
- Facilitate cooperation and coordination between You, other SBA resource partners, and other Federal agencies.
- Share any relevant data SBA is authorized to disclose which may aid in Your performance of this project.
- Review and act upon requests for modifications to Your technical proposal, budget, Key Personnel, project/budget period, and other project parameters.
- Review and act upon Your reports and payment requests.
- Where authorized by law, share SBA resources and/or donated materials.

III. GENERAL TERMS AND CONDITIONS

A. Administrative Requirements

This Award is subject to the requirements listed below. For further guidance regarding the administrative requirements applicable to this Award see 2 C.F.R. Part 200.

1. **Non-Transferability**

This Award may not be transferred or assigned (either in whole or in part) without prior written approval from SBA. Additionally, no interest in this Award may be conferred upon a third party and the Award may not be pledged as collateral or security. For further guidance regarding the prior approval process, see Part III(A)(12) below.

2. **Subgranting/Subcontracting**

NOTICE OF AWARD

For the STEP Grant Program, subgrants are referred to as financial assistance awards. You must use at least 80 percent of Your Federal award for the purpose of directly assisting (covering the costs of) eligible small business concerns for approved export activities. In making assistance payments, You will adhere to the financial assistance plan policies and procedures stipulated in Your approved application. You may contract with other parties for the performance of project support functions or services. You may not contract out the overall administration or day-to-day management of this project to any other party.

You may follow Your own procurement policies and procedures when contracting with Project Funds, but You must comply with the requirements of 2 C.F.R. §§ 200.317-200.326.

The following additional rules apply to contracts involving less than \$25,000 in Project Funds:

- You do not need to submit copies of the proposed contracts to the GOTR for approval before executing them.
- The contracts are not required to be awarded via competition.

The following additional rules apply to contracts involving \$25,000 or more in Project Funds:

- You must submit copies of the proposed contracts to the GOTR for approval before executing the contract.
- The contracts must be awarded via competition. Non-competitive contracting at this level is only allowed if You can demonstrate to SBA's satisfaction either: (i) there is only one possible source for a particular good or service or (ii) there is an emergency involving the risk of imminent damage to property or injury to people.

3. Record-Keeping

You must maintain complete and accurate records and supporting documentation of sufficient detail to facilitate a thorough financial, programmatic, and/or legal compliance audit or examination of this project. You must make these records available to SBA, its agents, and/or Federal investigators on demand. At a minimum, the records You must maintain on this project include:

NOTICE OF AWARD

- The time and attendance of employees whose salaries are charged to this Award, with sufficient detail to substantiate the claimed percentage of work performed in support of this project.
- Contact information for project Clients and a log of the type and amount of assistance provided.
- An inventory of equipment purchased, in whole or in part, with award funds. This inventory must comply with the requirements of 2 C.F.R. § 200.313.
- Your ledgers and annual A-133 Audit Report. If You are not subject to the requirements of the Single Audit Act, You must have an annual audited financial statement. Unaudited financial statements are not an acceptable substitute.
- Copies of receipts, invoices, contracts, leases, and other supporting documentation for all expenses paid with Project Funds.
- Copies of checks, receipts, letters of donation, and other supporting documentation for all matching contributions related to this Award.
- Copies of judicial and administrative decisions and compliance reviews (as applicable) and other supporting documentation demonstrating your adherence to the legal requirements listed in the SF-424B and Part III(A)(17) Accessibility to Facilities and Events below.

Records may be kept in hard copy, electronic, or facsimile form and must be retained for no less than three years from the date the final project report is due.

4. Protection of Client Information

Except where a Client consents in writing, You are not permitted to disclose any Client Information to a third party (or share such information with other units of Your organization not directly involved in the conduct of this project) without SBA approval. For further guidance regarding the prior approval process, see Part III(A)(12) below.

5. Restrictions on Certain Types of Clients

You may not utilize project resources to provide subsidies or counseling services to any concern that:

NOTICE OF AWARD

- is other than small;
- is based in a foreign country;
- is engaged in any activity that is illegal under Federal or state law;
- derives more than one-third of its gross annual revenue from legal gambling activities;
- presents live performances of a prurient sexual nature or derives more than a de minimus amount of revenue from the sale of products or services of a prurient sexual nature;
- is not organized for profit (Exception: To the extent it does not negatively impact the goals or milestones established under this Award or detract from its core purpose, You may use project resources to counsel non-profit organizations that devote a significant portion of their activities to assisting entrepreneurs).

For guidance regarding the provision of subsidies or counseling services to individuals and firms that are currently suspended or debarred by the Federal government, see Part III(B)(2) below.

6. Reporting Requirements

You must submit the reports identified in Parts III(A)(7) and (8) below to the GOTR on a quarterly basis. The required reporting forms may be obtained from Your assigned GOTR. Reports must be submitted to the GOTR in electronic format via email attachment. Quarterly reports must be received by the GOTR no later than 30 days after the conclusion of the applicable reporting period. The final Quarterly report must be received by the GOTR no later than 90 days after the conclusion of the budget year. If You fail to submit timely or adequate reports, SBA may withhold funding until this deficiency is corrected. The quarterly reporting periods for this Award are as follows:

- September 30 2015 – December 31, 2015 (report due by January 30, 2016)
- January 1, 2016 – March 31, 2016 (report due by April 30, 2016)
- April 1, 2016 – June 30, 2016 (report due by July 30, 2016)
- July 1, 2016 – September 29, 2016 (report due by December 28, 2016)

For future risk assessments, Your history of performance with prior STEP awards may include, but is not limited to, compliance with meeting the

NOTICE OF AWARD

quarterly report due dates above and the quality of Your submitted reports.

Recipients are encouraged to submit final quarter reports prior to the end of the allowed 90 days.

7. Performance Reports

In accordance with the schedule listed in Part III(A)(6) above, You must submit Your Performance Progress Reports using either Standard Form PPR (SF PPR) or your own custom-designed format that includes all the same information required by the SF PPR. You must include narrative that details:

- All project actual accomplishments for the reporting period, including a variance explanation between actual accomplishments and Your approved project milestones and supporting activities, when applicable. Where You failed to achieve Your approved project milestones, You must explain the reason(s) for that shortfall and describe how You will bring project performance back into alignment with the project milestones and supporting activities as part of the variance explanation narrative.
- Any lessons learned, best practices identified, notable success stories, and problems encountered and steps taken to address those problems.
- The number of firms receiving each type of assistance, per the Technical Proposal, during the reporting period.
- The dollar value of export sales generated by Clients receiving assistance during the reporting period, as well as updates to previously reported results so that the SF PPR reflects up-to-date cumulative results.

Given the long average lead time between STEP award supported activities and consequent export sales, You are strongly encouraged to continue submitting performance progress reports for up to four quarters following the close out of Your project.

8. Financial Reports

NOTICE OF AWARD

In accordance with the schedule listed in Part III(A)(6) above, You must submit Your Federal Financial Reports using Standard Form 425 (SF 425).

You must report the amount of Program Income collected/expended during the reporting period under the "Program Income" block on Your SF 425, as applicable.

You must report the amount of matching contributions expended during the reporting period under the "Recipient Share" block on Your SF 425, as applicable. If You did not expend the required level of match for that reporting period, You must include a narrative explanation detailing the extent of, and reason(s) for, the shortfall and describing how and when You will come into compliance with the match requirement. For further guidance regarding matching contributions, see Part III(B)(6) below.

9. Additional Data Submission Requirements

In addition to the quarterly reports discussed in Parts III(A)(7) and (8) above, You must also annually submit a copy of Your most recent audited financial statement. The GOTR must receive Your audited financial statement no later than 120 days after the conclusion of Your organization's fiscal year.

10. Project and Program Integrity

You must avoid engaging in any actions that may harm the integrity of Your project or the State Trade and Export Promotion Grant Program. In the event key project employees are determined to have engaged in conduct reflecting a material lack of business integrity or honesty, You must immediately remove them from involvement in this project.

You and Your employees must avoid both organizational and individual conflicts of interest in accordance with the principles identified in 2 C.F.R. § 2701.110.

You, Your principals, employees, and agents are obligated to report all instances of fraud, waste, or abuse related to this project or to the State Trade and Export Promotion Grant Program to the Point of Contact designated in Part I(A)(3) above. If, in Your view, that individual does not

NOTICE OF AWARD

satisfactorily address Your allegations of fraud, waste or abuse, You should report the matter to SBA's Office of Inspector General via the online complaint submission system at http://web.sba.gov/oigcss/client/dsp_welcome.cfm or the Fraud, Waste, and Abuse Hotline at 1-800-767-0385.

11. Exercise of Option Periods

In deciding whether to exercise an option period under this Award, SBA will consider, among other things, the continuing STEP Program authority, the availability of funds, and your record of past performance. SBA will notify you in writing of the Agency's decision to exercise or decline an option period no later than 60 days prior to the end of the current Budget Period. If SBA exercises an option period, you must submit an updated Standard Form 424 – Application for Federal Financial Assistance (SF 424) covering the Budget Period for that option, as specified in the Program Announcement for Renewal of the Cooperative Agreement for current recipient organizations.

If you fail to submit your updated SF 424 before this deadline ends, SBA may reverse its prior decision and decline to exercise the option period. Disputes regarding SBA's decision to exercise or decline an option period will be handled in accordance with Part III (A)(19) below.

12. Project Closeout

For general guidance regarding project closeout procedures, see 2 C.F.R. §§ 200.343 – 200.344.

At the end date of this Award (i.e., after the base period concludes and all available option periods have been exercised or declined and any no cost extension has expired, as applicable), this project will cease and You may not incur any new reimbursable expenses. You must submit Your final performance and financial reports and Your final requests for payment within 90 calendar days of the project end date. If You do not submit Your final payment requests within 90 days of the project end date, all remaining, undisbursed Federal funds will be de-obligated and will no longer be available to You. If You have received a follow-on award under the State Trade and Export Promotion Grant Program, You may request permission from SBA to carryover any unexpended Project Funds

NOTICE OF AWARD

remaining under this Award to that follow-on award in accordance with Section III(B)(11) below.

If You have not received a follow-on award, You must include a list of all equipment purchased with Project Funds along with Your final performance and financial reports. That list must describe each piece of equipment and identify its purchase price, the percentage of that purchase price paid with Project Funds, and its current, depreciated value. You must also ask the GOTR how to dispose of that equipment. For further guidance regarding the disposition of equipment purchased with Project Funds, see 2 C.F.R. § 200.313(e). Where You have unexpended Program Income remaining at the end date of this Award, You must either remit that money to SBA or obtain approval from SBA to use it to fund further activities consistent with the objectives of this Award. For further guidance regarding Program Income, see Part III(B)(7) below.

Where SBA has designated another organization as Your successor for purposes of the State Trade and Export Promotion Grant Program, You must turn over all equipment and unexpended supplies purchased with Project Funds, as well as copies of all project records (including Client files), to Your designated successor in accordance with the procedures and timeline provided by SBA. You must make a good faith effort to facilitate the smooth transition of the Project to Your designated successor.

13. Actions Requiring Prior Approval

Before taking any of the following actions, You must obtain advance approval from SBA:

- Changing the scope of the project (including eliminating previously approved activities, adding new unapproved activities, altering the project service area, or amending the approved project goals/milestones);
- Transferring Project Funds between individual cost categories where the cumulative amount involved equals 10 percent or more of Your total approved budget;
- Changing Your Key Personnel;
- Entering into a contract calling for the expenditure of \$25,000 or more in Project Funds, or entering into a contract that, when combined with other contracts held by a single individual or

NOTICE OF AWARD

organization (including affiliates, subdivisions, and subsidiaries), would result in that entity receiving \$25,000 or more in aggregated Project Funds;

- Purchasing a piece of equipment that has an acquisition cost of \$5,000 or more, or disposing of a piece of equipment purchased with Project Funds that has a value of \$5,000 or more;
- Making improvements to land, buildings, or equipment, or making project-specific alterations to facilities;
- Establishing or reorganizing a legal entity;
- Incurring costs associated with individuals' attendance at meetings, conferences, symposia, or training programs;
- Making use of SBA's logo;
- Selling or marketing products or services that are necessary for the performance of this project; or
- Engaging in foreign travel.

You must submit requests for prior approval to the GOTR 30 calendar days prior to the date of the proposed action. See 2 C.F.R. § 200.407 for further guidance regarding prior approval requirements, as applicable.

14. Acknowledgment of SBA Support/Use of SBA's Logo/Publication Requirements

It is important that Your Clients and the general public are aware of the State Trade and Export Promotion Grant Program and SBA's role in this project, as well as the taxpayer funded support the Agency is providing under this Award. Therefore, You must include the following acknowledgment of support statement on all materials produced in whole or in part with Project Funds:

"Funded in part through a Cooperative Agreement with the
U.S. Small Business Administration."

For purposes of this requirement, the term "materials" includes, but is not limited to, press releases, brochures, pamphlets, handouts, reports, advertisements, books, curricula, websites, video or audio productions, and similar items regardless of the medium employed. The term "materials" does not include stationery or business cards and SBA's logo may not be used on such items.

NOTICE OF AWARD

Where You use Project Funds to produce materials featuring editorial content, You must use the following alternate acknowledgment of support statement (either independently or in conjunction with the SBA logo):

“Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA.”

In addition, You must display signage featuring the SBA logo at all facilities that are open to the public and which are being used for project activities. Such signage must prominently feature the acknowledgment of support statement identified above.

Where used, the acknowledgment of support statement must be presented in a legible typeface, font size, and (where applicable) color contrast and must appear verbatim and may not be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, You may use “SBA” in the acknowledgment of support statement instead of “U.S. Small Business Administration.”

You may elect to use SBA’s logo on materials produced with Project Funds. You may contact the GOTR in order to obtain a high resolution copy of SBA’s logo and a copy of SBA’s Graphic and Use Guide. Where used, the SBA logo may be positioned in close proximity to Your organization’s logo or may be placed in a prominent location elsewhere in the material. However, SBA’s logo may not be placed in close proximity to any third party’s logo, or used in such a way as may imply that a relationship exists between SBA and any third party (Note: Your organization’s parent entity is not considered a third party). Additionally, in each instance where You use the SBA logo, You must also include the acknowledgement of support statement in reasonably close proximity to the logo.

Neither the SBA logo nor the acknowledgment of support statement may be used in connection with activities outside the scope of this Award. In particular, **UNDER NO CIRCUMSTANCES** may the SBA logo or acknowledgment of support statement appear on items used in conjunction with fundraising, lobbying, or the express or implied

NOTICE OF AWARD

endorsement of any goods, service, entity, or individual. Additionally, You may not use the SBA logo on any social media sites or services without obtaining prior approval from SBA. For further guidance regarding the prior approval process, see Part III(A)(12) above.

15. Project Website

You must maintain a website, or a clearly defined subsection of an existing website, for the purpose of publicizing and conducting project activities. The project website must make reasonable accommodations for access by persons with disabilities and must feature the SBA logo and acknowledgement of support clause in a prominent location in accordance with Part III(A)(13) above. In addition, project websites are subject to the prior approval requirements of Part III(A)(12) above.

You may not use the project website to advertise, promote, or endorse alcoholic beverages, tobacco products, sexual products (including dating services and pornographic materials); illegal or controlled substances or materials; gambling or gaming products or services; or any other products, services, or materials which may be harmful to the image or reputation of this project, the State Trade and Export Promotion Grant Program or SBA.

16. Co-Sponsored Activities

Your organization may collaborate with SBA and other current SBA grant recipients for the purpose of co-hosting activities within the scope of this Award without the need for a separate written agreement. SBA's logo may be used in conjunction with such co-hosted activities. However, where a proposed activity includes contributors, co-hosts, or co-sponsors that are not current SBA grant recipients or involves undertakings that are outside the scope of this Award, the parties must work with SBA to execute a separate written co-sponsorship agreement. For further guidance regarding the use of SBA's logo, see Part III(A)(13) above.

17. Accessibility of Facilities and Events

In accordance with the Americans With Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.) and § 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), all facilities You use to provide services to the public in connection with this project must be accessible by persons with disabilities. In

NOTICE OF AWARD

addition, all notices, promotional items, brochures, publications, and media announcements informing the public of events, programs, meetings, seminars, conferences and workshops conducted pursuant to this project must include the following accessibility/accommodations notice:

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact [insert contact information for the person who will make the arrangements].

18. Applicable Law

Except for circumstances in which Federal law defers to State or local law – such as zoning matters, building and business permits, and recording requirements – this Award will be governed by and construed under Federal law. Specifically, this Award is subject to the following laws, regulations, and policies in addition to those enumerated in the SF 424B (Assurances: Non-Construction Programs) You submitted as part of Your approved application:

- 5 U.S.C. App. 1 (Inspector General Act of 1978);
- 15 U.S.C. § 631 et seq. (Small Business Act);
- 22 U.S.C. § 7101 et seq. (Trafficking Victims Protection Act of 2000);
- 41 U.S.C. § 701 et seq. (Drug-Free Workplace Act of 1988), as implemented by 2 C.F.R. Part 182;
- 41 U.S.C. § 6306 (Prohibition on Members of Congress making contracts with the Federal Government);
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act of 1990), as implemented by 28 C.F.R. Parts 35 and 36;
- 48 U.S.C. § 1469a (Waiver of Matching Fund Requirements for Awards to Insular Areas);
- 49 U.S.C. App. 1517 (Fly America Act);
- 2 C.F.R. Parts 180 and 2700 (Non-procurement Debarment and Suspension);
- 13 C.F.R. Parts 112, 113, and 117 (Civil Rights Compliance);
- 13 C.F.R. Part 146 (Restrictions on Lobbying);

NOTICE OF AWARD

- 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements); and
- Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).

19. Dispute Resolution

If a dispute arises between Your organization and SBA regarding one or more elements of this Award, You may request formal resolution of that dispute by submitting a written statement describing the nature of the dispute and a specific request for relief, along with any supporting evidence, to the GMO. A copy of this statement and supporting evidence must also be provided to the GOTR. Within 30 calendar days of receiving the dispute resolution request, the GMO will notify You of his/her decision in writing.

If You disagree with the GMO's decision, You may appeal the matter to SBA's Grant Appeals Committee. To be considered timely, Your appeal petition must be received by the Committee within 30 calendar days of the date of the GMO's decision. Your appeal petition must be mailed to the following:

Chairman, Grant Appeals Committee
U.S. Small Business Administration
Office of Grants Management
5th Floor, 409 3rd Street, SW
Washington, DC 20416.

You must also send copies of Your appeal petition to the GMO and GOTR.

There is no prescribed format for the submission of an appeal petition. Formal briefs and other technical forms of pleading are not required, nor are You required to obtain legal representation. However, Your appeal petition must be in writing and must be concise, factual, and logically arranged. In addition, Your appeal petition must contain the following:

- a. Your organization's name and address;

NOTICE OF AWARD

- b. Identification of the relevant SBA program office and the Award number;
- c. A statement of the facts underlying the dispute and the basis for the appeal (i.e., a specific explanation as to why You believe the GMO's decision was incorrect);
- d. Copies of any documents or other evidence supporting the appeal;
- e. A request for the specific relief desired on appeal; and
- f. A statement as to whether an oral hearing is being requested, and if so, the reasons why such a hearing is necessary.

The Committee will first rule on a request for an oral hearing before proceeding to consider the merits of an appeal petition. Within 60 calendar days of receiving Your appeal petition, the Committee will present its decision in writing to You, the GMO, and the GOTR. The Committee's ruling will represent the final Agency decision on the subject of the dispute and will not be further appealable within SBA.

20. Termination/Suspension/Enforcement

If You materially fail to comply with the terms and conditions of this Notice of Award, or with any requirement imposed by statute, regulation, executive order, or other source of law or policy, SBA will take whatever enforcement measures it deems appropriate to remedy that non-compliance. For further guidance regarding the enforcement measures that apply to this Award, see 2 C.F.R. §§ 200.339 – 200.342. SBA may also institute suspension or debarment proceedings against Your organization as it deems necessary.

B. Financial Requirements

This Award is subject to the requirements listed below. For further guidance regarding the cost principles applicable to this award see 2 C.F.R. Part 200, Subpart E.

1. Charging Costs to this Award

NOTICE OF AWARD

All costs charged to this Award are subject to audit and examination. You are responsible for ensuring proper management and accounting of Project funds in order to avoid cost disallowances. All direct costs charged to this Award must be reasonable given the relevant market and industry area and the nature of the good or service involved. Direct costs claimed by Your organization must also be allowable under the relevant cost principles and be clearly and specifically allocable, either in whole or in part, to the project funded by this Award. In addition, You are not permitted to charge costs associated with any of the following items or activities to this Award:

- Transactions with suspended or debarred entities, as discussed in Part III(B)(2) below;
- Construction or renovation of facilities or acquisition of real estate;
- Litigation, whether civil, criminal, or administrative;
- Providing matching contributions to any other Federal awards;
- Meals, lodging, per diem, or other subsistence expenses associated with local travel (however, Project Funds may be used to pay transportation expenses for local travel). Local travel is any travel conducted entirely within a 50-mile radius of Your organization's address of record;
- Travel by elected officials;

The underlying premise of the STEP Program is to supplement Your funds for export activities, not to substitute Federal funds for costs You would normally or otherwise cover. Per 2 C.F.R. Section 200.408, Your use of Federal funds for the STEP Grant Program is limited to the STEP Program's statutory uses of funds. Use of Federal funds not directly supporting development of new exporters and export market expansion will not be approved (e.g., national/regional association dues, travel to association events, etc.).

With regard to foreign travel and other costs incurred by STEP eligible small business concerns, the following costs are allowable:

- Airfare (consistent with Fly America Act guidelines);
- Ground transportation fees;
- Baggage fees;
- Meals and lodging (based on GSA/Department of State per diem rates);

NOTICE OF AWARD

- Registration fees and booth space for trade shows;
- Trade mission fees;
- Currency exchange fees;
- Other associated and allowable travel expenses;
- Fees for shipping sample products (capped at \$2,000);
- Cost of compliance testing an existing product for entry into an export market (capped at \$2,000);
- Export research tool subscription used to assist STEP Clients with market research (capped at \$1,000); and
- Website translation into foreign language, search engine optimization, localization services (capped at \$3,000)

The following costs of STEP eligible small business concerns and You are **NOT** allowable:

- Passport or visa fees;
- Immunizations;
- Expenses related to entertaining current or prospective clients or government officials;
- New product development or alteration of existing products; and
- Cellphones and cellphone charges.

However, with the exception of entertainment expenses, to the extent You pay unallowable travel costs with non-project funds, You may count these expenditures as matching contributions. For further guidance regarding matching contributions, see Part III(B)(6) below.

2. **Transactions with Suspended or Debarred Entities**

You cannot use Project Funds or Project Resources to pay salaries of employees or costs of consultants, contractors, or other service providers (e.g., accountants, lawyers, etc.) where such entities are currently suspended or debarred. In addition, You cannot use Project Funds to provide counseling services related to Federal contract, grant, or loan opportunities to individuals or firms that are currently under suspension or debarment by a Federal agency. Training may be provided on these three topics without regard to an individual's suspension or debarment status.

NOTICE OF AWARD

You are responsible for verifying that entities paid or (where applicable) assisted with Project Funds or Project Resources are not suspended or debarred in order to avoid subsequent disallowance of costs under this Award. To determine if an individual or firm is suspended or debarred, You may consult the System for Award Management (<https://www.sam.gov/>). Additionally, in cases involving counseling, You may require Clients to certify they are not currently suspended or debarred prior to receiving assistance relating to Federal contract, grant, or loan opportunities. For further guidance regarding suspension and debarment, see 2 C.F.R. Parts 180 and 2700.

3. Liability/Indemnification

Any liability arising from the conduct of this project, except as it directly relates to SBA employees or facilities, is solely Your responsibility. SBA will not indemnify You or Your employees or officers and, with the exception of insurance, no Project Funds may be used to cover costs related to liabilities arising under this Award. For further guidance regarding insurance costs, see 2 C.F.R. § 200.447.

SBA is not a party to any contracts, subgrants (where permitted), or other agreements between Your organization and third parties. SBA will have no involvement in any disputes arising from such agreements. You are liable to SBA for any amounts paid from Project Funds to third parties which are subsequently determined to have been unallowable or otherwise improper.

4. Adherence to the Approved Budget

You must expend Project Funds in accordance with Your approved budget. However, You do have the discretion to transfer Project Funds between individual cost categories provided the cumulative result of all such transfers in a given budget period does not exceed 10 percent of Your total approved budget. Before making any transfers that would cumulatively result in Your exceeding this 10 percent cap, You must obtain approval from SBA. Failure to adhere to the approved budget or obtain the necessary prior approval will result in denial of payment by SBA. For further guidance regarding the prior approval process, see Part III(A)(12) above.

5. Funds from Multiple SBA Awards

NOTICE OF AWARD

If Your organization holds any other current financial assistance awards from SBA, You must avoid commingling of funds and overlapping or double-claiming of costs among those awards. You must treat each project as separate and discrete with individual reporting, accounting, and audit trails.

6. Matching Contributions

You are required to provide matching support for this Award from non-Federal sources at the rate of 35% or 25% percent -- i.e., for every \$1 of Federal award proposed, the match amount is \$.5384, or for every \$1 of Federal award proposed, the match amount is \$.333333, respectively. You must document that You have obtained and expended the required level of match in support of project activities. For further guidance regarding documentation and recordkeeping requirements, see Part III(A)(3) above.

You may not use program income for the purpose of meeting Your match requirement.

You may receive contributions of matching support from any non-Federal source, such as State, local, or tribal governments, private individuals, corporations, or foundations. In addition, You may provide matching support for this Award by utilizing Your own or Your parent entity's resources. Matching contributions may take the form of cash or cash equivalent, or in-kind donations, such as free or reduced price goods, services, or facilities. However, no more than 50 percent of the matching support provided under this Award may consist of in-kind contributions.

For each SF 270 (Request for Advance or Reimbursement) You submit, You must indicate the amount of match (i.e., the "Non-Federal Share") expended (for reimbursements) or projected to be expended (for advances). If the amount of match You list on Your SF 270 does not meet the required level of match, You must attach an explanation detailing the extent of, and reason(s) for, the shortfall and describing how and when You will come into compliance with the match requirement. For additional guidance regarding the payment process, see Part III(B)(9) below.

If You are chronically or seriously Undermatched, You will not be eligible to receive advance payments for the remainder of the current Budget

NOTICE OF AWARD

Period, and possibly for subsequent Budget Periods as well. If You are Undermatched at the end of a Budget Period, You will be required to remit to SBA all Federal funds You received but were unable to match. Furthermore, if You fail to meet Your match requirement, SBA may withhold payment, decline to exercise option periods, or take such other enforcement action as it deems appropriate. For additional guidance regarding enforcement actions under this Award, see Part III(A)(19) above.

Do not report Overmatch on Your SF 270 or SF 425 reports.

For further guidance regarding matching contributions, see 2 C.F.R. § 200.306.

7. Disposition of Program Income

Program Income generated under this Award must be added to the Project Funds and used to further eligible project or program objectives. In addition, on each SF 425 You submit You must note all Program Income earned and expended during that reporting period. For further guidance regarding Program Income, see 2 C.F.R. § 215.24 or 13 C.F.R. § 143.25, as appropriate.

You may not use program income for the purpose of meeting Your match requirement.

8. Refunds of Award Expenses

If You receive a refund of FICA/FUTA taxes or other project costs previously paid under this Award, You must immediately report such refund to SBA, regardless of whether the Project Period has ended. The amount of the refund must be remitted to SBA if the cost was paid with Federal funds. If the refunded cost was paid using matching contributions, You must either use the refund to support activities consistent with the objectives of this Award or remit it to SBA to avoid being Undermatched.

9. Financial Stability

In order to continue being entrusted with public funds, Your organization must maintain a sufficient level of financial stability. Examples of failure to maintain sufficient financial stability include, but are not limited to,

NOTICE OF AWARD

excessive and/or unresolved indebtedness (whether to the Federal government or other parties), repeated failure to make payroll, and/or operating at a deficit for an extended period of time. Your lack of financial stability may lead SBA to suspend, terminate, or decline to renew this and any other Awards You receive from the Agency and may also lead to Your debarment by SBA.

For further guidance regarding enforcement actions SBA may take under this Award, see Part III(A)(19) above. For further guidance regarding debarment, see 2 C.F.R. Parts 180 and 2700.

10. Payment

For general guidance regarding payments under this Award, see 2 C.F.R. § 215.22 or 13 C.F.R. § 143.21, as appropriate. You must draw down Federal funds only as needed to meet actual or estimated expenditures for the relevant reporting period. You must avoid accumulating Federal funds in excess of current disbursement needs. You must also provide the required level of matching contributions for all Federal funds drawn down under this Award. For further guidance regarding matching contributions see Part III(B)(6) above.

To request payment, You must provide SBA with Your bank routing number and account information and submit a signed Standard Form 270 – Request for Advance or Reimbursement (SF 270) and an SF 424 A-11 Detailed Expenditures Worksheet identifying the actual/proposed use for all requested funds to the GOTR, who will review it before forwarding it to the GMO with a recommendation for payment. You must include a narrative explanation each time Your actual expenditures exceed the amount You budgeted for a given cost category. For further guidance on varying from budgeted cost category amounts, see Part III(B)(4) above. The GOTR and/or GMO may require You to provide additional information or documentation before payment is made. Any failure by You to properly complete and submit the required forms will cause substantial delay in processing Your payment request.

You are responsible for submitting all payment requests in a timely manner. **SBA will not process any payment request You submit more than 90 calendar days after the conclusion of the relevant Budget Period.** For further guidance regarding project closeout procedures, see Part III(A)(11) above.

NOTICE OF AWARD

For all Federal funds disbursed under this Award, You must retain copies of receipts, invoices, subcontracts, evidence of matching contributions, and similar items providing documentary support in accordance with Part III(A)(3) above. All payments will be made based on Your demonstrated, bona fide disbursement requirements, consistent with the approved budget and project Technical Proposal.

When requesting payment in advance, You must certify that You have the required level of matching contributions, justify why an advance is necessary, and detail how the advance funds will be expended over the specified period covered by the request. Advances are limited to the minimum amounts needed and must be timed to be in accordance with Your actual, immediate disbursement requirements. You must deposit and maintain advances of Federal funds in interest-bearing, FDIC-insured accounts. You are encouraged to use banks that are at least 50 percent owned by women or minorities. If You do not fully expend an advance payment within 30 calendar days of disbursement, You must promptly refund any remaining amount to SBA. For further guidance regarding interest earned on advances of Federal funds, see 2 C.F.R. § 215.22 or 13 C.F.R. § 143.21(i), as appropriate.

11. Request for Carryover of Funds

If SBA has notified You in writing that You will receive a follow-on award at the conclusion of this Award, You may request permission to carryover any unexpended funds remaining under this Award to Your follow-on award. SBA reserves the right to offset the amount of the follow-on award by the amount of carryover, as it deems appropriate. Carryover funds may not be commingled with follow-on award funds and must be reported and accounted for separately with their own audit trail. Funds made available under this Award may not be carried over more than once and must be fully expended before You will be permitted to draw down any Federal funds provided under Your follow-on award.

You must submit any carryover request to the GOTR in writing at least 60 days prior to the end of the Project Period for this Award. Carryover requests must include the following:

- Revised SF 424;

NOTICE OF AWARD

- Narrative explaining why the funds were not expended during the period in which they were awarded;
- Evidence of match. The match requirement for carryover funds can be met by using new or previously unexpended, unreported match from the current Budget Period, an increase in funds pledged to the follow-on award by the Recipient, or any combination of these. Note: In-kind services performed during the current Budget Period may not be carried over to a subsequent Budget Period even if they were not previously claimed as match.

12. Request for a No-Cost Extension

You may request that SBA grant a one-time extension of the expiration date of this Award for up to 12 additional months if You can demonstrate more time is necessary for the adequate completion of specific project objectives. A request for an extension must be in writing (with supporting justification) and must be received by the GOTR at least 75 calendar days prior to the scheduled expiration of this Award. SBA **will not** approve any extension request that:

- Is solely for the purpose of expending remaining funds;
- Is for a project that previously received an extension;
- Is more than 12 months in length;
- Requires the commitment of additional Federal funds; or
- Involves any change in the objectives or scope of the project.

Because a project may only be extended once, You are encouraged to request a full 12-month extension even if You believe less time is necessary for the completion of this project. For additional guidance regarding extensions, see 2 C.F.R. § 215.25(e)(2).

IV. DEFINITIONS

The following definitions apply to this Award. (For additional definitions relating to the State Trade and Export Promotion Grant Program, see Program Announcement OIT-STEP-2015-01, Section 8.0.):

Award – a conferral of Federal financial assistance to support a specific public project, whether in the form of a grant or cooperative agreement.

Client – an eligible small business concern receiving assistance under this Award.

NOTICE OF AWARD

Client Information – files and records concerning a Client, as well as any information that could be used to identify, contact, or locate a Client. Does not include statistics or similar data that is not attributed to a particular Client.

Eligible small business concern – a small business concern that: (A) has been in business for not less than one year; (B) is operating profitably (based on operations in the United States); (C) has demonstrated understanding of the costs associated with exporting and doing business with foreign purchasers (as determined by the Associate Administrator of International Trade); and (D) has a strategic plan for exporting.

Key Personnel – those individuals who play a crucial role in the conduct of a project. Examples include directors, managers, counselors, and instructors, but not support staff.

Overmatch(ed) – a level of matching contributions that exceeds the amount required.

Program Income – additional funds generated through the conduct of project activities. Includes, but is not limited to, income derived from service or event fees, sales of commodities, repayments of interest or principal on loans made with Project Funds, and usage or rental fees. Does not include interest earned on advances of Federal funds.

Project Funds – all funds covered by the project budget. Includes both Federal funds and matching contributions (cash and in-kind) dedicated to the project.

Project Resources – non-monetary items such as facilities, equipment, supplies, and staff time that are utilized to further project objectives and whose costs are supported (in whole or in part) with Project Funds.

Undermatch(ed) – a level of matching contributions that fails to meet the amount required.

You(r) – the recipient organization for this Award.

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

FIS 15 194

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

August 26, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal & Child Health Section Injury Prevention Program, in the amount of \$242,367, for the purposes of establishing a program that will support activities to collect and analyze data relevant to violent deaths occurring in the State, as part of the national Violent Death Reporting System (NVDRS) initiative, for the period effective upon the Fiscal Committee and Governor and Council approvals through December 31, 2015. 100% Transfers from other agency.

Funds are to be budgeted in 02-20-20-201510-59390000, Department of Justice, Grants Administration, titled "National Violent Death Reporting System Project" as follows:

Class/Expense	Class Title	Current SFY16 Budget	Increase Amount	Revised SFY16 Budget
020-500800	Current Expense	\$0	\$15,000	\$15,000
022-500800	Rents	\$0	\$25,000	\$25,000
027-502799	Transfers to DoIT	\$0	\$18,000	\$18,000
030-500301	Equipment New Replacement	\$0	\$10,000	\$10,000
037-500173	PC Desktop Hardware-New	\$0	\$3,000	\$3,000
038-500175	Desktop Software New	\$0	\$1,500	\$1,500
039-500188	Telecommunications	\$0	\$2,000	\$2,000
040-500800	Indirect Costs	\$0	\$21,820	\$21,820

042-500620	Additional Fringe Benefits	\$0	\$4,840	\$4,840
046-500466	Consultants	\$0	\$30,000	\$30,000
059-500123	Temp-Full Time	\$0	\$56,809	\$56,809
060-500612	Benefits	\$0	\$40,898	\$40,898
070-500704	In State Travel	\$0	\$8,500	\$8,500
080-500710	Out of State Travel	\$0	\$5,000	\$5,000
Total		\$0	\$242,367	\$242,367

Source of Funds

001-400146	Transfer from other agency			\$242,367
------------	----------------------------	--	--	------------------

2. Pursuant to RSA 124:15, and contingent upon the approval of paragraph one, authorize the Department of Justice to establish one (1) full-time temporary Planning Analyst/Data Systems position, LG 24, within budget class 059 (Full-Time Temporary) effective upon the Fiscal Committee and Governor and Council approval through December 31, 2015. 100% Transfer from other agency.

3. Pursuant to RSA 124:15, and contingent upon the approval of paragraph one, authorize the Department of Justice to provide for a consultant to upgrade computer software/hardware in order to interface with the Centers for Disease Control and Prevention (CDC) program and for a consultant for adaptation of space needed to accommodate the project effective upon the Fiscal Committee and Governor and Council approval through December 31, 2015. 100% Transfer from other agency.

EXPLANATION

The Department of Justice requests authorization to accept and expend the grant under the project title National Violent Death Reporting System, from the NH Department of Health and Human Services, Division of Public Health Services, Maternal and Child Health Section Injury Prevention Program. This grant award will support activities related to the collection, analysis and interpretation of data in violent death situations, including suicide. The activities will inform allied professionals in prevention efforts including legislation, training, education and public awareness with the goal of reducing the number of occurrences of violent death in New Hampshire.

This funding was awarded to the NH Department of Health and Human Services by the US Department of Health and Human Services, Centers for Disease Control and Prevention. It is being subgranted to the Department of Justice, Office of Chief Medical Examiner as that is the only entity with the statutory authority to easily access the data required for the National Violent Death Reporting System. Therefore, it is the appropriate entity to provide the services required. A new full-time temporary position will be necessary in order to carry out the duties required under the grant program.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized" or both:

1. Is the action required of this request a result of the Continuing Resolution for FY 2016?
No, the Department of Justice would have gone before the Fiscal Committee to accept and expend as the funds were not budgeted in the proposed FY 2016-2017 Operating Budget.
2. If this request is **retroactive** what is the significance and importance of the action being effective from an earlier date?
N/A.
3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question).
This program item #FIS 15-021 was approved at the April 3, 2015 Fiscal Committee meeting through June 30, 2015. This program item #78 was approved at the April 22, 2015 Governor and Executive Council Meeting through June 30, 2015. Due to uncertainties regarding the FY 2016-2017 biennium budget, there were not any significant actions taken (hiring, purchases of equipment, etc).
4. Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?
No.
5. Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?
No, the opportunity to accept and expend this grant came after the Agency budget request had been submitted so it is not included in the FY 2016-2017 Operating Budget proposal.
6. Does this program include, either positions or consultants, and if so, are the positions filled, vacant, or have offers pending?
The program does request positions and consultants but the positions are not filled and there are not any offers pending.
7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?
The grant funding will be lost and New Hampshire will not have the opportunity to engage or have access to the National Violent Death Reporting System or methodologies and networking to prevent violent deaths in the State.

The funds budgeted to support the activities as follows:

Class 020 – Current Expense - to cover startup and continued office supplies, postage, and printing costs.

Class 022 – Rent for space to conduct the project.

Class 027 – Transfers to DoIT - to cover DoIT startup and support of IT functions over and above consultant costs.

Class 030 – Equipment - to cover an office station desk, work center, chair and other equipment for the NVDRS Analyst.

Class 037 – PC Desktop Hardware New-to cover a pc workstation, monitor, laptop and other accompanying pc hardware for the NVDRS Analyst.

Class 038 – Desktop Software New-to pay for necessary software for pc workstation and laptop.

Class 039 – Telecommunications – to cover telephone service charges and cell phone.

Class 040 – Indirect Cost-currently 9% rounded.

Class 042 – Post Retirement additional benefit.

Class 046 – Consultant to upgrade computer software/hardware, including initial costs and maintenance, to interface with the CDC program and for adaptation of space needed to accommodate the project.

Class 059 — Full Time/Temp - covers salary expenses for a Planning Analyst/Data Collection position to collect and analyze data relevant to violent deaths including suicides, and to inform partners of prevention efforts towards improving effectiveness of those efforts.

Class 060 – Benefit expenses to cover benefits for the Planning Analyst/Data Collection position.

Class 070 – In-State Travel expenses to cover in-state mileage for the Planning Analyst/Data Collection and/or members of the Chief Medical Examiner's Office for grant related in-state meetings, trainings, site visits, technical assistance, etc.

Class 080 – Out-of-State Travel expenses to cover travel costs related to meetings subgrantees are required to attend.

The following information is provided in accordance with the Comptroller's instructional Memorandum dated September 21, 1981.

1. **List of personnel involved:** One temporary, full-time classified position (Class 059) to serve as a Planning Analyst/Data Collection Specialist, LG 24.
2. **Nature, Need and Duration:** This full time position will be in effect for the period effective upon Fiscal Committee and Governor and Council approval through December 31, 2015.
3. **Relationship to existing agency programs:** This funding is to be utilized specifically to establish a Planning Analyst/Data Collection position in the Department of Justice, Office of the Chief Medical Examiner. This position will improve the ability of allied professionals to focus prevention efforts on more effective measures, through analysis and interpretation of data related to violent deaths including suicides.
4. **Has a similar program been requested of the legislature and denied?** No similar program has been requested and denied.

5. Why wasn't funding included in the agency's budget request? This project was not included in the Department's budget request because the funds were not available at the time the budget was submitted.

6. Can portions of the funds be utilized for other purposes? No portion of these grant funds can be used for any other purpose.

7. Estimate the funds required to continue this position(s): It is estimated that it will cost \$97,707 for salary and benefits for the full time temporary position for one year.

In the event that these funds are no longer available, General Funds will not be requested to support this program.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully submitted,



for Joseph A. Foster
Attorney General

JAF/jeb
Enclosures

#1247198



LINDA M. HODGDON
Commissioner
(603) 271-3201

State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

February 13, 2015

Anne M. Edwards
Associate Attorney General
Chief of Staff
Department of Justice
33 Capitol St.
Concord, NH 03301-6397

Regarding: Request to establish a full-time temporary Planning Analyst/Data Systems,
labor grade 24

Dear Ms. Edwards:

Effective December 30, 2014, the Division of Personnel approved of your December 12 request to establish a full-time temporary Planning Analyst/Data Systems, labor grade 24 to be assigned to the Office of the Chief Medical Examiner, and have assigned the position number of 9T2789 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL

ANN M. RICE
DEPUTY ATTORNEY GENERAL



January 26, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the New Hampshire Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal & Child Health Section Injury Prevention Program, in the amount of \$120,367, for the purposes of establishing a program that will support activities to collect and analyze data relevant to violent deaths occurring in the State, as part of the national Violent Death Reporting System (NVDRS) initiative, for the period effective upon the Fiscal Committee and Governor and Council approvals through June 30, 2015. 100% Transfer from other agency.

Funds are to be budgeted in 02-20-20-201510-59390000, Department of Justice, Grants Administration, titled "National Violent Death Reporting System Project" as follows:

<u>Class/Object</u>	<u>Class Title</u>	<u>SFY 15</u>
020-500800	Current Expense	2,971
022-500800	Rent to owners - non-state	6,633
030-500301	Equipment	5,500
039-500188	Telecommunications	1,092
042-500620	Additional Fringe	3,366
046-500466	IT services, space adaptation	26,569

059-500117	Personnel	39,602
060-500612	Benefits	28,514
070-500704	In State Travel	1,120
080-500710	Out of State Travel	<u>5,000</u>
Total		120,367

Source of Funds

001-400146	Transfer from other agency	120,367
------------	----------------------------	---------

2. Pursuant to RSA 124:15, and contingent upon the approval of paragraph one, authorize the Department of Justice to establish one (1) full-time temporary Planning Analyst/Data Systems position, LG 24, within budget class 059 (Full-Time Temporary) effective upon the Fiscal Committee and Governor and Council approval through June 30, 2015. 100% Transfer from other agency.

Funding is available in Department of Justice, Grants Administration, National Death Reporting System Project, account number 02-20-20-201510-59390000-500117. 100% from other agency.

EXPLANATION

The Department of Justice requests authorization to accept and expend the grant awarded under the project title National Violent Death Reporting System, from the NH Department of Health and Human Services, Division of Public Health Services, Maternal and Child Health Section Injury Prevention Program, approved by the Governor and Executive Council on January 28, 2015. This grant award will support activities related to the collection, analysis and interpretation of data in violent death situations, including suicide. The activities will inform allied professionals in prevention efforts including legislation, training and education, and public awareness, with the goal of reducing the number of occurrences of violent death in New Hampshire.

The Department of Justice, Office of the Chief Medical Examiner, is the only agency with the statutory authority to easily access the data required for the National Violent Death Reporting System. Therefore, it is the appropriate entity to provide the services required. A new full-time temporary position will be required in order to carry out the duties required under the federal grant program. This funding was awarded to the NH Department of Health and Human Services by the US Department of Health and Human Services, Centers for Disease Control and Prevention.

The funds budgeted to support the activities as follows:

Class 020 – Current Expense - to cover office supplies, postage, printing costs and training materials.

Class 022 – Rent for space to conduct the project.

Class 030 – Equipment - to cover an office station desk, laptop computer, docking station and standing screen for the NVDRS analyst.

Class 039 – Telecommunications – to cover telephone service charges and cell phone.

Class 042 – Post Retirement additional benefit.

Class 046 – Consultant for Department of Information Technology: Upgrade computer software/hardware, incorporate CDC program (initial costs and maintenance), and for adaptation of space needed to accommodate the project.

Class 059- Personnel – Full Time/ Temp - covers salary expenses for a Planning Analyst/Data Collection position to collect and analyze data relevant to violent deaths including suicides, and to inform partners of prevention efforts towards improving effectiveness of those efforts.

Class 060 – Benefit expenses to cover benefits for the Planning Analyst/Data Collection position.

Class 070- In State Travel expenses to cover in-state mileage for the Planning Analyst/Data Collection and/or members of the Chief Medical Examiner's Office for grant related in-state meetings, trainings, site visits, technical assistance, etc.

Class 080 - Out of State Travel expenses to cover travel costs related to required grantee meeting in Atlanta, GA.

Class 040 (Indirect Costs) and Class 041 (Indirect Costs) are budgeted with the DHHS acceptance of the federal grant.

The following information is provided in accordance with the Comptroller's instructional Memorandum dated September 21, 1981.

1. List of personnel involved: One temporary, full-time classified position (Class 059) to serve as a Planning Analyst/Data Collection Specialist, LG 24.
2. Nature, Need and Duration: This full time position will be in effect for the period effective upon Fiscal Committee and Governor and Council approval through June 30, 2015.
3. Relationship to existing agency programs: This funding is to be utilized specifically to establish a Planning Analyst/Data Collection position in the Department of Justice, Office of the Chief Medical Examiner. This position will improve the ability of allied professionals to focus prevention efforts on more effective measures, through analysis and interpretation of data related to violent deaths including suicides.
4. Has a similar program been requested of the legislature and denied? No similar program has been requested and denied.
5. Why wasn't funding included in the agency's budget request? This project was not included in the Department's budget request because the funds were not available at the time the budget was submitted.
6. Can portions of the funds be utilized for other purposes? No portion of these grant funds can be used for any other purpose.

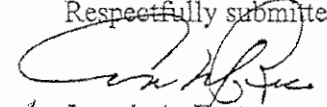
7. Estimate the funds required to continue this position(s): It is estimated that it will cost \$95,573 for salary and benefits for the full time temporary position for one year.

In the event that these funds are no longer available, General Funds will not be requested to support this program.

Your consideration of this request would be most appreciated.

Please let me know if you have any questions. Thank you.

Respectfully submitted,



for Joseph A. Foster
Attorney General

JAF/jeb
Enclosures

#1153223



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-4517 1-800-852-3345 Ext.4517
Fax: 603-271-4519 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

December 10, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court, and

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1.) Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population and Community Health Services, Maternal & Child Health Section, Injury Prevention Program to accept and expend federal funds in the amount of \$124,608 from the Centers for Disease Control and Prevention to fund the New Hampshire implementation of the National Violent Death Reporting System, effective upon Fiscal Committee and Governor and Council approval, for the period retroactive to September 1, 2014 through June 30, 2015, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2015 will be included in the future operating budgets for SFY 2016, SFY 2017, SFY 2018, SFY 2019 and SFY 2020.

05-95-90-902010-1869 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY HEALTH SERVICES, NATIONAL VIOLENT DEATH REPORTING SYSTEM

SFY 2015

Table with 5 columns: Class/Object, Class Title, Current Modified Budget, Increase (Decrease) Amount, Revised Modified Amount. Rows include Federal Funds, Current Expense, Equipment, Audit Fund Set Aside, Transfers to Other State Agcy, In State Travel, Out of State Travel, and Total Revenue/Expenses.

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court, and
 Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 December 10, 2014
 Page 2

2.) Subject to approval of Item #1 above, authorize the Department of Health and Human Services, Division of Public Health Services, to enter into a Memorandum of Agreement (MOA) with the Department of Justice (vendor # 177877-B001), 33 Capitol St., Concord, NH 03301, for the purpose of collecting, linking and analyzing data from various sources regarding violent deaths including homicides, suicides, and firearm deaths of all intents. The Division requests that this MOA be **retroactive** to September 1, 2014 through August 31, 2019, with a total price limitation of \$630,855 for the 5 year project period, effective upon Governor and Council approval.

Funds are available in the following account for SFY 2015, and are anticipated to be available in SFY 2016, SFY 2017, SFY 2018, SFY 2019 and SFY 2020, upon the availability and continued appropriation of funds in the future operating budget.

05-95-90-902010-1869 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
 HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION AND COMMUNITY HEALTH
 SERVICES, NATIONAL VIOLENT DEATH REPORTING SYSTEM

Fiscal Year	Class/Account	Class Title	Job Number	Total Amount
SFY 2015	049/500294	Transfers to Other State Agencies	90001869	120,367
SFY 2016	049/500294	Transfers to Other State Agencies	90001869	122,030
SFY 2017	049/500294	Transfers to Other State Agencies	90001869	122,671
SFY 2018	049/500294	Transfers to Other State Agencies	90001869	122,671
SFY 2019	049/500294	Transfers to Other State Agencies	90001869	122,671
SFY 2020	049/500294	Transfers to Other State Agencies	90001869	20,445
			Total	\$630,855

EXPLANATION

These Requested Actions are identified as **retroactive** because the Notice of Award was not received until after the beginning date of the project period, not allowing time for these Requested Actions to be submitted prospectively; and so that the activities and deliverables in the Memorandum of Agreement, which include data collection for the National Violent Death Reporting System, and information related to all violent deaths may be collected for the entire project period, which began September 1, 2014.

The Department of Health and Human Services has received funding from the Centers for Disease Control (CDC) to establish the National Violent Death Reporting System (NVDRS) in New Hampshire. This award was given with the understanding that the Injury Prevention Program will work in conjunction with its partner, the New Hampshire Office of Medical Examiner, in the Department of Justice. The goals of the Injury Prevention Program under this award are to:

- collect and link data on violent deaths from various sources,

- analyze this data,
- share aggregated data with the Centers for Disease Control for national level reporting, and
- use this data to inform state-wide stakeholders to help them develop activities around the prevention of suicide, homicide, and firearm-related deaths.

In recent years, 2009-2013, there were on average 223 violent deaths per year in New Hampshire. The vast majority of these are suicides. Participation in the National Violent Death Reporting System with its expanded data set would allow the Injury Prevention Program, the Office of the Medical Examiner and their colleagues to further target prevention efforts. The rich data available through the National Violent Death Reporting System may also uncover previously unknown trends that could identify high risk groups to address in order to reduce both the risk and incidence of these violent deaths.

The funds are to be budgeted as follows:

- Funds in class 020 (Current Expense) are needed for the cost of general operating expenses.
- Funds in class 030 (Equipment) are needed to purchase a laptop, docking station and standing screen for the Principal Investigator.
- Funds in class 049 (Transfers to Other State Agency) will be available to the Department of Justice, Office of the Medical Examiner for NVDRS activities, which may include support of the Analyst's salary, office set-up, office supplies, in-state travel for grant-related meetings, and out-of-state travel for a CDC training conference in Atlanta, GA for the NVDRS Analyst.
- Funds in class 070 (In State Travel) are needed for in-state travel by Principal Investigator.
- Funds in class 080 (Out of State Travel) are needed to pay for out-of-state travel by the Principal Investigator to attend an all grantee meeting in Atlanta, GA.

Audit costs are included per state requirements.

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information: These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

The geographic area to be served is the state of New Hampshire.

Source of funds: These funds are 100% Federal Funds from the Centers for Disease Control and Prevention to fund the New Hampshire implementation of the National Violent Death Reporting System. Attached is the Notice of Grant Award and award history. Notice of these funds was received on September 2, 2014. They were not added to the operating budget because these are new funds recently granted to the State and were not anticipated at the time the budget was developed.

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court, and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
December 10, 2014
Page 2

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

Respectfully submitted,

José Thier Montero, MD, MHCDS
Director

Approved by:
Nicholas A. Toumpas
Commissioner

JTM/JAS/cl

Faretra, Rosemary

From: Murphy, Pamela
Sent: Monday, January 26, 2015 11:07 AM
To: Faretra, Rosemary
Subject: FW: lawtaprd Position Request has been Approved

-----Original Message-----

From: Faretra, Rosemary
Sent: Wednesday, January 07, 2015 1:33 PM
To: Murphy, Pamela
Subject: FW: lawtaprd Position Request has been Approved

For your files. Thanks

-----Original Message-----

From: hadmin@das.nh.gov [<mailto:hadmin@das.nh.gov>]
Sent: Wednesday, December 10, 2014 9:59 AM
To: Faretra, Rosemary; Nieder, Gloria; Barker, Melanie
Subject: lawtaprd Position Request has been Approved

Your request to "Request a New Position" has been approved for:
Reason Code: EST-PT-TMP
Short Description: TMPPT4990
Description Title: Program Specialist IV

Effective Date: 12/01/2014
Work Unit Reference: lawtaprd 257346

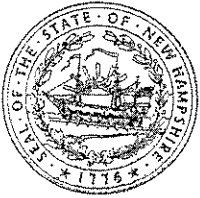
Please see comments for any additional information. *Note: We recommend saving the SJD to your internal database immediately.

Additional Comments:

SL- assign TMPPT4990
Saved zip file- attached approved SJD - matched Class Spec for PS IV and verified fields in NH First with attached approved SJD - verified FTE fields. e-mailed SL to process and approve so agency can post - MR 12-9-14

SL- review, logged, assign analyst 12/5/14

This position will be funded by a three year federal grant.



State of New Hampshire

FIS 15 195

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

September 2, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

1. Pursuant to RSA 14:30-a, VI, the Department of Safety, Division of Homeland Security and Emergency Management, requests authorization to accept and expend major Disaster Assistance funds in the amount of \$7,747,351.00 from the Federal Emergency Management Agency (FEMA) for DR-4105 February 2013 Severe Winter Storm, DR-4139 July 2013 Flooding and DR-4209 January 2015 Blizzard. Effective upon Fiscal Committee and Governor and Council approvals through December 31, 2015. Funding source: 100% Federal Funds.

2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to establish two (2) temporary part-time, class 050 positions for the purpose of performing DR-4209 related project monitoring visits, closeout visits to confirm project completion, audit follow up, financial follow up, general administrative work, review reimbursement paperwork and monitor OMB requirements. Effective upon Fiscal Committee and Governor and Council approvals through December 31, 2015. Funding source: 100% Federal Funds.

Funds will be budgeted in an account titled Declared Disasters PA:

02-23-23-236010-12320000 Dept. of Safety – Homeland Sec.-Emer. Mgmt. – Declared Disasters PA
Revenue Source: 404805

Class	Description	Current Budget	Requested Action	Revised Budget
000	Estimated Revenue	\$0	(\$7,747,351)	(\$7,747,351)
018-500106	Overtime	\$0	\$7,000	\$7,000
020-500200	Current Expense	\$0	\$3,450	\$3,450
030-500301	Equipment	\$0	\$10,000	\$10,000
040-500800	Indirect Cost	\$0	\$13,250	\$13,250
041-500801	Audit Fund Set Aside	\$0	\$8,350	\$8,350
050-500109	Part-Time Positions	\$0	\$30,000	\$30,000
060-500601	Benefits	\$0	\$7,300	\$7,300
070-500704	In State Travel	\$0	\$5,000	\$5,000

072-500574	Grants - Federal	\$0	\$7,604,001	\$7,604,001
080-500710	Out of State Travel	\$0	\$3,000	\$3,000
246-500792	Grantee Administrative Costs	\$0	\$56,000	\$56,000
	Total		\$7,747,351	\$7,747,351

Explanation

This request is to accept and expend major disaster funds from the Federal Emergency Management Agency.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA124:15,"Positions Authorized" or both:

1. *Is the action required of this request a result of the Continuing Resolution for FY 2016?* No.
2. *If this request is retroactive what is the significance and importance of the action being effective from an earlier date?* No, this request is not retroactive.
3. *Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)* Authorization to accept DR 4105 funds was granted by the Fiscal Committee on September 13, 2013 as item #FIS 13-181 and by the Governor and Council on September 18, 2013 as item #59. Authorization to accept DR 4139 funds was granted by the Fiscal Committee on October 18, 2013 as item #FIS 13-217 and by the Governor and Council on November 6, 2013 as item #104. Copies of these items are attached. Federal funds for DR 4209 have just recently been awarded and authorization to accept these funds is being requested.
4. *Was funding for this program included in the FY 2014-2015 enacted Budget or requested and denied?* No.
5. *Is this program in total or in part, included in the vetoed FY 2016-2017 Operating Budget proposal currently pending for your department, or was it requested and denied?* No.
6. *Does this program include either positions or consultants and, if so, are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)* This grant provides for two (2) temporary positions that have not been filled at this time. These positions are for part-time Program Assistants to perform project monitoring visits, closeout visits to confirm project completion, audit follow up, financial follow up, general administrative work, review reimbursement paperwork and monitor OMB requirements.
7. *What would be the effect should this program be discontinued or not initiated as a result of this request being denied?* The funds would not be utilized.

Regarding the DR 4105 funds, Governor Hassan submitted a request to the President on March 6, 2013 for a major disaster declaration due to a severe winter storm and snow storm on February 8-10, 2013 involving record snow precipitation in eight counties. The President declared the State of New Hampshire a major disaster area on March 19, 2013 and designated Belknap, Carroll, Cheshire, Hillsborough, Merrimack, Rockingham, Strafford and Sullivan counties eligible to receive public assistance

Regarding the DR 4139 funds, Governor Hassan submitted a request to the President on July 16, 2013 for a major disaster declaration due to a severe thunderstorm, flooding and landslides that occurred from June 26 to July 3, 2013 involving three

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
September 2, 2015
Page 3 of 4

counties. The President declared the State of New Hampshire a major disaster area on August 2, 2013 and designated Cheshire, Grafton and Sullivan counties eligible to receive public assistance.

Regarding the DR 4209 Governor Hassan submitted a request to the President on March 13, 2015 for a major disaster declaration in Hillsborough, Rockingham and Strafford counties due to a severe winter snowstorm which occurred January 26-28, 2015. The President declared the State of New Hampshire a major disaster area on March 25, 2015 and designated Hillsborough, Rockingham and Strafford counties eligible to receive public assistance.

Immediately after the initial disaster, FEMA issues funds as Public Assistance (PA) grants. These funds provide communities with reimbursement for expenses incurred for debris removal, emergency protective measures, repair of roads and bridges, water facilities, buildings and equipment utilities, etc. These PA grants can remain open to drawdown funds for as many as two to four years.

The request to accept \$7,747,351.00 represents the federal share of the public assistance and administrative cost allowances for the grantee and sub-grantees. Several New Hampshire State Agencies, including the Department of Transportation, the Department of Environmental Services, the Department of Resources and Economic Development, and the Department of Safety, along with over 100 New Hampshire municipalities are expected to apply for supplemental assistance with the Federal Emergency Management Agency.

The funding mechanism is 75% Federal /25% State/Local share. The 25% required match for State Agency projects will be paid from existing budgeted appropriations or an additional request for these funds will be made through the State Legislature. The local share is the responsibility of the local applicant. The administrative cost allowance is 100% federally funded and is awarded as a percentage of the public assistance project awards, if requested. Indirect costs are budgeted based only on the Grantee Administration portion of the funds, as all other funds are considered pass-through funds and are not subject to indirect costs.

- Class 018 The funds will be used for overtime costs associated with evening meetings, workshops, project monitoring, and administration.
- Class 020 The funds will be used for supplies, materials, and operating expenses associated with administering disaster assistance projects.
- Class 030 The funds will be used to purchase office equipment identified as necessary with administration of the funds.
- Class 040 The funds will be used to pay state indirect costs.
- Class 041 The funds will be used to pay audit fund set aside expense.
- Class 050 The funds will be used to pay for part time salaries.
- Class 060 The funds will be used to pay benefits costs associated with overtime and temporary personnel.
- Class 070 The funds will be used to cover travel expenses associated with community visits.
- Class 072 The funds will be used for disaster assistance grants to communities and state agencies.
- Class 246 The funds will be used for grantee administrative costs.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) *List of personnel involved:* These positions have not been filled and will only be filled with temporary part time employees who will work on public assistance grant related work as needed throughout the duration of this grant.
- 2) *Nature, Need, and Duration:* The nature of this work is administrative and the work involved requires monitoring of closeout visits and monitoring of expense reports for local jurisdictions. HSEM does not have the staff to perform this work.
- 3) *Relationship to existing agency programs:* HSEM manages Public Assistance programs for local jurisdictions.
- 4) *Has a similar program been requested of the legislature and denied?* No
- 5) *Why wasn't funding included in the agency's budget request?* These funds were unanticipated at the time the budget was developed.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court


Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
September 2, 2015
Page 4 of 4

6) *Can portions of the grant funds be utilized?* **Yes**

7) *Estimate the funds required to continue this position:* **We do not anticipate the need for these positions beyond the duration of this grant.**

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

Respectfully submitted,


John J. Barthelmes
Commissioner

Homeland Security and Emergency Management
Public Assistance Grant Program

Fiscal Situation: Account 02-23-23-236010-12320000

Federal Funds Awarded:

DR4105 Feb '13 Severe Winter Storm	\$6,127,598.07
DR4139 July 2013 Flooding	\$6,389,704.77
DR4209 Jan 2015 Blizzard	\$5,218,572.75

Total Grant Funds Awarded

\$17,735,875.59

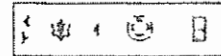
Less expenses in FY 2013	(\$1,863,428.65)
Less expenses in FY 2014	(\$5,945,184.16)
Less expenses in FY 2015	(\$2,168,744.49)
Total Prior Fiscal Year Actual Expenses	(\$9,977,357.30)

Grant Funds Remaining

\$7,758,518.29

This Request

\$7,747,351.00



Report Generated On: 09-08-2015 12:13 PM GMT
 Disaster Number: 4105
 Grantee Type: State Portion

Date: 09/08/2015 12:13

Federal Emergency Management Agency
 Public Assistance Summary (\$.)
 Disaster: FEMA-4105

Total Number of Records: 12

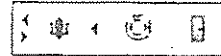
Categories	Initial 100%	Current 100%	Total Requested (100% PWs)	Federal Share Requested	Amount Obligated Federal Share	Pending Obligation in IFMIS	On Hold (100%)
A.DEBRIS REMOVAL	\$0.00	\$52,399.25	\$52,399.25	\$39,299.44	\$39,299.44	\$0.00	\$0.00
B.PROTECTIVE MEASURES	\$4,854,064.00	\$7,712,988.31	\$7,712,988.31	\$5,784,741.45	\$5,784,741.45	\$0.00	\$0.00
C.ROADS & BRIDGES	\$8,500.00	\$12,340.00	\$12,340.00	\$9,255.00	\$9,255.00	\$0.00	\$0.00
D.WATER CONTROL FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E.PUBLIC BUILDINGS	\$4,000.00	\$85,304.72	\$85,304.72	\$63,978.54	\$63,978.54	\$0.00	\$0.00
F.PUBLIC UTILITIES	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G.RECREATIONAL OR OTHER	\$0.00	\$266,252.85	\$266,252.85	\$199,689.64	\$199,689.64	\$0.00	\$0.00
Total PWs	\$4,891,564.00	\$8,129,285.13	\$8,129,285.13	\$6,096,964.07	\$6,096,964.07	\$0.00	\$0.00
Grantee Admin Cost			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subgrantee Admin Cost			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Z.STATE MANAGEMENT		\$203,639.00	\$30,634.00	\$30,634.00	\$30,634.00	\$0.00	\$0.00
Total Administrative Cost		\$203,639.00	\$30,634.00	\$30,634.00	\$30,634.00	\$0.00	\$0.00
Grand Total:	\$4,891,564.00	\$8,332,924.13	\$8,159,919.13	\$6,127,598.07	\$6,127,598.07	\$0.00	\$0.00

Current Cost Estimate Notes

07/01/2015 Update Current 100% Cat Z from \$271,518 to \$203,639 to reflect 12 month lock in letter-A. Galluzzo

Public Assistance Summary (S.5)
 Count: Applicants - 169
 Subdivisions - 0

Type of Applicant	APPLICANTS				SUBDIVISIONS			
	No. of Applicants	Elig			No. of Subdivisions	Elig		
		Eligible	Ineligible	Unknown		Eligible	Ineligible	Unknown
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	3	2	0	1	0	0	0	0
Special District Government	9	9	0	0	0	0	0	0
County Government	2	2	0	0	0	0	0	0
Independent School District	10	9	0	1	0	0	0	0
Public/State Controlled Institution of Higher Education	1	0	0	1	0	0	0	0
City or Township Government	139	139	0	0	0	0	0	0
State Government	5	5	0	0	0	0	0	0
Totals:	169	166	0	3	0	0	0	0
Number of RPAs in Eligibility Review:	0							
Number of Open RPA	2				Number of Closed RPAs:			167
CMF Projected Large Projects:	20				Override Projected Large Projects:			0
CMF Projected Small Projects:	151				Override Projected Small Projects:			0
No. of PW Change Requests	0	By Subgrantees			By Grantees			4
		Unobligated			Obligated			Total
No. of PWs	1							171



Report Generated On: 09-08-2015 12:16 PM GMT
 Disaster Number: 4139
 Grantee Type: State Portion
 State: NEW HAMPSHIRE

Date: 09/08/2015 12:16

Federal Emergency Management Agency
 Public Assistance Summary (S.5)
 Disaster: FEMA-4139

Total Number of Records: 12

Categories	Initial 100%	Current 100%	Total Requested (100% PWs)	Federal Share Requested	Amount Obligated Federal Share	Pending Obligation in IFMS	On Hold (100%)
A.DEBRIS REMOVAL	\$29,500.00	\$141,446.13	\$141,446.13	\$106,084.60	\$106,084.60	\$0.00	\$0.00
B.PROTECTIVE MEASURES	\$267,602.00	\$186,635.31	\$186,635.31	\$139,976.50	\$139,976.50	\$0.00	\$0.00
C.ROADS & BRIDGES	\$5,733,698.00	\$7,734,735.72	\$7,734,735.72	\$5,801,051.84	\$5,801,051.83	\$0.00	\$0.00
D.WATER CONTROL FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E.PUBLIC BUILDINGS	\$72,000.00	\$24,293.37	\$24,293.37	\$18,220.03	\$18,220.03	\$0.00	\$0.00
F.PUBLIC UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G.RECREATIONAL OR OTHER	\$150,000.00	\$375,742.41	\$375,742.41	\$281,806.81	\$281,806.81	\$0.00	\$0.00
Total PWs	\$6,252,800.00	\$8,462,852.94	\$8,462,852.94	\$6,347,139.77	\$6,347,139.77	\$0.00	\$0.00
Grantee Admin Cost			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subgrantee Admin Cost			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Z.STATE MANAGEMENT		\$235,154.00	\$42,565.00	\$42,565.00	\$42,565.00	\$0.00	\$0.00
Total Administrative Cost		\$235,154.00	\$42,565.00	\$42,565.00	\$42,565.00	\$0.00	\$0.00
Grand Total:	\$6,252,800.00	\$8,698,006.94	\$8,505,417.94	\$6,389,704.77	\$6,389,704.77	\$0.00	\$0.00

Current Cost Estimate Notes

8/27/2015 adjust current 100% for the spend plan. current 100% to equal total requested 100% for cat G. -A. Galluzzo 7/21/2014 Reduce Cat A current 100% to equal total requested- all Cat A pw's are awarded and closed.-A. Galluzzo 4/18/2014 Increase Current 100% Cat C to equal Total Requested 100% Cat C. -A. Galluzzo 3/21/2014 Increase Current 100% Cat C to equal Total Requested 100% Cat C.-A. Galluzzo 2/24/2014 Update current 100% to equal Total Requested 100%, Cat A, C, and E were increased, Cat G was decreased.-A. Galluzzo 1/23/2014 Increase Current 100% cat B to equal Total Requested 100%. -A. Galluzzo

Public Assistance Summary (5.5)
 Count: Applicants - 22
 Subdivisions - 0

Type of Applicant	APPLICANTS				SUBDIVISIONS			
	No. of Applicants	Elig			No. of Subdivisions	Elig		
		Eligible	Ineligible	Unknown		Eligible	Ineligible	Unknown
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	2	2	0	0	0	0	0	0
State Government	2	2	0	0	0	0	0	0
City or Township Government	18	18	0	0	0	0	0	0
Totals:	22	22	0	0	0	0	0	0

Number of RPAs in Eligibility Review: 0
 Number of Open RPA: 4
 CMF Projected Large Projects: 13
 CMF Projected Small Projects: 66

Number of Closed RPAs: 18
 Override Projected Large Projects: 0
 Override Projected Small Projects: 0

	By Subgrantees	By Grantees	By FEMA
No. of PW Change Requests	0	0	17
No. of PWs	1	78	79

	Unobligated	Obligated	Total
No. of PWs	1	78	79



Report Generated On: 08-17-2015 01:52 PM GMT
 Disaster Number: 4209
 Grantee Type: State Portion
 Region: 1

Date: 08/17/2015 13:52

Federal Emergency Management Agency
 Public Assistance Summary (S.5)
 Disaster: FEMA-4209

Total Number of Records: 12

Categories	Initial 100%	Current 100%	Total Requested (100% PWs)	Federal Share Requested	Amount Obligated Federal Share	Pending Obligation in IFMIS	On Hold (100%)
A.DEBRIS REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B.PROTECTIVE MEASURES	\$9,879,174.00	\$6,773,981.00	\$5,558,072.17	\$4,168,554.23	\$1,403,808.17	\$0.00	\$727,032.46
C.ROADS & BRIDGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D.WATER CONTROL FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E.PUBLIC BUILDINGS	\$0.00	\$60,478.00	\$572,473.12	\$429,354.84	\$840.30	\$0.00	\$0.00
F.PUBLIC UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G.RECREATIONAL OR OTHER	\$0.00	\$13,650.00	\$7,800.00	\$5,850.00	\$5,850.00	\$0.00	\$0.00
Total PWs	\$3,293,058.00	\$6,848,109.00	\$6,138,345.29	\$4,603,759.07	\$1,410,498.47	\$0.00	\$727,032.46
Grantee Admin Cost			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subgrantee Admin Cost			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Z.STATE MANAGEMENT		\$82,491.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Administrative Cost		\$82,491.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:	\$3,293,058.00	\$6,930,600.00	\$6,138,345.29	\$4,603,759.07	\$1,410,498.47	\$0.00	\$727,032.46

Current Cost Estimate Notes

06/22/2015 Update Current 100% to account for added projects in Cat B, E, and G from \$5,271,421 to \$6,930,600-A. Galluzzo 05/29/2015 Update Current 100% Cat Z from \$0 to \$82,491 based on 30 day Preliminary Lockin from HQ-A. Galluzzo 05/22/2014 Update current 100% Cat A from \$3,293,058 to \$5,126,130 and Cat E from \$0 to \$55,000 based on updated project listing.-A. Galluzzo

FEMA Obligation at 100%	<u>\$6,848,109.00</u>
75% Federal Share Awarded	\$5,136,081.75
State Management Funds	<u>\$82,491.00</u>
Total FEMA Funds Awarded to NH	\$5,218,572.75

Public Assistance Summary (S.5)
 Count: Applicants - 132
 Subdivisions - 0

Type of Applicant	APPLICANTS				SUBDIVISIONS			
	No. of Applicants	Elig			No. of Subdivisions	Elig		
		Eligible	Ineligible	Unknown		Eligible	Ineligible	Unknown
Special District Government	11	11	0	0	0	0	0	0
Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	4	3	0	1	0	0	0	0
County Government	2	2	0	0	0	0	0	0
Independent School District	32	32	0	0	0	0	0	0
Public/State Controlled Institution of Higher Education	1	1	0	0	0	0	0	0
State Government	5	4	0	1	0	0	0	0
City or Township Government	77	77	0	0	0	0	0	0
Totals:	132	130	0	2	0	0	0	0

Number of RPAs in Eligibility Review:	0	Number of Closed RPAs:	51
Number of Open RPA	81	Override Projected Large Projects:	0
CMF Projected Large Projects:	11	Override Projected Small Projects:	0
CMF Projected Small Projects:	152		
	By Subgrantees	By Grantees	By FEMA
No. of PW Change Requests	0	0	4
	Unobligated	Obligated	Total
No. of PWs	78	65	143



State of New Hampshire

DEPARTMENT OF SAFETY
 OFFICE OF THE COMMISSIONER
 33 HAZEN DR. CONCORD, NH 03305
 603/271-2791

JOHN J. BARTHELMES
 COMMISSIONER

*Fiscal # FIS 13-181
 09-13-2013*

July 30, 2013

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

*INC # 59
 09-18-2013*

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

Requested Action

Pursuant to RSA 14:30-a, VI, the Department of Safety, Division of Homeland Security and Emergency Management, requests authorization to accept and expend Disaster Assistance funds in the amount of \$5,636,571.00 from the Federal Emergency Management Agency (FEMA). Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding source: 100% Federal Funds.

Funds will be budgeted in an account titled Declared Disasters PA as follows:

02-23-23-236010-12320000 Dept. of Safety Homeland Sec.-Emer. Mgmt. Declared Disasters PA

Class	Description	Current Appropriation	Requested Action	Revised Appropriation
000-404805	Federal Funds	\$0.00	(\$5,636,571.00)	(\$5,636,571.00)
018-500106	Overtime	\$0.00	\$4,000.00	\$4,000.00
020-500200	Current Expense	\$0.00	\$4,000.00	\$4,000.00
030-500301	Equipment	\$0.00	\$2,000.00	\$2,000.00
040-500800	Indirect Cost	\$0.00	\$4,233.00	\$4,233.00
041-500801	Audit Fund	\$0.00	\$5,634.00	\$5,634.00
060-500601	Benefits	\$0.00	\$800.00	\$800.00
070-500704	In State Travel	\$0.00	\$3,500.00	\$3,500.00
072-500574	Grants - Federal	\$0.00	\$5,506,609.00	\$5,506,609.00
246-500792	Grantee Administrative Costs	\$0.00	\$25,795.00	\$25,795.00
247-500793	Sub-Grantee Administrative Costs	\$0.00	\$80,000.00	\$80,000.00
	Total	\$0.00	\$5,636,571.00	\$5,636,571.00

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

July 30, 2013

Page 2 of 2

Explanation

Governor Hassan submitted a request to the President on March 6, 2013 for a major disaster declaration for the State of New Hampshire due to a severe winter storm and snow storm on February 8 – 10, 2013 involving record snow precipitation in eight counties. The President declared the State of New Hampshire a major disaster area on March 19, 2013 and designated Belknap, Carroll, Cheshire, Hillsborough, Merrimack, Rockingham, Strafford and Sullivan counties eligible to receive public assistance.


The request to accept \$5,636,571.00 represents the federal share of the public assistance and administrative cost allowances for the grantee and sub-grantees. Several New Hampshire State Agencies, including the Department of Transportation and the Department of Safety, along with over 100 New Hampshire municipalities are expected to apply for supplemental assistance with the Federal Emergency Management Agency.

The funding mechanism is 75% Federal / 25% State/Local share. The 25% required match for State Agency projects will be paid from existing budgeted appropriations or an additional request for these funds will be made through the State Legislature. The local share is the responsibility of the local applicant. The administrative cost allowance is 100% federally funded and is awarded automatically as a percentage of the public assistance project awards. Indirect costs are budgeted based only on the Grantee Administration portion of the funds, as all other funds are considered pass-through funds and are not subject to indirect costs.

- Class 018 The funds will be used for overtime costs associated with evening meetings, workshops, project monitoring, and administration.
- Class 020 The funds will be used for supplies, materials, and operating expenses associated with administering disaster assistance projects.
- Class 030 The funds will be used to purchase office equipment identified as necessary with administration of the funds.
- Class 040 The funds will be used to pay state indirect costs.
- Class 041 The funds will be used to pay audit fund set aside expense.
- Class 060 The funds will be used to pay benefits costs associated with overtime.
- Class 070 The funds will be used to cover travel expenses associated with community visits.
- Class 072 The funds will be used for disaster assistance grants to communities and state agencies.
- Class 246 The funds will be used for grantee administrative costs.
- Class 247 The funds will be used for sub-grantee administrative costs.

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

Respectfully submitted,


John J. Barthelmes
Commissioner

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED March 19, 2013	Applicant Identifier
	3. DATE RECEIVED BY STATE March 19, 2013	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: State of New Hampshire	Organizational Unit: Dept. of Safety, HSEM
Address (give city, county, state, and zip code): 33 Hazen Drive Concord, NH 03305	Name and telephone number of person to be contacted on matters involving this application (give area code): Elizabeth Peck 603-223-3855

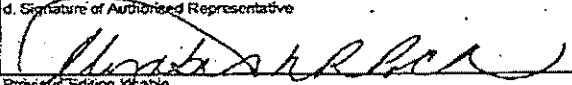
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 02 - 6000618	7. TYPE OF APPLICANT: (enter appropriate letter in box) A A. State B. County C. Municipal D. Township E. Interstate F. Internunicipal G. Special District H. Independent School Dist. I. State Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____	9. NAME OF FEDERAL AGENCY: DHS/FEMA

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 97 - 036 TITLE: Public Assistance DR 4105	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Severe Winter Storm and Snow storm beginning February 8 through February 10, 2013 involving record snow levels throughout New Hampshire.
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Belknap, Carroll, Cheshire, Hillsborough, Merrimack, Rockingham, Strafford and Sullivan counties	

13. PROPOSED PROJECT: Start Date: 03/19/2013 Ending Date: 03/18/2017	14. CONGRESSIONAL DISTRICTS OF: 1 and 2
a. Applicant: District 1 & 2	b. Project:

15. ESTIMATED FUNDING: a. Federal: \$ 7,500,000.00 b. Applicant: \$ 2,500,000.00 c. State: \$ _____ d. Local: \$ _____ e. Other: \$ _____ f. Program Income: \$ _____ g. TOTAL: \$ 10,000,000.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____ b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative Elizabeth Peck	b. Title SCO	c. Telephone Number 603-223-3855
d. Signature of Authorized Representative 		e. Date Signed April 4, 2013

HSEM-PA-08-2013-02



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

*Fiscal # FIS 13-217
10-18-2013*

September 16, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

*GNC # 104
11-06-2013*

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Requested Action

Pursuant to RSA 14:30-a, VI, the Department of Safety, Division of Homeland Security and Emergency Management, requests authorization to accept and expend Disaster Assistance funds in the amount of \$7,500,000.00 from the Federal Emergency Management Agency (FEMA) for DR-4139 July 2013 Flooding. During incidents, many communities are directly impacted financially. The requested amount represents the amount of money needed to reimburse local communities, state, and private non-profits. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding source: 100% Federal Funds.

Funds will be budgeted in an account titled Declared Disasters PA as follows:

02-23-23-236010-12320000 Dept. of Safety Homeland Sec.-Emer. Mgmt. Declared Disasters PA

Class	Description	Current Adjusted Authorization	Requested Action	Revised Adjusted Authorization
000-404805	Federal Funds	(\$5,636,571.00)	(\$7,500,000.00)	(\$13,136,571.00)
018-500106	Overtime	\$4,000.00	\$4,000.00	\$8,000.00
020-500200	Current Expense	\$4,000.00	\$4,000.00	\$8,000.00
030-500301	Equipment	\$2,000.00	\$2,000.00	\$4,000.00
040-500800	Indirect Cost	\$4,233.00	\$5,050.00	\$9,283.00
041-500801	Audit Fund	\$5,634.00	\$7,495.00	\$13,129.00
060-500601	Benefits	\$800.00	\$800.00	\$1,600.00
070-500704	In State Travel	\$3,500.00	\$3,500.00	\$7,000.00
072-500574	Grants - Federal	\$5,506,609.00	\$7,359,999.00	\$12,866,608.00
246-500792	Grantee Administrative Costs	\$25,795.00	\$33,156.00	\$58,951.00
247-500793	Sub-Grantee Administrative Costs	\$80,000.00	\$80,000.00	\$160,000.00
	Total	\$5,636,571.00	\$7,500,000.00	\$13,136,571.00

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
September 16, 2013
Page 2 of 2

Explanation

Governor Hassan submitted a request to the President on July 16, 2013 for a major disaster declaration for the State of New Hampshire due to a severe thunderstorm, flooding and landslides that occurred from June 26 to July 3, 2013 involving three counties. The President declared the State of New Hampshire a major disaster area on August 2, 2013 and designated Cheshire, Grafton, and Sullivan counties eligible to receive public assistance.

The request to accept \$7,500,000.00 represents the federal share of the public assistance and administrative cost allowances for the grantee and sub-grantees. Several New Hampshire State agencies, including the Department of Transportation and the Department of Safety, along with many New Hampshire municipalities are expected to apply for supplemental assistance with the Federal Emergency Management Agency.

The funding mechanism is 75% Federal and 25% State/Local share. The 25% required match for State Agency projects will be paid from existing budgeted appropriations or an additional request for these funds will be made through the State Legislature. The local share is the responsibility of the local applicant. The administrative cost allowance is 100% federally funded and is awarded automatically as a percentage of the public assistance project awards. Indirect costs are budgeted based only on the Grantee Administration portion of the funds, as all other funds are considered pass-through funds and are not subject to indirect costs.

- Class 018 The funds will be used for overtime costs associated with evening meetings, workshops, project monitoring, and administration.
- Class 020 The funds will be used for supplies, materials, and operating expenses associated with administering disaster assistance projects.
- Class 030 The funds will be used to purchase office equipment identified as necessary with administration of the funds.
- Class 040 The funds will be used to pay state indirect costs.
- Class 041 The funds will be used to pay audit fund set aside expense.
- Class 060 The funds will be used to pay benefits costs associated with overtime.
- Class 070 The funds will be used to cover travel expenses associated with community visits.
- Class 072 The funds will be used for disaster assistance grants to communities and state agencies.
- Class 246 The funds will be used for grantee administrative costs.
- Class 247 The funds will be used for sub-grantee administrative costs.


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

Respectfully submitted,


John J. Barthelmes
Commissioner

APPLICATION FOR
FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

		2. DATE SUBMITTED July 16, 2013	Applicant Identifier
1. TYPE OF SUBMISSION: Application Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE August 2, 2103	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: State of New Hampshire		Organizational Unit: Dept. of Safety, HSEM	
Address (give city, county, state, and zip code): 33 Hazen Drive Concord, NH 03305		Name and telephone number of person to be contacted on matters involving this application (give area code) Elizabeth Peck 603-223-3655	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 02 - 6000618		7. TYPE OF APPLICANT: (enter appropriate letter in box) A	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):		A. State H. Independent School Dist. B. County I. State Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify)	
9. NAME OF FEDERAL AGENCY: DHS/FEMA			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE: Public Assistance DR 4139 97 - 036		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Severe thunderstorm, rain flooding and landslides occurred June 26 through July 3, 2013 involving significant rainfall throughout New Hampshire.	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Cheshire, Grafton and Sullivan Counties			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF: 1 and 2	
Start Date	Ending Date	a. Applicant	b. Project
08/02/2013	08/02/2017	District 1 & 2	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 7,500,000.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____	
b. Applicant	\$ 2,500,000.00	b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No	
d. Local	\$		
e. Other	\$		
f. Program Income	\$		
g. TOTAL	\$ 10,000,000.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative Elizabeth Peck		b. Title SCO	c. Telephone Number 603-223-3655
d. Signature of Authorized Representative 		e. Date Signed August 5, 2013	

TITLE IX ACQUISITION OF LANDS BY UNITED STATES; FEDERAL AID

CHAPTER 124 FEDERAL AID

Miscellaneous

Section 124:15

124:15 Positions Restricted. –

I. In addition to the positions authorized by law, no new personnel positions, or consultants, or both may be created by the acceptance of federal moneys or moneys from any other source unless such positions, or consultants, or both are approved by the fiscal committee of the general court; provided, however, that the governor and council may accept all moneys available for any emergency or disaster as defined by the authority awarding such moneys; and provided further that all such moneys available to the general court or to either of its houses may be accepted by the respective presiding officers with the prior approval of the fiscal committee. Nothing herein shall be construed to affect the provisions of RSA 98:17-a.

II. Every board, agency, department or commission receiving such federal or other moneys shall attempt to apply them in whole or in part to the cost of personnel positions authorized by law so as to reduce the obligation of general funds, but if the salaries of such personnel positions cannot be paid out of such moneys then such positions shall be considered as specified in paragraph I.

III. All such moneys which fund personnel positions subject to the restrictions of this section shall be used only for the purposes or programs specified in the application for approval of the positions or as otherwise authorized by law, and all such moneys which are accepted in accordance with law are hereby appropriated.

Source. 1983, 469:84, eff. July 1, 1983.

TITLE I

THE STATE AND ITS GOVERNMENT

CHAPTER 14

LEGISLATIVE OFFICERS AND PROCEEDINGS

Legislative Budget Assistant

Section 14:30-a

14:30-a Fiscal Committee. –

I. There is hereby established a fiscal committee of the general court. Said committee shall consist of 10 members. Five shall be members of the house as follows: the chairperson of the finance committee and 2 other members of the committee, appointed by the chairperson; and 2 other house members appointed by the speaker of the house. Five members shall be members of the senate as follows: the chairperson of the finance committee and 2 other members of that committee, appointed by the chairperson; and 2 other senators appointed by the senate president. The chairperson of the house finance committee shall be the chairperson of the fiscal committee.

II. The committee shall, while the general court is in session and during the interim, consult with, assist, advise, and supervise the work of the legislative budget assistant, and may at its discretion investigate and consider any matter relative to the appropriations, expenditures, finances, revenues or any of the fiscal matters of the state. The members shall be paid the regular legislative mileage during the interim while engaged in their work as members of the committee.

III. The fiscal committee shall consider recommendations proposed to it by the legislative performance audit and oversight committee established under RSA 17-N:1. The fiscal committee shall adopt all recommendations proposed to it as provided in RSA 17-N:1, III by the performance audit and oversight committee unless the fiscal committee refuses by unanimous vote to adopt such recommendations.

IV. [Repealed.]

V. [Repealed.]

VI. Any non-state funds in excess of \$100,000, whether public or private, including refunds of expenditures, federal aid, local funds, gifts, bequests, grants, and funds from any other non-state source, which under state law require the approval of governor and council for acceptance and expenditure, may be accepted and expended by the proper persons or agencies in the state government only with the prior approval of the fiscal committee of the general court.

Source. 1965, 239:19. 1987, 416:7. 1989, 396:13; 408:2. 1991, 346:18, I. 1995, 9:8. 2005, 177:11. 2006, 290:21, eff. June 15, 2006. 2012, 247:10, eff. Aug. 17, 2012.

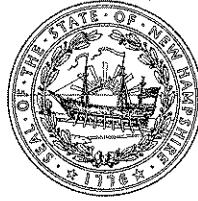
AUG 27 '15 AM 9:37 DAS

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

FIS 15 186

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

August 20, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Dear Chairman Kurk:

REQUESTED ACTION

Pursuant to RSA 7:6-e, the Department of Justice seeks approval to retain the below listed settlements totaling \$581,177.05 received by the Department of Justice (DOJ), Division of Public Protection, Consumer/Antitrust Bureau (02-20-20-200510-2611/2612) from multistate settlements and expend the funds in support of the Department's Consumer/Antitrust Bureau effective with the date of the Fiscal Committee of the General Court's approval.

<u>Date Received</u>	<u>Settlement From</u>	<u>Amount Received</u>
June 26, 2015	Verizon Wireless	\$179,793.56
July 15, 2015	JP Morgan Chase	\$266,546.70
July 22, 2015	Sprint	<u>\$134,836.79</u>
		\$581,177.05

EXPLANATION

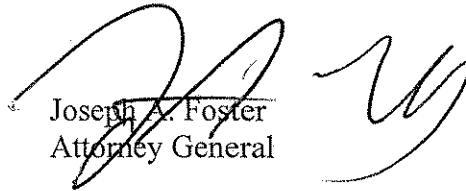
The June 26, 2015 and July 22, 2015 payments are the result of multistate claims against Verizon Wireless and Sprint for unfair and deceptive practices. The settlements resolved allegations that the companies placed charges for third-party services on consumers' mobile telephone bills that had not been authorized by the consumer, a practice known as "mobile cramming." New Hampshire's share of the settlements were directed to the Consumer Escrow Account and used for future consumer protection work at the discretion of the Attorney General, including consumer protection enforcement, consumer education and litigation.

The July 15, 2015 multistate settlement against JP Morgan Chase resolved allegations that Chase Bank and Chase Bankcard Services engaged in unlawful consumer credit card debt collection practices that harmed consumers. New Hampshire's share was directed to the Consumer Escrow Account.

Prior to FY2015, settlement funds were used to partially fund the Consumer Protection/Antitrust Bureau. As of FY 2015, the Bureau is being funded entirely by settlement funds. We respectfully request that the above-listed funds be used for this purpose.

Thank you for your consideration of this request.

Respectfully submitted,



Joseph A. Foster
Attorney General

#1252018



State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

FIS 15 201

VICKI V. QUIRAM
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

September 14, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I: 30, II, the Department of Administrative Services (DAS), Risk Management Unit (RMU) submits this request for approval of plan design changes to the Retiree Health Benefit Plan. All medical and prescription drug plan design changes, if approved, will become effective January 1, 2016. DAS also requests authority to increase the premium contribution for Under 65 (non-Medicare) retirees from 12.5% to 15% effective April 1, 2016; this request to increase the premium contribution amount is predicated on the passage of Fast Track legislation in the 2016 legislative session.

EXPLANATION

RSA 21-I: 30, II requires DAS to operate the Retiree Health Benefit Plan within the funds appropriated at each legislative session. RSA 21-I: 30, II also authorizes the Fiscal Committee of the General Court to approve plan design changes to the Retiree Health Benefit Plan.

Background on Retiree Health Benefit Budget Deficit

During the FY 16/17 budget process, DAS estimated a \$5.6 million deficit based on the difference between the agency's estimated required funding level to meet projected expenses of the Retiree Health Benefit Plan and the proposed budgeted amounts. Therefore, in order to meet our mutual goal of providing the most beneficial Retiree Health Benefit Plan possible within the funds appropriated for this purpose, DAS presented options that demonstrated some of the plan design and premium contribution changes that could have been made at that point to meet this goal.

After the Committee of Conference process was completed, DAS requested an updated analysis of the State's Cadillac Tax liability from its health care consultants, The Segal Company (Segal). Segal began this work by updating enrollment numbers and medical and prescription drug (RX) cost trends for the Active and Retiree Health Benefit Plans. In the course of doing this work, Segal analyzed more recent member claims experience and increased the RX cost trend for active employees and retirees by 5% over the trend used in calculating the agency's estimate of required funding. This increased RX cost trend is directly attributable to the many new medications that are being approved by the Federal Drug Administration (FDA) and that are available for prescribing. Many of these new drugs are high-cost specialty drugs that treat, and sometimes even cure, very serious health conditions.

Based on this increase in the RX trend and the increase in projected retiree RX claims costs, DAS updated its FY 16/17 budget analysis and identified a \$4 million increase in the Retiree Health Benefit Plan deficit. Around the same time as DAS was doing this budget analysis, DAS received notice that it would experience a \$1 million reduction in federal subsidy payments over the biennium to support the RX costs of the Over 65, Medicare eligible retirees. Effective 1/1/15, DAS had enrolled the Over 65 Retirees in a Medicare Prescription Drug Program called an Employer Group Waiver Plan (EGWP) in order to maximize federal revenue to support the Retiree Health Benefit Plan. The \$1 million reduction in federal subsidy brought the projected total FY 16/17 deficit in the Retiree Health Benefit Plan to \$10.6 million. Given its statutory obligation to operate the Retiree Health Benefit Plan within the funds appropriated at each legislative session, DAS began investigating the options it has to change the Retiree Health Benefit Plan in order to operate the benefit within budget.

DAS's Retiree Health Benefit Plan Presentation at 8/26/15 Fiscal Committee Meeting

On August 26, 2015, DAS Commissioner Vicki Quiram and RMU Director Catherine Keane made a presentation to the Fiscal Committee explaining the FY 16/17 deficit as discussed during the budget process, the increased RX trend, and the updated estimated Retiree Health Benefit Plan budget deficit of \$10.6 million. At this presentation, DAS explained that there are many variables that affect health care management including headcount or enrollment, cost trends, premium contributions that are paid by all applicable plan members, and plan design components such as increases in deductibles, co-pays, maximum out-of-pocket expenses that are paid by people using the health plan, as well as cost saving programs such as Site of Service. In addition to reviewing the statutory obligation to manage the Retiree Health Benefit Plan within budget, DAS also explained that it intended to use approximately \$4 million of the Retiree Health Benefit Plan surplus pursuant to its authority under RSA 21-I: 30-e. RSA 21-I: 30-e provides that the Employee and Retiree Risk Management Fund shall be non-lapsing and continually appropriated to DAS.

Another key component of the August 26, 2015 DAS presentation, was a discussion about the tools that DAS does not have available to manage the Retiree Health Benefit Plan. For example, at this point in time, DAS does not have the authority under current law to change the 12.5% premium contribution that 3,082 (as of July 31, 2015) Under 65 retiree participants pay toward the cost of their retiree health benefit. In addition, DAS does not have the authority under current law to charge a premium contribution to the 8,800 (as of July 31, 2015) Over 65 retirees.

For this reason, the plan proposed by DAS in this request to increase the Under 65 premium contribution percentage from 12.5% to 15% is predicated on the passage of Fast Track legislation that would grant the Fiscal Committee the authority to approve an increase in the premium contribution for Under 65 retirees from 12.5% to a percentage recommended by the DAS Commissioner. While the timing of this request may be unusual, time is of the essence with respect to managing retiree health benefit costs and communicating comprehensively and clearly to retirees about the changes to the Retiree Health Benefit Plan that they will experience. Although the recommended short-term plan design changes proposed in this letter do not include a premium contribution by Over 65 retirees, additional legislation to grant the Fiscal Committee authority to approve a recommendation by the DAS Commissioner to charge a percentage of premium to individuals participating in the Over 65 Retiree

Health Benefit Plan would also increase the options available for managing the Retiree Health Benefit Plan if necessary in the future.

Requested Short-Term Changes to the Retiree Health Benefit Plan

DAS worked with Express Scripts, the Pharmacy Benefit Management (PBM) vendor, and with Anthem, the medical vendor, to model many different options involving changes in copays, deductibles and maximum out-of-pocket expenses in order to achieve a balance between plan design changes and premium contribution changes that would minimize the impact on the state's retirees. In doing so, DAS took into consideration that the vast majority of retirees (8,800) are in the Over 65 (Medicare eligible) plan as compared to the lower enrollment in the Under 65 (non-Medicare) plan (3,082). DAS also considered the ages of the individuals in the Over 65 plan since there are approximately 5,000 people over the age of 70, 1,800 people over the age of 80 and nearly 300 people who are over the age of 90. Given the projected deficit of \$10.6 million, it was necessary that some plan design changes to the RX and medical benefits would fall to the 8,800 Over 65 members.

Accordingly, as contained in Tables 1 and 2, DAS recommends the following changes to the Retiree Health Benefit Plan for Under and Over 65 plan members:

(1) Plan design changes, including increases in co pays, deductibles and maximum out of pocket expenses that apply to the RX and medical benefits for both retiree groups. As discussed during the 8/26/15 Fiscal Committee presentation, on 8/31/15 DAS notified Express Scripts of the RX plan design changes referenced below in order to meet Express Scripts and Medicare notice deadlines for plan design changes effective 1/1/16.

(2) An increase in the premium contribution paid by Under 65 retirees from 12.5% of total premium cost to 15% of total premium cost effective 4/1/16. This recommendation anticipates the passage of Fast Track legislation authorizing the Fiscal Committee to approve a change in premium contribution as recommended by the DAS Commissioner.

DAS also plans to use \$4.1 million of its \$5.57 million retiree health surplus to manage this deficit. In addition, it is important to note that DAS will be working closely with Express Scripts and Anthem to continue to explore cost saving measures and programs. Accordingly, DAS has directed Express Scripts to implement effective 1/1/16 its Compound Medication Solution that will limit the dispensing of costly compound medications to only those that are medically necessary. Many compound medications are not FDA approved for safety and efficacy. While implementation of the Compound Medication Solution is not a plan design change, it is a decision that DAS needs to make responsibly to manage the Retiree Health Benefit Plan seriously.

TABLE 1

Medicare Eligible (Over 65)			
	Current Benefit Plan	Proposed Plan Changes	Biennium Savings (assuming 1/1/16 implementation)
Medical Plan Change Component			
Medicare Part A Deductible (Inpatient Hospital and Skilled Nursing Facility Benefits)	Member pays \$0	\$500	\$1,100,000
Pharmacy Plan Change Component			
Retail Copayments (generic/preferred brand/non-preferred brand)	\$10 / \$20 / \$35	\$10 / \$25 / \$40	\$1,600,000
Mail Copayments (generic/preferred brand/non-preferred brand)	\$1 / \$40 / \$70	\$10 / \$50 / \$80	
Maximum Out-of-Pocket (MOOP)	\$500 Individual \$1,000 Family	\$750 Individual/ \$ 1,500 Family	

TABLE 2

Non-Medicare Eligible (Under 65)				
	Current Benefit Plan	Proposed Plan Changes	Biennium Savings (assuming 1/1/16 implementation)	
Medical Plan Change Component				
PCP Copayment (Including allergy shot, behavioral health, chiropractic, vision & substance abuse)		\$10	\$15	\$2,300,000
In-Network:	Deductible	\$500 Individual/ \$1,000 Family	\$1,000 Individual/ \$2,000 Family	
	Out-of-Pocket Max (OOPM)	\$1,000 Individual/ \$2,000 Family	\$1,500 Individual/ \$3,000 Family	
Out-of-Network:	Deductible	\$650 Individual/ \$1,350 Family	\$2,000 Individual/ \$4,000 Family	
	Coinsurance Maximum	\$1,350 Individual/ \$2,650 Family	\$4,000 Individual/ \$8,000 Family	
	Out-of-Pocket Max (OOPM)	\$2,000 Individual/ \$4,000 Family	\$6,000 Individual/ \$12,000 Family	
High Cost Radiology		\$150 copayment	Subject to Deductible	
Site of Service		None	Implement Site of Service	
Pharmacy Plan Change Component				
Retail Copayments (generic/preferred brand/non-preferred brand)		\$10 / \$20 / \$35	\$10 / \$25 / \$40	\$400,000
Mail Copayments (generic/preferred brand/non-preferred brand)		\$1 / \$40 / \$70	\$10 / \$50 / \$80	
Maximum Out-of-Pocket (MOOP)		\$500 Individual/ \$1,000 Family	\$750 Individual/ \$1,500 Family	
Premium Contribution				
Monthly Health Premium Contribution Percentage		12.5%	15%	\$1,100,000

Table 3 lists the total projected savings associated with the proposed changes in plan design and premium contributions.

TABLE 3

	<u>Components</u>	<u>Biennium Savings (assuming 1/1/16 implementation)</u>
Medical Plan Design Deductibles and Copayments	<ul style="list-style-type: none"> • Non-Medicare Eligible <ul style="list-style-type: none"> ○ Site of Service ○ PCP Office Visit ○ High Cost Radiology ○ Medical Deductible and Out-of-Pocket Max • Medicare Eligible <ul style="list-style-type: none"> ○ Medicare Part A Deductible 	\$3,400,000
Pharmacy Copayments	<ul style="list-style-type: none"> • Mail Order Copay • Retail Copay 	\$2,000,000
Premium Contributions	<ul style="list-style-type: none"> • Monthly Premium Contribution Increase (assuming 4/1/16 effective date) 	\$1,100,000
Administrative	<ul style="list-style-type: none"> • Retiree Health Benefit Surplus 	\$4,100,000
		\$10,600,000

At this point in time, based on the changes presented in Tables 1 and 2 and assuming the passage of Fast Track legislation authorizing Fiscal Committee approval of the premium contribution increase for Under 65 retirees, DAS expects the proposed changes to generate sufficient savings in the short term to operate the Retiree Health Benefit Plan within the projected FY16/17 appropriations. In its regular bimonthly report on Fund 60, DAS will keep the Fiscal Committee informed of the Retiree Health Benefit Plan's budget management. However, if any of the variables such as enrollment, cost trend or even budgeted amounts differ materially from projections used in this analysis, DAS will return to the Fiscal Committee for further modification of the Retiree Health Benefit Plan. For example, if Fast Track legislation authorizing the Fiscal Committee to make changes in the premium contribution for Under 65 retirees is not successful, DAS will return swiftly to Fiscal Committee with a proposal to make further changes to the Retiree Health Benefit Plan.

Education of Retirees and State Employees about Changes

Just as DAS did in 2011 to communicate significant changes to the Retiree Health Benefit Plan, DAS is in the process of establishing a comprehensive education and marketing plan to ensure that retirees understand the health benefit plan changes that they will experience. DAS will begin this communication in early October by mailing a letter to retirees explaining the plan design and premium contribution changes and the effective dates of those changes. DAS also plans to host a series of meetings throughout the state so that retirees can learn about the plan design changes. DAS will also be sending an updated benefits brochure to retirees as well as updating its website to reflect these changes. Furthermore, DAS believes it is equally as important to educate state employees about the changes to the Retiree Health Benefit Plan and the requirement that the plan be operated within appropriated funds.

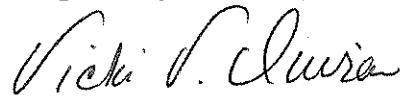
Long Term Retiree Health Benefit Planning

While Tables 1 and 2 present plan changes that help manage the Retiree Health Benefit Plan in the short term, DAS has also been looking at other new and innovative options for the future that will take additional time to coordinate with retirees and to research, evaluate and implement. As DAS looks to the future of the Retiree Health Benefit Program, it will continue to work with the legislature to communicate required funding levels and the changes that will need to be made to the Retiree Health Benefit Plan to ensure that it is operating within appropriated funds. However, given that one-third of all state employees are currently eligible to retire and receive Retiree Health Benefits, DAS expects the numbers of retirees to grow and is awaiting the arrival of the "silver tsunami". Assuming that funding levels are unable to keep pace with headcount and cost trend growth, DAS will have to consider different approaches to providing retiree health benefits. Among the options DAS intends to explore are limited networks and defined contribution plans as well as other innovations that other private and public employers may have implemented. These options require careful consideration and planning and thus are considered as possible long term solutions.

Conclusion

DAS is committed to managing the Retiree Health Benefit Plan budget in order to maximize retiree benefits while also working with the state's retirees to help them understand the changes to their benefits so they can make the best possible decisions when accessing the care they need. DAS appreciates the Fiscal Committee's and legislature's partnership as we work together to manage the needs of the state's retirees and the fiscal constraints experienced by the state.

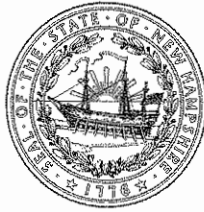
Respectfully Submitted,



Vicki V. Quiram
Commissioner



Catherine A. Keane
Administrator, Risk & Benefits



FIS 15 206

MICHAEL W. KANE, MPA
Legislative Budget Assistant
(603) 271-3161

State of New Hampshire

OFFICE OF LEGISLATIVE BUDGET ASSISTANT
State House, Room 102
Concord, New Hampshire 03301

STEPHEN C. SMITH, CPA
Director, Audit Division
(603) 271-2785

September 16, 2015

The Honorable Neal M. Kurk, Chairman
and the Members of the Committee
Fiscal Committee of the General Court
Legislative Office Building, Room 210-211
Concord, New Hampshire 03301

Dear Chairman Kurk and Members of the Committee,

In accordance with the provisions of RSA 14:34, your approval is requested to appoint Christopher Shea as Deputy Legislative Budget Assistant, and to set his salary at letter grade P, step 7, effective September 25, 2015.

Chris holds a Master's Degree in Public Administration, and is also a Certified Internal Auditor. He has worked for the Office of Legislative Budget Assistant for over 19 years, which comprises 11 years with the Audit Division, and 8 years with the Budget Division. During his tenure with the Audit Division, Chris held the positions of Performance Auditor, Audit Manager, and Senior Audit Manager providing him with an invaluable insight into the daily operations of the Division. While employed with the Budget Division, Chris has served as the Budget Officer responsible for Categories 2 (Administration of Justice and Public Protection) and 3 (Resource Protection and Development) of the State Budget. Due to his exceptional work in this area, Chris was recently promoted to Senior Budget Officer. Chris' experience and education are instrumental to the continued success of the Office. He is a motivated employee and wonderful manager. His composed and courteous demeanor enables him to interact admirably with Office staff, the Legislative Branch, Executive Branch, Judicial Branch, and members of the media and general public.

I am confident that promoting Chris to the position of Deputy Legislative Budget Assistant is in the best long term interest of not only this Office, but the entire Legislative Branch, and therefore seek your favorable consideration of this request.

Sincerely yours,

Michael W. Kane
Legislative Budget Assistant

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
								Full-Time	Part-Time	
FISCAL YEAR 2016										
15-138	July'15	Cultural Resources, Department of	RSA 14:30-a, VI; RSA 124:15	-	594,691	-	594,691		3	Authorizes 3 part time positions (grants coordinator and 2 program specialists I)
15-167	Aug'15	Cultural Resources, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	29,456	29,456			Extended authorization for consultants from 6/30/15 to 12/31/15.
		Cultural Resources, Department of Total		-	594,691	29,456	624,147	-	3	
15-141	July'15	Education, Department of	RSA 14:30-a, VI; RSA 124:15	-	1,084,997	-	1,084,997			Item extends the end date for 2 temporary full time positions (program specialist III and program assistant II) originally established in FIS 15-033
15-143	July'15	Education, Department of	RSA 14:30-a, VI; RSA 124:15	-	1,586,127	-	1,586,127			Item extends the end date for 3 temp full time (Administrator II, Program Specialist III, Program Assistant II) and one part time position (Program Specialist III) originally established in FIS 14-026
		Education, Department of Total		-	2,671,124	-	2,671,124	0	0	
15-117	July'15	Environmental Services, Department of	RSA 124:15	-	-	-	-			Item extends the end date for 5 temp full time positions (administrator IV, Administrator III, Civil Engineer VI, and 2 Environmentalist IV) originally established in FIS 13-246
		Environmental Services, Department of Total		-	-	-	-	0	0	

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
15-152	July'15	Governor's Office	RSA 14:30-a, VI; RSA 124:15	-	-	112,500	112,500		Item extends the end date for one non-classified full time position originally established in FIS 14-196
		Governor's Office Total		-	-	112,500	112,500	-	-
15-120	July'15	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	124,150	34,328	158,478		
		DHHS - Office of the Commissioner Total		-	124,150	34,328	158,478	-	-
15-122	Aug'15	DHHS - Division of Children, Youth and Families	RSA 14:30-a, VI	-	219,342	-	219,342		
		DHHS - Division of Children, Youth and Families Total		-	219,342	-	219,342	-	-
15-123	July'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	1,636,364	-	1,636,364		
15-124	Aug'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	127,089	-	127,089		
15-169	Aug'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	1,724,196	-	1,724,196		
15-170	Aug'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	103,396	-	103,396		
15-171	Aug'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	1,067,592	-	1,067,592		
15-172	Aug'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI; RSA 124:15	-	257,214	-	257,214		Item extends the end date for 3 positions (a senior management analyst and two program planner III) originally approved with FIS 15-002
		DHHS - Division of Public Health Services Total		-	4,915,851	-	4,915,851	-	-
15-139	July'15	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	2,500,000	-	2,500,000		
		DHHS - Office of Medicaid Business and Policy Total		-	2,500,000	-	2,500,000	-	-
15-153	July'15	Insurance Department	RSA 14:30-a, VI; RSA 124:15	-	444,179	-	444,179		Item extends the end date for consultants established in FIS 14-174
15-154	July'15	Insurance Department	RSA 14:30-a, VI; RSA 124:15	-	1,055,985	-	1,055,985		Item extends the end date for consultants established in FIS 13-247
15-155	July'15	Insurance Department	RSA 14:30-a, VI; RSA 124:15	-	529,678	-	529,678		Item provides approval for establishing consultant positions
		Insurance Department Total		-	2,029,842	-	2,029,842	-	-
15-114	July'15	Justice, Department of	RSA 14:30-a, VI; RSA 124:15	-	106,177	-	106,177		Item provides approval for establishing consultant positions
15-118	July'15	Justice, Department of	RSA 124:15	-	-	-	-		Item establishes one part time program specialist IV position

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
		Justice, Department of Total		-	106,177	-	106,177	-	
15-137	July'15	Pharmacy, Board of	RSA 124:15	-	-	-	-	-	end date for one temp full time Administrator I and one part time Administrator I as contained in FIS 14-015 and FIS 13-164
		Pharmacy, Board of Total		-	-	-	-	-	
15-178	Aug'15	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	-	109,020	-	-	
15-179	Aug'15	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	-	189,276	-	-	
15-181	Aug'15	Resources and Economic Development, Department of	RSA 14:30-a, VI; RSA 124:15	-	319,848	-	-	-	Item provides approval for establishing consultant position of consortium manager
		Resources and Economic Development, Department of Total		-	319,848	298,296	-	-	
15-133	July'15	Safety, Department of	RSA 124:15	-	-	-	-	-	Item extends the end date for consultant positions originally contained in FIS 14-203
15-134	July'15	Safety, Department of	RSA 124:15	-	-	-	-	-	Item extends the end date for consultant positions originally contained in FIS 15-032
15-144	July'15	Safety, Department of	RSA 124:15	-	-	-	-	-	Item extends the end date for consultant positions originally contained in FIS 14-152
15-132	Aug'15	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	870,841	-	870,841	-	Item provides approval for establishing consultant positions
15-164	Aug'15	Safety, Department of	RSA 14:30-a, VI	-	4,439,989	-	4,439,989	-	
15-165	Aug'15	Safety, Department of	RSA 14:30-a, VI	-	2,237,568	-	2,237,568	-	
15-166	Aug'15	Safety, Department of	RSA 14:30-a, VI	-	554,499	-	554,499	-	
		Safety, Department of Total		-	8,102,897	-	8,102,897	-	
15-177	Aug'15	Transportation, Department of	RSA 14:30-a, VI	-	-	750,000	750,000	-	
		Transportation, Department of Total		-	-	750,000	750,000	-	
		FY 16 Total		-	21,583,922	1,224,580	22,190,358	-	3



MICHAEL W. KANE, MPA
Legislative Budget Assistant
(603) 271-3161

State of New Hampshire

OFFICE OF LEGISLATIVE BUDGET ASSISTANT
State House, Room 102
Concord, New Hampshire 03301

STEPHEN C. SMITH, CPA
Director, Audit Division
(603) 271-2785

September 17, 2015

Fiscal Committee of the General Court
The Honorable Neal M. Kurk, Chairman
State House
Concord, New Hampshire 03301

Dear Representative Kurk and Members of the Committee,

I am writing to inform you of actions taken under the authority granted to me to approve step increases for employees of the LBA Office. I approved step increases as of the increment date for the following employees:

Kimberly Bisson: Effective September 2, 2015, a two step increase from grade K-5 to K-7.
Date of hire: July 9, 2008 Date of previous increment: August 5, 2014

Burmaa Nergui: Effective September 15, 2015, a one step increase from grade K-1 to K-2.
Date of hire: September 15, 2014 Date of previous increment: N/A

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael W. Kane".

Michael W. Kane
Legislative Budget Assistant

MWK/scs

JOINT LEGISLATIVE FACILITIES COMMITTEE
 LEGISLATIVE BRANCH
 DETAIL OF BALANCE OF FUNDS AVAILABLE
 FISCAL YEAR 2016
 As of 08/31/2015

Legislative Branch:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Senate:	1170							
Personal srvs. - members	011		3,410.50					3,410.50
Personal srvs. - nonclassi	016		866,777.00			277,314.65		589,462.35
Current expenses	020		22,154.00			1,822.87		20,331.13
Rents-Leases other than state	022		4,750.00			1,584.83		3,165.17
Equipment	030		500.00					500.00
Telecommunications	039		12,096.00			2,416.63		9,679.37
Legal srvs.& consultants	046		38,500.00			15,000.00		23,500.00
Personal srvs. - temp/app	050		52,459.50			95.88		52,363.62
Benefits	060		305,754.00			103,576.80		202,177.20
Employee training	066		50.00					50.00
Travel:								
In state	070		77,500.00			14,411.02		63,088.98
Out of state	080		5,750.00			892.51		4,857.49
President's discretionary fund	285		2,249.50					2,249.50
Contingency	289		0.50					0.50
Total		0.00	1,391,951.00	0.00	0.00	417,115.19	0.00	974,835.81

Legislative Branch - continued:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
House	1180							
Personal svcs. - members	011		42,500.00			200.00		42,300.00
Personal svcs. - nonclassi	016		827,434.50			230,523.68		596,910.82
Current expenses	020		27,500.00			4,392.14		23,107.86
Rents-Leases Other than State	022		2,100.00			588.42		1,511.58
Maint. Other than bldg/grnd	024	23,556.38	3,000.00				23,556.38	3,000.00
Equipment	030		1,500.00					1,500.00
Telecommunications	039		15,000.00			3,923.39		11,076.61
Consultants	046		40,000.00					40,000.00
Personal svcs. - temp/app	050		131,113.00			14,963.51		116,149.49
Benefits	060		415,501.00			89,440.37		326,060.63
Employee training	066		150.00					150.00
Travel:								
In state	070		550,000.00			53,018.25		496,981.75
Out of state	080		50,000.00			12,234.90		37,765.10
Speaker's special fund	286		3,000.00			199.35		2,800.65
Democratic Leader's Account	287		1,750.00					1,750.00
Republican Leader's Account	288		1,750.00			50.00		1,700.00
Total		23,556.38	2,112,298.50	0.00	0.00	409,534.01	23,556.38	1,702,764.49

Legislative Branch - continued:		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Operations	1160							
Personal srvs. - nonclassi	016		109,922.00			34,748.34		75,173.66
Current expenses	020		1,500.00			52.02		1,447.98
Telecommunications	039		4,500.00			1,165.95		3,334.05
Benefits	060		77,172.50			19,155.80		58,016.70
Total		0.00	193,094.50		0.00	55,122.11	0.00	137,972.39
Joint Expenses	8677							
Current expenses	020		25,000.00			813.30		24,186.70
Rents-Leases Other Than State	022		5,000.00			1,857.62		3,142.38
Organizational Dues	026		64,000.00			64,000.00		0.00
Equipment New/Replacement	030		5,000.00			249.00		4,751.00
Consultants	046		1,500.00					1,500.00
Transfer to Other State Agencies	049		1,500.00			1,500.00		0.00
Legislative Printing & Binding	290		142,500.00			10,292.90		132,207.10
Joint Orientation	291		5,500.00					5,500.00
Total		0.00	250,000.00	0.00	0.00	78,712.82	0.00	171,287.18
Less estimated Revenue		-2,050.65	-6,000.00	471.52	(A)			-7,579.13
Total		-2,050.65	244,000.00	471.52	0.00	78,712.82	0.00	163,708.05
Joint Legislative Historical Committee	8870-216	128,126.91	10,000.00			1,700.00		136,426.91
Flag Preservation Revenue	8870-3586	7,949.20						7,949.20
Total		136,076.11	10,000.00	0.00	0.00	1,700.00	0.00	144,376.11

Legislative Branch - continued:		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Visitor's Center:		1229						
Personal srvs. - nonclassi	016		49,983.50			16,320.08		33,663.42
Current Expenses	020		375.00			36.76		338.24
Telecommunications	039		550.00			71.07		478.93
Benefits	060		27,486.50			8,037.07		19,449.43
Total		0.00	78,395.00		0.00	24,464.98	0.00	53,930.02
Visitor's Ctr. Revolving Fund (G)		1230						
Souvenir Purchases	106	7,100.70	0.00			4,384.05		2,716.65
Revenue	2016	42,873.51	0.00	6,150.60	(B)			49,024.11
Total		49,974.21	0.00	6,150.60	0.00	4,384.05	0.00	51,740.76
Legislative Accounting:		1166						
Personal srvs. - nonclassi	016		103,792.50			33,984.00		69,808.50
Current expenses	020		750.00					750.00
Telecommunications	039		450.00			111.35		338.65
Benefits	060		46,930.00			11,629.63		35,300.37
Total		0.00	151,922.50		0.00	45,724.98	0.00	106,197.52
General Court Info. Systems:		4654						
Personal srvs. - nonclassi	016		194,372.00			51,444.08		142,927.92
Current expenses	020		16,000.00			2,337.56		13,662.44
Technology - Hardware	037		40,000.00			1,756.72		38,243.28
Technology - Software	038		45,000.00			327.95	0.00	44,672.05
Telecommunications	039		1,250.00			233.05		1,016.95
Benefits	060		94,264.00			26,660.52		67,603.48
Total		0.00	390,886.00		0.00	82,759.88	0.00	308,126.12

Legislative Branch - continued:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Protective Services:	1164							
Personal svcs. - nonclassi	016		187,552.50			61,272.08		126,280.42
Current expenses	020		1,350.00					1,350.00
Telecommunications	039		2,150.00			265.26		1,884.74
Benefits	060		110,213.50			31,026.10		79,187.40
Total		0.00	301,266.00		0.00	92,563.44	0.00	208,702.56
Health Services:	1165							
Current expenses	020		750.00			49.25		700.75
Telecommunications	039		250.00			41.66		208.34
Personal svcs. - temp/app	050		29,927.50			5,214.17		24,713.33
Benefits	060		2,289.50			398.88		1,890.62
Total		0.00	33,217.00		0.00	5,703.96	0.00	27,513.04
Legislative Services:	1270							
Personal svcs. - nonclassi	016		796,654.50			250,185.36		546,469.14
Current expenses	020		9,650.00			2,030.55		7,619.45
Rents-Leases other than State	022		2,750.00			812.34		1,937.66
Telecommunications	039		3,500.00			1,043.47		2,456.53
Personal svcs. - temp/app	050		12,500.00			2,934.26		9,565.74
Benefits	060		399,547.50			105,230.36		294,317.14
Employee training	066		750.00					750.00
Printing and binding	290		4,000.00			1,039.86	0.00	2,960.14
Total		0.00	1,229,352.00		0.00	363,276.20	0.00	866,075.80
Less estimated revenue	009/2045	170.68	-500.00	325.00		©		-4.32
Total		170.68	1,228,852.00	325.00 ©	0.00	363,276.20	0.00	866,071.48

Legislative Branch - continued:		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Budget Division:	1221							
Personal srvs. - nonclassi	016		318,734.50			130,784.93		187,949.57
Current expenses	020		5,483.50			229.77		5,253.73
Rents-Leases other than State	022		3,000.00			845.50		2,154.50
Organizational Dues	026		50.00					50.00
Equipment	030		1,250.00					1,250.00
Telecommunications	039		1,516.50			507.52		1,008.98
Consultants	046		7,500.00			188.00		7,312.00
Personal srvs. - temp/app	050		44,027.50					44,027.50
Benefits	060		109,462.50			52,783.06		56,679.44
Employee training	066		1,750.00					1,750.00
In state travel	070		250.00					250.00
Out of state travel	080		50.00					50.00
Total		0.00	493,074.50		0.00	185,338.78	0.00	307,735.72

Legislative Budget Assistant:

Audit Division:	1222							
Personal srvs. - nonclassi	016		1,038,075.00			287,742.24		750,332.76
Current expenses	020		6,430.00			419.99		6,010.01
Rents-Leases other than State	022		50,000.00			48,762.00		1,238.00
Equipment	030		10,000.00					10,000.00
Telecommunications	039		1,020.00			280.60		739.40
Consultants	046		285,000.00			86,900.00		198,100.00
Personal srvs. - temp/app	050		24,974.00					24,974.00
Benefits	060		407,302.00			113,500.31		293,801.69
Employee training	066		20,000.00			130.00		19,870.00
In state travel	070		7,500.00			174.96		7,325.04
Out of state travel	080		50.00					50.00
Total		0.00	1,850,351.00	0.00	0.00	537,910.10	0.00	1,312,440.90
Less estimated revenue	006/1251	559,023.00	-244,102.50			(D)		314,920.50
Total		559,023.00	1,606,248.50	0.00	0.00	537,910.10	0.00	1,627,361.40
Total		766,749.73	8,235,205.50	6,947.12	0.00	2,304,310.50	23,556.38	6,681,035.47

- (A) Proceeds from the sale of legislative subscriptions, advance sheets, permanent journals, and rosters, and royalties from Lexis Law Publishing.
- (B) Pursuant to Chapter 177:151 State House Visitor's Center Revolving Fund established - Proceeds from sales of souvenirs and expenditures from souvenir purchases transferred to V.C. Revolving account effective 10/18/06.
- (C) Proceeds from sales of photocopies and rulemaking registers.
- (D) Auditing fees

The State of New Hampshire

ADMINISTRATIVE OFFICE OF THE COURTS

Donald D. Goodnow, Esq.
Director

Two Charles Doe Drive
Concord, NH 03301
(603) 271-2521
Fax: (603) 271-3977
eMail: aoc@courts.state.nh.us
TTY/TDD Relay: (800) 735-2964

August 27, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House, Room 102
Concord, NH 03301

William F. Dwyer, Commissioner
New Hampshire State Treasury
25 Capitol Street
Room 121
Concord, NH 03301

Informational Item

Re: Report of Income and Expenditures of the Judicial Branch Information
Technology Fund: RSA 490:26-h, IV

Dear Chairman Kurk and Commissioner Dwyer:

RSA 490:26-h, IV requires that the judicial branch report on income and expenditures of the judicial branch information technology fund to the fiscal committee of the general court and to the state treasurer 60 days after the close of each fiscal year. The attached report covers the period from July 1, 2014 through June 30, 2015.

The legislature created the judicial branch information technology fund in the 2009 legislative session to provide for the "maintenance and infrastructure renewal of judicial branch information technology, including both hardware and software." See RSA 490:26-h. Actual revenues received over the past fiscal year have not kept pace with projections.

The courts are changing the way they operate and, in the process, are becoming increasingly dependent on technology. Examples of this transformation include (1) the NH e-Court Project which includes e-filing, e-noticing, e-payments, e-traffic citations, e-signatures, e-case processing, e-documents, e-document management, and e-courtroom; (2) video conferencing at all court sites and all corrections facilities; (3) J-ONE which includes plea-by-mail complaints, e-bench warrants, e-complaints, and e-dispositions; (4) electronic jury management

software; (5) digital audio recording and electronic transcripts of court proceedings; and (6) the judicial branch call center. With our increased dependence on technology has come the increased cost of maintaining and renewing that hardware and software. We have struggled to keep expenditures within the limits of the IT dedicated fund revenue stream.

In 2013, the legislature and the supreme court worked together to increase revenue to the IT dedicated fund, to address the increases in fund expenditures related to our significant increase in the use of technology. Unfortunately, actual revenues have not kept pace with revenue projections or with the increased need for hardware and software maintenance and renewal expenditures. The revenue shortfall will be aggravated by the fact that FY 2016 is a planned periodic peak renewal year. That is, payments for upgrade cycles for several components come due in FY 2016, creating a spike in payments this year. We had anticipated that the 2013 changes would yield an additional \$1.3 M in IT dedicated fund revenue, bringing total revenues to the fund of \$3.1 MM annually. However, in FY 2015 the fund took in \$2.4 MM in revenue, a shortfall of \$700,000. This is reflected in the FY 2016 projected revenue in Appendix C and in the FY 2015 actual revenue in Appendix A of this FY 2015 report.

We will address this issue in two ways. First, careful management of the fund yielded a surplus in FY 2015 and we are able to carry forward \$700,000 for use in FY 2016. Second, we will monitor expenditures and our projections. If revenues will not be sufficient to meet our projected expenditures, we will prioritize maintenance and renewal projects and defer some projects to future years.

We will have to develop a proposal to increase the IT dedicated fund stream of revenue if we are to continue to fund hardware and software maintenance and renewal outside the general fund.

The judicial branch IT dedicated fund continues to provide a dependable and user-supported revenue stream for the maintenance and renewal of critical judicial branch hardware and software. This report reflects expenditure adjustments made to support the New Hampshire e-Court Project and also reflects the fact that New Hampshire judicial branch technical and user resources have been largely dedicated to e-Court development work during FY 2015.

Please contact me if you have any questions concerning this report.

Sincerely,



Donald D. Goodnow, Esq.
Director

DDG:lm

Appendix A
FY 2015 IT Dedicated Fund
Projected and Actual Expenditures

	Projected		
	Yearly Average	Actual	
	Expenditure	Revenue	Expenditures
Operations (including SW Maint)	\$2,065,663		\$1,405,514
Hardware Maintenance	\$119,621		\$151,968
Telecommunications Lines, Internet/CMS	\$440,000		\$569,580
Software Application Enhancements	\$400,000		\$43,335
Balance from FY 2014		\$454,097	
FY 2015 Revenue		\$2,416,823	
Total	\$3,025,283	\$2,870,920	\$2,170,397

Appendix B
New Hampshire Judicial Branch
RSA 490:26-h, IV (Dedicated IT Fund)
FY 2015 Actual Expenditures

Operations (including Software Maintenance)

Software Maintenance

Support and maintenance for business, development, and utility application software. Funds in this section support critical application software maintenance, including maintenance of the case management systems, the jury management system, NH e-Court Project, and Microsoft Enterprise licensing.

Software maintenance expenses were lower than earlier average projections because the NH e-Court environment (Cloud computing) was not yet fully rolled out during the 2015 reporting period.

Server/Disk Infrastructure

Maintenance and renewal of a server virtualization framework, providing less cost, less consumed physical space, improved administrative support, decreased disaster recovery time, less staff down time, decreased power usage, improved scalability, and reduced maintenance costs.

We spent less on server/disk infrastructure than planned because the NH e-Court environment (Cloud computing) was not yet fully rolled out during the 2015 reporting period.

Infrastructure Upgrade Cycle

Maintenance of an industry accepted hardware upgrade cycle for court system staff including workstations, monitors, printers, and satellite court servers.

We began an initiative to upgrade our court audio recording equipment to be in line with current technology. To accomplish this upgrade, we needed to accelerate our workstation upgrade plan leaving less funds for other device upgrade cycles.

Network Infrastructure

Maintenance of an industry accepted upgrade cycle for the network hardware that allows the courts and the AOC to communicate with the core server framework through the SPOTS network.

Hardware expenditures in this area were lower than earlier average projections.

Hardware Maintenance

Maintenance costs for service contracts on court system IT hardware.

Hardware maintenance expenses exceeded earlier average projections due to the addition of videoconferencing equipment in all courts.

Telecommunications Lines, Internet/CMS

Licensing costs to maintain Carrier Ethernet communication with the SPOTS network needed for court connection to the case management systems, the jury management system, videoconferencing, NH e-Court and access to the Internet.

Telecommunications line expenses exceeded earlier average projections due to necessary network redundancy during our telephone migration to VoIP.

Software Application Enhancements

There is an on-going need for funds to support business process improvement modifications to our existing software applications. This includes application software such as the case management systems, the jury management system and the NH e-Court Project.

Software application enhancements expenses were lower than earlier average projections because business and IT development resources were focused on implementation of the NH e-Court Project.

Appendix C
FY 2016 IT Dedicated Fund
Projected Expenditures

	Projected Yearly Average Expenditure	Projected Revenues	Projected Expenditures
Operations (including SW Maint)	\$2,065,663		\$2,069,683
Hardware Maintenance	\$119,621		\$429,417
Telecommunications Lines, Internet/CMS	\$440,000		\$905,400
Software Application Enhancements	\$400,000		\$325,000
Balance from FY 2015 (a)		\$700,523	
FY 2016 Projected Revenue (b)		\$2,400,000	
Total	\$3,025,283	\$3,100,523	\$3,729,500
(a) Of the \$700,523 brought forward, \$432,784 is encumbered, leaving an available balance of \$267,739			
(b) FY 2016 Projected Revenues based on FY 2015 Actual Revenues of \$2,416,823			

Appendix D

New Hampshire Judicial Branch RSA 490:26-h, IV (Dedicated IT Fund) FY 2016 Projected Expenditures

Operations (including Software Maintenance)

Software Maintenance

Support and maintenance for business, development, and utility application software. Funds in this section will support critical application software maintenance, including maintenance of the case management systems, the jury management system, the NH e-Court Project, and Microsoft Enterprise licensing.

We expect Software Maintenance expenses to be consistent with earlier average projections.

Server/Disk Infrastructure

Maintenance and renewal of a server virtualization framework, providing less cost, less consumed physical space, improved administrative support, decreased disaster recovery time, less staff down time, decreased power usage, improved scalability, and reduced maintenance costs.

We expect expenditures in this area to be consistent with earlier average projections.

Infrastructure Upgrade Cycle

Maintenance of an industry accepted hardware upgrade cycle for court system staff including workstations, monitors, printers, and satellite court servers.

With the continued upgrade of our court audio recording equipment, hardware expenditures in this area will likely exceed earlier average projections.

Network Infrastructure

Maintenance of an industry accepted upgrade cycle for the network hardware that allows the courts and the AOC to communicate with the core server framework through the SPOTS network.

We expect network infrastructure expenses to be lower than earlier average projections

Hardware Maintenance

Maintenance costs for service contracts on court system IT hardware.

We expect hardware maintenance expenses to be higher than earlier average projections due to a planned periodic peak renewal year.

Telecommunications Lines, Internet/CMS

Licensing costs to maintain Carrier Ethernet communication with the SPOTS network needed for court connection to the case management systems, the jury management system, videoconferencing, the NH e-Court Project and access to the Internet.

We expect telecommunications expenses to be higher than earlier average projections due to a need to refresh and upgrade some critical core devices and accommodate network overlap during the migration of our phone system to VoIP.

Software Application Enhancements

There is an on-going need for funds to support business process improvement modifications to our existing software applications. This includes application software such as the case management systems, the jury management system and the NH e-Court Project.

We expect software application enhancements expenses to be lower than earlier average projections because business and IT development resources are focused on implementation of the NH e-Court Project.



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION OF ECONOMIC DEVELOPMENT

172 Pembroke Road, Concord, New Hampshire 03302-1856

603-271-2341
FAX: 603-271-6784
www.nheconomy.com

August 4, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

INFORMATIONAL ITEM

In accordance with Chapter 277:4, Laws of 2006, the Department of Resources and Economic Development and the New Hampshire Insurance Department respectfully submit this twice a year report to retain domestic insurers and recruit foreign insurers to redomesticate in New Hampshire.

EXPLANATION

Since the filing of our last report on January 2015, in accordance with Chapter 277:4, Laws of 2006, the Department of Resources and Economic Development and the New Hampshire Insurance Department have continued to work jointly on marketing the State's lowering of the insurance premium tax to 1.25%.

- Number of new, out of state companies from November 2009 to August 2015
 1. John Hancock: 100,000 square feet and 300 new employees (not a redomestication, but a substantial expansion to New Hampshire).
 2. Acadia Insurance: 10,000 square feet and 9 employees
 3. Washington International Insurance Company, 0 employees
 4. Verlan Fire Insurance Company, 0 employees
 5. Colorado Casualty Insurance Company, 0 employees*
 6. Safeco National Insurance Company, 0 employees*
 7. Liberty Personal Insurance Company, 0 employees*
 8. Allied World Reinsurance Company, 0 employees
 9. Golden Eagle Insurance, 0 employees*
 10. Liberty Life, currently in NH with approximately 250 employees
 11. Campmed Casualty & Indemnity Company, Inc. of Maryland, 0 employees
 12. First National Insurance Company of America, 0 employees*

13. General Insurance Company of America, 0 employees*
14. Safeco Insurance Company of America, 0 employees*
15. Safeco Surplus Lines Insurance Company of America, 0 employees*
16. The Midwestern Indemnity Company, 0 employees*
17. Mid-American Fire & Casualty Company, 0 employees*
18. American Fire and Casualty Company, 0 employees*
19. Ohio Security Insurance Company, 0 employees*
20. The Ohio Casualty Insurance Company, 0 employees*
21. MEMIC Casualty Company, 0 employees
22. Tufts Health Freedom Insurance Company, 0 employees

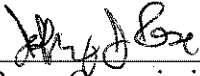
* Liberty Mutual owned companies.

Note that the marketing funds for this project were taken out of the budget as of July 1, 2011. No further proactive marketing has been done on this project.

Respectfully submitted,

N.H. Department of Resources
and Economic Development

N.H. Insurance Department



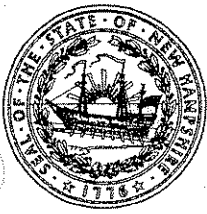
Jeff Rose, Commissioner



Roger A. Sevigny, Commissioner



TDD ACCESS: RELAY NH 1-800-735-2964
DIVISION OF ECONOMIC DEVELOPMENT



STATE OF NEW HAMPSHIRE
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
 OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
 Phone: 271-2411 Fax: 271-2629

September 4, 2015

The Honorable Neal M. Kurk, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, New Hampshire 03301

INFORMATIONAL ITEM

Per request by the Chairman of the Joint Fiscal Committee, the Commissioner of Department of Resources and Economic Development respectfully submits the following information relative to statistical and financial data between the Cannon Mountain ski area and other similar ski resort areas for purposes of comparative analysis.

EXPLANATION

A request for comparative data between Cannon Mountain and other New Hampshire ski areas was sent to all SkiNH member resort General Managers. We received a total of two responses for the 2014-15 winter season out of 15 other member areas.

Comparative statistical data is summarized as follows:

	Ski Area "A" (non-resort)	Ski Area "B" (non-resort)	Cannon (non-resort)
Staff	5 Full Time Yearly 120 Season FT & PT 60 Volunteers	24 Full Time Yearly 750 Seasonal FT & PT Volunteer # not given	26 Full Time Yearly 400 Seasonal FT & PT 60 Volunteers
Profit Margin	4%	10%	4.1%
Growth	Visits down 2%	Visits flat	Visits up 5%
Sales	Revenue down 11%	Revenue flat	Revenue up 2%
5 year Visit Trend	Increase 3%	No Change	No Change

The following contains statement of operations financial information sent by National Ski Areas Association (NSAA).

In terms of rated size relative to operations industry-wide, Cannon fits into more than 1 category depending upon the basis of measurement for comparison purposes.

For this comparison data, resort size is the defining characteristic and is defined by quantifying as Vertical Terrain Feet per Hour (VTFH). Also known as lift infrastructure, it is calculated as the vertical length (drop) of each lift multiplied by its rated capacity per hour.

However, it should be understood that there are resorts and ski areas industry-wide with a wide variety of and diversity of skier visits, amenities, and revenue streams, regardless of size.

In the case of Cannon, based purely on VTFH, Cannon's 11.1 Million VTFH puts us solidly in the Med-Large category. Nationally, we fall just within the Med-Large category.

Using FY 2014 (2013-14 ski season) as the most recent comparative and offering comparison in the Medium-Large resorts category:

National FY14 -	average gross revenue was \$9.36 Million (only 14 respondents)
Regional FY14 -	average gross revenue was \$21.8 Million (only 22 respondents)
Cannon FY14 -	gross revenue was \$7.56 Million
National FY14 -	average ops expense was \$6.63 Million
Regional FY14 -	average ops expense was \$17.54 Million
Cannon FY14 -	ops expense was \$7.23 Million
National FY14 -	average operating profit (surplus) was \$2.74 Million
Regional FY14 -	average operating profit (surplus) was \$4.26 Million
Cannon FY14 -	operating profit (surplus) was \$0.3 Million
National FY14 -	average profit margin after depreciation, amortization, operating leases and interest was 10.2%
Regional FY14 -	average profit margin after depreciation, amortization, operating leases and interest was 4.5%
Cannon FY14 -	profit margin (no depreciation, amortization, operating leases, interest) was 4.1%

Using FY 2011 (2010-11 ski season) as a past data comparative... for Med-Large resorts:

National FY11 -	average gross revenue was \$24.43 Million
Regional FY11 -	average gross revenue was \$20.31 Million
Cannon FY11 -	gross revenue was \$7.5 Million
National FY11 -	average ops expense was \$18.53 Million
Regional FY11 -	average ops expense was \$15.91 Million
Cannon FY11 -	ops expense was \$6.23 Million
National FY11 -	average operating profit (surplus) was \$5.90 Million
Regional FY11 -	average operating profit (surplus) was \$4.40 Million
Cannon FY11 -	operating profit (surplus) was \$1.3 Million
National FY11 -	average profit margin after depreciation, amortization, operating leases and interest was 8.6%
Regional FY11 -	average profit margin after depreciation, amortization, operating leases and interest was 10.6%
Cannon FY11 -	profit margin (no depreciation, amortization, operating leases, interest) was 17.2%

Other regional comparative data by VTFH (FY 2014 only):

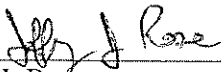
Average year-round employees -	41
Cannon year-round employees -	26
Average seasonal paid employees -	514
Cannon seasonal paid employees -	400
Average total paid employees -	555 (7.4% year round)
Cannon total paid employees -	426 (6.1% year round)

Average season length -	136 days
Cannon season length -	136 days
Average peak day visits -	4,400
Cannon average peak day visits -	3,500
Average total skier visits -	199,000
Cannon total skier visits -	140,000

Notes:

- Only two New Hampshire ski areas responded to our request for information.
- Cannon does not fit neatly into any national or regional category.
- There are few ski areas of our size and lift infrastructure that generate revenue solely on ticket and ski pass sales and retail rental and concession operations
- Cannon does not take depreciation expense or amortize its assets. Nor does it pay interest or taxes although there is debt expense for bond issues. Essentially, there is no earnings before Interest, taxes, depreciation and amortization (EBITDA)

Respectfully submitted,



Jeffrey J. Rose
Commissioner

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
1	A	Establish a Risk Assessment Process	Ø Establish a formal risk assessment process supported by policies and procedures for recognizing, evaluating, and responding to risks that could affect Cannon Mountain's ability to reach its objectives.	Risks identified have mitigation policies in place for security and safety	11/1/2015	Need Drafted document that is approved by commissioner, business administrator, director and mountain manager	••
	B			Team member safety has become priority #1; Worked to reduce Workers' Comp in FY15	11/1/2014		••••
	C			Open door policy and hotline in place to report potential / perceived material risks	11/1/2014		••••
	D		Ø Regularly review financial and operational activities for indicators of risk exposure.	Risk assessment review team established that includes members with proper areas of expertise to be sure all details of operations are being appropriately considered. Team members designated. Checklist established		Document list of team names and areas of expertise. Meeting minutes. Checklist of risk items and dates they are addressed.	••
	E		Ø Establish and monitor controls that appropriately address those risks.				•
	F		Ø Cannon Mountain and Department employees with particular areas of expertise and knowledge of Cannon Mountain operations should participate in the review to ensure that details of operations that may not be obvious to management are appropriately considered.				•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
2	A	Establish Policies and Procedures for all Significant Financial Activities	Ø Establish policies and procedures to support its employees in performing significant financial accounting and reporting activities, including performing and reviewing the collection, recording, and reporting of revenue and compile in a generally accessible and indexed manual or form	Current ticket / pass / program seller manual in place since November 2014	11/1/2014	Cannon business office to provide monthly financial statements and financial variance analysis to agency business administrator.	••
	B					Training in selling / reconciliation is ongoing	•

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
	C		Ø Employees should be trained in the application of the policies and procedures, and management should monitor to ensure that the controls provided by the policies and procedures are consistently applied and remain effective.			Update currently documented practices to specifically cite Cannon and other off-site locations as necessary to ensure applicability of adherence to policies and procedures governing internal financial reporting requirements.	•
	D					Establish a shared drive repository on our network for central accessibility to all locations for submission and reference of financial activity reporting and analysis.	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
3	A	Reconcile 3 Primary Accounting Systems	Ø Prepare periodic reconciliations of the financial information recorded in its three primary accounting systems.	Quickbooks is reconciled weekly with the DTR on the State website. We utilize QB as a tool to track on-site spending in sub-departments; State system unable to achieve the level of detail we utilize	9/1/2015		••••
	B		Ø Review and approve reconciliations to ensure they are timely, complete, and accurate with any identified differences appropriately resolved.			Submit monthly reconciliations for business administrator review and approval.	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
4	A	Establish Controls Over Internet Sales Process	Ø Immediately establish controls over the internet payment processing account commensurate with the activity in the account.	Reporting and transfers are conducted by 2 different individuals @ Cannon Business Office, each with their own access. Transfers reviewed by DRED Business Office	8/1/2014	Document a reconciliation procedure and have signed off.	•••
	B		Ø Policies and procedures should be established for a regular reconciliation of the activity in the account. The reconciliation should be performed independently of any other responsibility for the account or the activity in the account. The reconciliation should be reviewed and approved by a responsible member of management.		12/1/2015	Establish a recon document to be submitted for review and approval monthly and maintained in repository.	•

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
	C		∅ Department ownership should be exercised over the account. The Department should be identified as the owner of the account and prior employee's names should be removed from the account.				•
	D		∅ Separate user names, passwords, and access authorities should be established for the account to ensure that accountability is established and access is appropriately limited to the users' roles and responsibilities.	Account access has been established properly and will be maintained as such going forward.	1/1/2015		••••
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
5	A	Perform Regular and Complete Reconciliations of Clearing Account	∅ Perform a regular and complete reconciliation of its clearing account. All differences identified in the reconciliations should be resolved in a timely manner. The results of the reconciliations should be reviewed and approved by Department financial management to ensure the accuracy and completeness of the credit card revenues included in the reconciliations.			Document a clearing-account reconciliation procedure and create a reconciliation report document to be maintained in repository. Reviewed and approved monthly by BA.	•
	B		∅ Establish policies and procedures relative to the proper accounting and reporting of credit card revenues and fees. The policies and procedures should address all of the Department's credit card vendors.			∅ Establish and maintain as needed, all policies and procedures relative to proper accounting and reporting of credit card revenues and fees.	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
6	A	Establish Policies and Procedures for Adjusting Financial Accounts	∅ Establish policies and procedures for proposing and recording financial transactions intended to correct or adjust financial accounts.	Request submitted to DAS FDM group to determine if Cannon Mountain GL entries can be submitted for approval to department business administrator before being approved by Bureau of Accounting.	12/1/2015	Add the step of sending JE, approvals to the Department business office via including as an added step in the process flow approval system in NHFIRST.	•••
	B		∅ Any financial transactions intended to correct a previously recorded account transaction or balance should be subject to appropriate controls, including policies and procedures requiring an effective review and approval control.	Credit card charges are identified by location. All charges are allocated on that basis.	9/1/2015		••••

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
7	A	Monitor Employee Access to Information Systems	Ø Monitor employee access to information systems.	Ø Information systems access department policy has been updated to include a policy specific to the Cannon Location and systems used on site.	1/1/2015		****
	B		Ø Ensure that all employees are knowledgeable of, and trained in, the application of Department policies relevant to their job responsibilities, including employees involved in controls addressed in Department Policy #51, Initial System Access.			Ø Include a sign-off form for each employee confirming that they have been trained and are in compliance with the policy to be maintained by the department Internal Auditor.	•
	C		Ø All standard roles in the automated control system should be regularly reviewed to ensure they remain appropriate for the jobs defined. All changes to system access, including authorization for the changes, should be documented			Develop and maintain a checklist of personnel and there standard roles and access to be reviewed for accuracy by Internal Auditor Quarterly	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
8	A	Improve Communication of Financial Information	Ø Improve controls to ensure there is a system for, and expectation of, communication of financial information, especially information that may require management's involvement.	Direct participation in weekly staff meetings for review, updates and resolution on all operational and financial action items now occurs weekly.	8/1/2015		****
	B		Ø Review the cause of the credit card processing issue that resulted in the loss of the credit card sales data and revenue and ensure there are policies and procedures in place to timely mitigate any losses should it happen again.		11/1/2013	Ø All documented business communications via memo or email between the Cannon location and the department business office will include at a minimum the Mountain Manager and the Cannon office manager.	•
	C		Ø Review the circumstances that caused a significant revenue control to be unperformed without its notice for half of fiscal year 2014.	Training personnel for AP functions and training for Admin Manager back-up ongoing.	11/1/2015		***
	D		Ø Improve its control monitoring to ensure that the controls it intends to have in place are operating as designed.	Checklist of business office ongoing priorities in place and reviewed with staff at weekly meetings for update.	6/1/2015		****
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
9	A	Take Advantage of Available Discounts	Ø Identify those invoices offering discounts. Where efficient, Cannon Mountain and the Department should take advantage of available discounts to lessen cost of operations.	Training completed for Cannon office staff.	5/1/2015	Conduct quarterly audits with Internal auditor	•••
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
10	A	Record All Financial Activity in the Financial Statements	Ø Generally, all financial activity should be recorded in accounting systems and reported on financial statements, including bartered activity. Participating in unrecorded bartered financial activity increases the risk that the extent of financial activity is not understood, properly controlled, and where required, in compliance with laws and rules, including tax reporting requirements.			Ø Develop a documented notification and concurrence procedure to confirm the proper effort has been made to make Department management aware and confirm that partnerships have been formally approved.	•
	B		Ø Consider the appropriateness of the current accounting and financial reporting (including tax reporting) procedures for the external partner and sponsor marketing relationships including the vehicle lease, Lodging Partnership Program, and any other bartered transactions which result in certain Cannon Mountain financial activity to be "off-book".			Ø Ensure that reporting of financial and accounting data from contracted agency will be sent to the Department Business Office for monthly review.	•
	C		Ø Establish policies and procedures that ensure that Department management is aware of, and approves, the external partner and sponsor and other relationships that are not currently recorded in Cannon Mountain's financial activity.	Guidance request submitted to comptroller's office 8/24/15 as to the appropriateness and accuracy of recording non-monetary bartered transactions under these circumstances to determine if it is required and, if so, how it should be recorded as such.	3/1/2016		••
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
11	A	Establish Controls to Mitigate Payroll Risks	Cannon Mountain should establish controls to mitigate risks in its payroll process including establishing controls for:	Reports are being signed by supervisors weekly. Timeclocks were reprogrammed April 2015, now able to give employees total hrs for the day and pay period	2/1/2015		••••

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
	B		Ø A supervisory review of employee hours worked. Each Cannon Mountain department manager should review reported work hours for their employees to ensure employees comply with payroll policies and the payroll appears reasonable.			Seek to attain additional payroll reporting out of the NHFIRST payroll system from the Department's Payroll Officer to tighten up all other aspects of payroll reporting	•
	C		Ø The mitigation of the risk resulting from the broad access provided to the Cannon Mountain payroll officer to make changes to the payroll without any review and approval control.				•
	D		Ø Providing payroll information reports to Cannon Mountain that could be used to review payroll charged to its accounts.	Payroll information reports now provided to cannon Mountain payroll office for review each pay period.	6/1/2015		••••
	E		Ø Proactively monitoring hours worked by seasonal employees to ensure those employees are provided all benefits that they earn, as further discussed in Observation No. N-16.				•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
12	A	Mitigate State Payroll System Weakness	Ø Work with DAS to determine whether there is an available control within the State's payroll system that would allow for a review and approval control for payroll changes made by the Department's payroll officer.	Bi-weekly reports being sent to Cannon's payroll officer to ensure that funding is consistent with Cannon's employees	6/1/2015		••••
	B		Ø Establish formal policies and procedures for an effective review, analysis, and approval of the Department's bi-weekly payroll that would mitigate the weakness caused by the payroll officer's current access authorities and increase the likelihood that payroll errors or frauds would be prevented or detected in a timely manner.				•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
13	A	Monitor Benefits Provided to Seasonal Employees	Ø Work with the State's Division of Personnel to determine the appropriate criteria for identifying seasonal employees who become eligible for benefits, by position or by time worked, and determine the appropriate process for notifying and awarding benefits to those employees.	The Department has worked with the Division of Personnel and the Attorney General's office and the criteria have been established and have been communicated to Cannon management. Seasonal employees who will be receiving benefits going forward have been identified. Employees are being identified in advance if they will be receiving benefits.	4/1/2015	Complete written policy. Conduct follow up to ensure criteria are being followed and employees are appropriately awarded benefit.	***
	B		Ø Establish policies and procedures to effectively manage its seasonal employees' work time; to ensure that employees become eligible for benefits as part of a managed work schedule and not through lack of management's oversight of employees' work schedules and hours.	The hours worked status of all employees has been reviewed and employees identified	6/1/2015	The Department will continue to follow up with the Department of Administrative Services to utilize the existing payroll system to track hours using information already entered into the system. A method of tracking hours independently of the payroll system is being developed.	**
	C		Ø Consult with appropriate parties to determine whether any liability exists for past benefit determinations and whether action is required at this time relative to benefits not having been provided during fiscal year 2014 and prior.	The Attorney General's office has been contacted and has responded by stating that there is no way to determine the liability and made reference to a letter to the Audit Division dated May 15, 2015 and June 9 2015	9/4/2015		****
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
14	A	Review the Awarding and Reporting of Fringe Benefits	Ø Review with appropriate subject experts whether federal tax regulations require Cannon Mountain to report the monetary value of certain benefits provided to employees, volunteers, and affiliates.	Tax law guidance request to determine impact, if any, of IRS regulations submitted to comptroller's office 8/24/15.	12/1/2015		**
	B		Ø Evaluate its criteria for awarding these benefits to ensure that that the benefits provided to employees, volunteers, and affiliates remain economical.				.
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
15	A	Improve Accountability and Transparency Over No-Cost Passes	Ø Improve the accountability and transparency over its issuance of no-cost passes.	Reporting issues resolved via tracking all season pass types, incl team members. number and type of passes made available for distribution.	11/1/2014		****

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
	B		∅ Information on the use of no-cost passes should be accumulated, analyzed, and reported for management's review and approval.			Establish protocol of update and reporting monthly to the Commissioner, Director of Parks and Recreation, and the Department Business Administrator.	•
	C		∅ Management should ensure the analysis demonstrates their delegation of authority has been properly administered and the program is providing the intended results.			Department management will consult annually with Cannon management regarding the effectiveness of such issuances based on the new required reporting.	•
	D		∅ Consider whether the financial activity resulting from bartered services should be reported for Federal income tax purposes and considered for inclusion in Cannon Mountain's financial statements.	Request seeking tax-law guidance regarding the consideration of Federal IRS regulations should they be applicable. submitted to comptroller's office 8/24/15.	8/24/2015		••
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
16	A	Improve Accountability of Discounted Season Passes	∅ Improve accountability over discounted season passes.	We now specifically track all season pass types for statistical and demographical information relative to season pass distribution to add value to seeking new marketing and sales opportunities.	11/1/2014		••••
	B		∅ Consider modifying its policies and procedures for recording season pass transactions in its point of sale system to capture additional information and provide additional accountability over its issued season passes.			Policy/Preceduer to be documented to reflect added data information as part of sales process.	•••
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
17	A	Increase Use of Vouchers to Support Complimentary Tickets	∅ Cannon Mountain should limit the instances where complimentary tickets are issued without the support of a complimentary ticket voucher.	Access of complimentary tickets restricted to General Manager and Guest Svices Manager and are the only authorized issuers of complimentary tickets for use as designated.	11/1/2014		••••
	B		∅ Once limited, instances where free tickets are issued without the support of a voucher should be reviewed with the ticket seller and the supervisor who authorized the free ticket.	∅ Tickets are to be held in a secure location and accessed only by or with the permission of either authorized issuing agent. Location designated.	11/1/2014		••••

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
	C		Ø Confirmation of the circumstances surrounding the issuance of a free ticket without a voucher should be documented by the reviewer of the transaction.			Record of pre-issue of tickets will be provided to the departmnet business administrator and maintained for audit by internal auditor.	••
	D					Internal Auditor will confirm final counts at the end of the season for unused tickets and total inventory.	••
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
18	A	Improve Control Over Retail Operations	Improve the controls over its retail operations.	Department Business Administrator is in the process of drafting a plan of action in conjunction with the new Internal Auditor to institute updated and where applicable, new inventory control policies and procedures.	12/1/2015		••
	B		Ø Implement appropriate control activities for the retail operations, including review and approval controls and segregation of duties controls.	Developed flowchart of retail operations outlining process for for control of all retail activity.		Ø Prepare Monthly reconciliation and reporting of all inventory on hand.	••
	C		Ø Implement monitoring controls to reasonably ensure that the implemented control activities are consistently performed and remain responsive to the risks they are intended to address.			Ø. Employ independent assistance from the division retail manager of concession to participate in oversight of the Cannon retail operations unit	•
	D		Ø Management information reporting of the retail activity should be prepared and reviewed by Cannon Mountain management to ensure management remains aware of the profitability and the efficiency and effectiveness of the retail operations.			Ø Establish regular intervals of audit control from internal auditor to ensure compliance and proper procurement and inventory control procedures.	•
	E		Ø Periodic reporting and analyses of cost of goods sold, inventory levels, turnover, shrinkage adjustments, and other performance data should be provided to, and used by, Cannon Mountain and Department management to establish and monitor expected and actual performance of the retail operations.			Ø Department business administrator to establish formal reporting requirements from all concession operations	•

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
	F		Ø Adjustments to inventory records based on periodic inventory control counts should be reported to, and reviewed by, a level of management independent of retail operations to ensure that Cannon Mountain's retail operations are operating as intended.			inventory adjustments will be signed off by Agency business administrator and audited by Internal auditor	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
19	A	Monitor and Enforce Contract Provisions	Ensure contract provisions are effectively monitored and enforced.			Department business administrator to establish contract compliance requirements list and review quarterly with Cannon Mountain Manager. Establish concession control plan that includes standards for contract compliance review	•
	B		Ø Ensure that any delegation of contract monitoring responsibilities are understood and supported by appropriate policies and procedures to ensure the Department's interests are protected.	Seasonal audits of contract compliance by internal auditor added as part of scheduled on-site audit responsibilities.		Audits to be conducted once the season begins.	••
	C		Ø Require food services concessionaire to adhere to all contract provisions intended to protect the Department's interests.	Seasonal audits of contract compliance by internal auditor added as part of scheduled on-site audit responsibilities.		Audits to be conducted once the season begins.	••
	D		Ø Information received from its contractor should be reviewed for accuracy and compliance. Instances of noncompliance with contract provisions should be aggressively pursued and resolved.			Establish protocol for Agency Business Administrator to receive financial information from concessionaire for review.	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
20	A	Safeguard and Report State Assets	Ø Ensure that Cannon Mountain is complying with all State policies and procedures for the safeguarding and reporting of State assets.	Full asset audit is under way. All assets will be recorded and all reporting will be updated prior to start of the 15-16 season.	11/1/2015		•••

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
	B		Ø Improve their communication of information related to the performance, results, and review of the related control activities.	Internal Auditor is providing training and instruction on-site for the proper receiving and recording of assets and inventory.	11/1/2015	Department business office will confirm administering of training and instruction on policy and proper procedure with the Business Manager at Cannon to confirm that all assets received are tagged and recorded per State policy and inventory tag procedures.	••
	C		Ø As part of its monitoring activities, the Department should ensure that information related to the real property improvements at Cannon Mountain is communicated to the Department's Design, Development and Maintenance section for its review and consideration, and for Department recordkeeping purposes.			Ø The Department Internal Auditor will also be engaged to proactively ensure proper accountability of all assets at Cannon Mountain via semi-annual audits. Audits will be scheduled through the season	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
21	A	Establish Controls Over Equipment Rental Inventory	Ø Establish controls over its equipment rental inventory to lessen the risk that inventory is not properly controlled and accounted for.	Department Business Administrator is in the process of drafting a plan of action in conjunction with the new Internal Auditor to institute updated and where applicable, new inventory control policies and procedures.	12/1/2015		••
	B		Ø Review and approve purchases of rental shop equipment.			Ø Prepare Monthly reconciliation and reporting of all inventory	•
	C		Ø Prepare reconciliations to ensure purchased inventory is received and included in inventory records.			Ø Employ independent assistance from the division retail manager of concession to participate in oversight of the Cannon retail operations unit	•
	D		Ø Implement reviews, including the results of comparisons of physical inventory counts to inventory records.			Ø Establish regular intervals of audit control from internal auditor to ensure compliance and proper procurement and inventory control procedures.	•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
22	A	Establish Policies and Procedures to Review Filings of Statements of Financial Interests	Ø Establish policies and procedures to review the filing status of employees, and others associated with the Department, who are required to file Statements of Financial Interests.	Department Business Administrator has schedule of reporting requirements and is actively reviewing for compliance of filing requirements and enforcing schedule.	9/1/2015		•••
	B		Ø Encourage required individuals to file timely Statements of Financial interests, including advising those individuals of statutory consequences if timely filings are not made.				•
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
23	A	Establish Policies and Procedures for Monitoring Mittersill Project	Ø Establish policies and procedures for monitoring its contract with the FSC and for ensuring that the Mittersill Project proceeds as intended.	Ongoing per normal department asset management procedure, Cannon Business office will record the acquisition of any new assets per State asset reporting.	9/1/2015		••
	B		Ø Receive and closely review FSC audited financial statements.	Guidance request submitted to comptroller's office 8/24/15 to determine how the Department should record the benefit we have been given from this contract with particular focus on how and when assets of the project are to be recognized.	8/24/2015		••
	C		Ø Determine the appropriate accounting and reporting of the Mittersill Project, including the assets purchased and built by the Project.			Ø Cannon Business Office will ensure that FSC provides its financial reports annually which will be reviewed by the Department Business Administrator and Cannon General Manager with consideration of where and how the funds for our benefit are being held and managed.	•
	D		Ø Maintain oversight for all construction activity at Cannon Mountain, and ensure that all construction activity meets the Department's standards and is suitably documented to allow for future operation and maintenance, and to properly account for and report those improvements.	Cannon Mountain Manager designated as responsible for oversight of all on-site construction activity and document as part of Mittersill Project Monitoring protocol as defined by the department.	9/1/2015	Determine if oversight should include other members of management staff.	•••
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status

Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
24	A	Determine Budgetary Status of Ski School and Concession Operations	Ø Consider the continued requirement and appropriateness of excluding its school and concession operations from the State's budget process. To increase transparency, accountability, and controls, Cannon Mountain should include its school and concession operations in its budget submissions	Ø The Cannon Mountain and Cannon Ski School/concession units will be included in the agency operation budget development phase for the FY18-19 Biennium	6/1/2015		****
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
25	A	Comply with Statutory Requirements	The Department should comply with statutory requirements.	A request to address Observation 5 by consolidating reporting was made by the agency through HB2 in the budgeting process. This language was removed from HB2	5/1/2015	The agency will comply with RSA 12-A:15 by providing required reports.	****
	B		Ø Review and assess the statutes affecting the Department's operations. If the Department determines that certain statutes no longer have relevancy, the Department should request the statutes be appropriately amended and seek legislative clarification for statutes in which the Department is unsure of the statutory requirements.	The State Park System Advisory Council met on August 27 to review Cannon's statutory requirements under their responsibilities for 10 Year Strategic Plan implementation and supported the introduction of housekeeping legislation in the House to address Observations 1,2,3,4,6 and 7. Legislative members agreed to serve as co-sponsors	8/27/2015	Suggested bill language is being drafted by the agency to be provided to legislative staff for introduction this session. Sponsors for the legislation are being contacted	**
Item #	Line	Observation Title	Recommendation	Actions To Date	Completion Date	Next Steps	Completion Status
26	A	Submit Quarterly Reports on Seasonal Passes Sold at Reduced Rates	Ø Include information regarding season passes sold at reduced rates to New Hampshire residents in its quarterly reporting to comply with RSA 227:14. The reports should be reviewed for accuracy and submitted timely.	Enhance reporting to include season pass sales data for reduced rate sales. Reporting is up-to-date, with reduced and team member passes included	11/1/2014		****
	B		Ø If the Department determines that the reporting requirement no longer serves the purpose of the State and Department, the Department should request that the statute be appropriately amended.	The reporting requirement is sufficient. No further changes will be requested.	11/1/2014		****

CANNON MOUNTAIN 2001 AUDIT FINDINGS STATUS - CURRENT STATUS UPDATE

Internal Control Comments - Reportable Conditions	Prior Status			Current Status			Change
Administrative Issues	<u>Prior status</u>						
1. All Expenditures Should Be Subject To Pre-Approval By Management	●	●	●	●	●	●	
2. Monitoring Of Food Services Contract Should Be Improved (See Current Observation No. 19)	●	○	○	●	○	○	
3. Use Of Receiving And Inspection Procedures And Reports Should Be Made More Effective	●	●	○	●	●	○	
4. Controls Over The Issuance Of Complimentary Tickets Should Be Improved (See Current Observation No. 17)	●	○	○	●	●	●	☒
5. Controls Over Discounting Or Adjusting Lift Ticket Prices Should Be Improved	●	●	●	●	●	●	
6. Controls Over The Issuance Of Season Passes Could Be Improved	●	●	●	●	●	●	
7. Controls Over Deposit Process Should Be Improved	●	●	●	●	●	●	
8. Segregation Of Duties Over Processing Revenues Should Be Improved	●	○	○	●	○	○	
9. Controls Over Rental, Repair, And Nursery Revenues Should Be Improved	●	●	●	●	●	●	
10. Sales Of Excess Ski And Bike Rental Inventory Should Be Subject To Management Review	●	●	●	●	●	●	
11. Controls Over The Inventorying And Sale Of Rental Shop Inventory Should Be Improved	●	●	●	●	●	●	
12. Accountability Over Revenue Transactions At Echo Lake Beach Facilities Should Be Improved	●	●	○	●	●	○	
13. Reconciliation Process For The Depository Account Should Be Improved	●	●	●	●	●	●	
14. Revenues Should Be Recorded More Timely	●	●	●	●	●	●	
15. Checks Should Not Be Made Payable To Cash Or Employees To Fund Revolving And Petty Cash Accounts	●	●	●	●	●	●	
16. Computer Access Password Controls Should Be Better Utilized	●	●	●	●	●	●	
Equipment Issues							
17. Procedures For The Annual Inventory Of Equipment Should Be Improved (See Current Observation No. 20)	●	○	○	●	●	○	☒
18. Controls Should Be Established To Ensure Equipment Is Properly Identified And Tagged When Acquired (See Current Observation No. 20)	●	○	○	●	●	○	☒
19. Physical Security Over Buildings And Equipment Should Be Improved	●	○	○	●	○	○	
20. Discrepancy Reports Should Be Filed To Report Lost, Stolen, Or Damaged Equipment (See Current Observation No. 20)	●	○	○	●	●	○	☒
Retail Sales Operations Issues							
21. Management Oversight Of The Retail Sales Operations Should Be Increased (See Current Observation No. 18)	●	○	○	●	○	○	
22. Controls Over Retail Sales Accountability Should Be Improved	●	●	●	●	●	●	
23. Segregation Of Duties Should Be Established Over Retail Sales And Retail Inventory Control (See Current Observation No. 18)	●	○	○	●	○	○	
24. Controls Over Purchases Of Retail Inventory Should Be Improved	●	●	○	●	●	○	
25. Physical Controls Over Retail Inventory Should Be Improved	●	●	●	●	●	●	
26. Merchandise Should Be Recorded Into Inventory Prior To Being Offered For Sale (See Current Observation No. 18)	●	○	○	●	○	○	
27. Periodic Control Counts Of Saleable Inventory Should Be More Accurate	●	●	○	●	●	○	
28. Additional Training And Support On The Use Of The Retail Operation's Perpetual Inventory System Is Needed	●	●	○	●	●	○	
Payroll Issues							
29. Review And Approval Of Hours Worked Should Be Implemented (See Current Observation No. 11)	●	○	○	●	●	○	☒
30. Management Information System's Reporting Of Ski School Employee Activity Should Be Improved	●	●	●	●	●	●	
31. Time Recording Procedures Need To Be Emphasized In The Employee Manual	●	●	○	●	●	○	
State Compliance Comments							
32. Discounts On Season Passes Should Be Applied And Reported As Required By Statute (See Current Observation No. 26)	●	○	○	●	●	●	☒

CANNON MOUNTAIN 2001 AUDIT FINDINGS STATUS - CURRENT STATUS UPDATE

Internal Control Comments - Reportable Conditions	Prior Status			Current Status			Change
33. Report Of The Activities Of The Cannon Mountain Capital Improvement Revolving Fund Should Be Prepared And Submitted (See Current Observation No. 25)	●	●	○	●	●	●	☒
Management Issues Comments							
Administrative Issues							
34. Inefficiencies In Recording Transactions Should Be Reviewed	●	●	○	●	●	○	
35. Complimentary Ticket Policies Should Be Reviewed (See Current Observation No. 25)	○	○	○	●	●	○	☒
36. Authority To Adjust Fee Schedules Should Be Clarified	●	●	●	●	●	●	
37. Lessee's Use Of Department Motor Vehicles Should Be Reviewed	●	●	●	●	●	●	
38. Necessity And Operation Of The Capital Refurbishing Account Should Be Reviewed (See Current Observation No. 19)	○	○	○	○	○	○	
Payroll Issues							
39. Necessity Of The Regular Payment Of Overtime To Employees Should Be Reviewed	●	●	●	●	●	●	
40. Authority For And Control Over Additional Employee Benefits Should Be Reviewed (See Current Observation No. 14)	●	○	○	●	●	○	☒
41. Appropriateness And Efficiency Of Two-Hour Minimum Pay Guarantee For Employees Should Be Reviewed	●	●	●	●	●	●	
42. Employment Status Of Volunteer Workers Should Be Reviewed (See Current Observation No. 14)	○	○	○	○	○	○	
			18				21
			13				13
			6				6
			2				2
Status Key							
Fully Resolved	●	●	●				
Substantially Resolved	●	●	○				
Partially Resolved	●	○	○				
Unresolved	○	○	○				