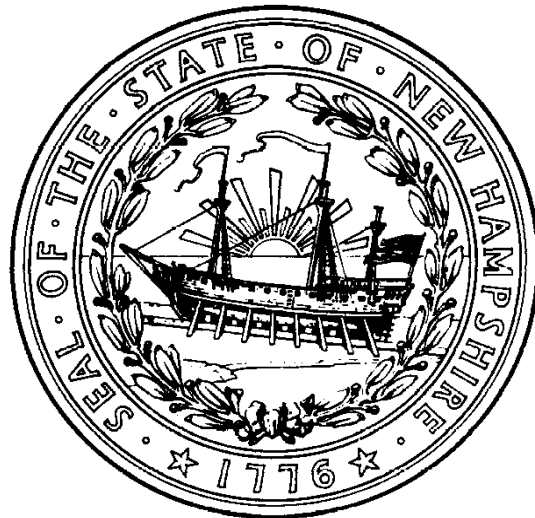
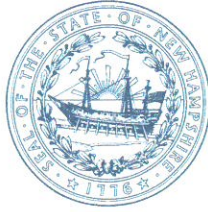


FISCAL COMMITTEE



**Meeting of September 16, 2016
10:00 a.m.
Room 210-211, LOB**



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

CHRISTOPHER M. SHEA, MPA
Deputy 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 8, 2016

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 16, 2016, 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 16, 2016 in Room 210-211 of the Legislative Office Building

10:00 a.m.

- (1) Acceptance of Minutes of the August 5, 2016 meeting

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

- (2) Old Business:

FIS 15-229 Department of Health and Human Services – authorization to implement the actions contained in the Cost Savings Plan to support the dual purposes within the Sununu Youth Services Center of providing both secure youth detention and psychiatric residential treatment. (FIS 15-229 Additional Information – Letter from Representative Kurk, dated November 18, 2015, containing two separate provisions relative to the funding of the Sununu Youth Services Center) Tabled 12/18/15

FIS 16-082 New Hampshire Liquor Commission – authorization to accept and expend \$249,270 in other funds through September 30, 2016. Tabled 05/20/16

FIS 16-087 Department of Health and Human Services – authorization to accept and expend \$8,298,168 in federal funds effective July 1, 2016 through December 31, 2016. POSTPONED 05/20/16 and Tabled 06/24/16

FIS 16-093 New Hampshire Liquor Commission – authorization to accept and expend \$109,692 in other funds through September 30, 2016. Tabled 06/24/16

FIS 16-098 Replacement Department of Education - contingent upon Fiscal Committee approval of FIS 16-087, authorization to accept and expend \$612,500 in other funds for the period of September 1, 2016 through February 28, 2017, which replaces request FIS 16-098 Department of Education - contingent upon Fiscal Committee approval of FIS 16-087, to accept and expend \$612,500 in other funds for the period of July 1, 2016 through December 31, 2016. Tabled 06/24/16

FIS 16-099 Replacement New Hampshire Employment Security – contingent upon Fiscal Committee approval of FIS 16-087, authorization to 1) accept and expend \$477,930 in other funds for the period of September 1, 2016 through February 28, 2017, and 2) establish seven (7) full-time temporary positions consisting of; six (6) Employment Counselor Specialist (LG 19) and one (1) Program Specialist I (LG 19) for the period of September 1, 2016 through February 28, 2017, which replaces request FIS 16-099 New Hampshire Employment Security – contingent upon Fiscal Committee approval of FIS 16-087, to; 1) accept and expend \$477,930 in other funds through December 31, 2016, and 2) establish seven (7) full-time temporary positions consisting of; six (6) Employment Counselor Specialist (LG 19) and one (1) Program Specialist I (LG 19) for the period beginning July 1, 2016 through December 31, 2016. Tabled 06/24/16

CONSENT CALENDAR

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

FIS 16-138 Department of Resource and Economic Development – authorization to transfer \$150,000 in general funds through June 30, 2017

FIS 16-146 Department of Resources and Economic Development – authorization to transfer \$100,000 in general funds through June 30, 2017

(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 16-133 Department of Administrative Services – authorization to accept and expend \$129,422 in federal funds through June 30, 2017

FIS 16-139 Department of Justice – authorization to amend FIS 15-233, approved December 18, 2015, by extending the end date only from September 30, 2016 to December 31, 2016, with no increase in funding

FIS 16-140 Department of Safety – authorization to accept and expend \$172,400 in other funds through September 30, 2016

(5) **RSA 124:15 Positions Authorized:**

FIS 16-143 Department of Corrections – authorization to establish one (1) temporary part-time Victim Witness Specialist (LG 26) position through June 30, 2017

(6) **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 16-141 Department of Environmental Services – authorization to; 1) accept and expend \$321,195 in federal funds through June 30, 2017, and 2) establish one (1) full-time temporary Environmentalist III (LG 23) position through June 30, 2017

FIS 16-142 Department of Safety – authorization to amend FIS 15-242, approved December 31, 2015, by; 1) extending the end date from September 30, 2016 to December 31, 2016 and to reallocate \$90,207 in other funds, and 2) extend the end date from September 30, 2016 to December 31, 2016 for a consultant position

FIS 16-148 Department of Safety – authorization to; 1) accept and expend \$347,004 in other funds through June 30, 2017, and 2) establish one (1) temporary full-time State Police Detective Trooper (LG 21) position, one (1) temporary part-time Attorney III (LG 30) position, and a consultant position through June 30, 2017

FIS 16-151 Department of Safety – authorization to; 1) retroactively extend the subgrant end date from March 31, 2016 to March 31, 2017 and retroactively accept and expend \$114,661 in other funds for the period of April 1, 2016 through March 31, 2017, and 2) retroactively amend FIS 15-266, approved December 18, 2015, by extending the end date only from March 31, 2016 to March 31, 2017 to continue (4) temporary part-time positions consisting of; a Program Specialist III (LG 21), two (2) Field Representative II (LG 21), and a Program Assistant II (LG 15)

- (7) 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 16-131 Department of Transportation – authorization to; 1) budget and expend \$580,745 in prior year carry-forward Special Railroad funds through June 30, 2017 and 2) expend an amount not to exceed \$580,745 from the Special Railroad fund for maintenance and repair of State-owned railroad lines and bridges through June 30, 2017

- (8) RSA 21-I:56, II, Reclassification of Positions or Increases:

FIS 16-150 Department of Environmental Services – authorization to reclassify Position #12078 from Environmentalist III, labor grade 23, to Environmental Program Administrator, labor grade 35

- (9) Chapter 276:219, Laws of 2015, Department of Corrections; Transfers:

FIS 16-149 Department of Corrections – authorization to transfer \$2,407 in other funds and establish new class lines through June 30, 2017

- (10) Chapter 303:5, Laws of 2016, Department of Health and Human Services; Reduction in Appropriation to the Sununu Youth Services Center; Reporting Requirement.:

FIS 16-137 Department of Health and Human Services – request approval of the plan to reduce State general fund appropriations to the Sununu Youth Services Center (SYSC) by \$1,700,000 for the fiscal year ending June 30, 2017

- (11) Miscellaneous:

- (12) Informational Materials:

LBAO Report on Additional Revenues for the Biennium Ending June 30, 2017 – Fiscal Committee Approvals through August 5, 2016 (RSA 14:30-a, VI)

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 2017
As of 07/31/16

Joint Legislative Facilities Committee
Legislative Branch
Detail of Balance of Funds Available
Fiscal Year 2017
As of 08/31/16

FIS 16-132 Department of Resources and Economic Development – RSA 162-N:9 – Annual report, dated August 8, 2016, detailing activity for the New Hampshire Economic Revitalization Zone Tax Credit Program

FIS 16-134 Department of Resources and Economic Development – RSA 215-A:3, II-b, RSA 12-A:28, RSA 216-A:3-m, II and Chapter 276:27, Laws of 2015 – transfer of funds report for the Bureau of Trails, Division of Parks and Recreation, and the Division of Travel and Tourism Development’s Welcome Information Centers for the quarter ending June 30, 2016

FIS 16-135 Department of Justice – RSA 318-B:17-c, II – Annual Report of the State Drug Forfeiture Fund for Fiscal Year 2016

FIS 16-136 Department of Justice – RSA 21-M:5, VI – Annual Report of Litigation Expenditures for the period of July 1, 2015 through June 30, 2016

FIS 16-144 State Treasury – RSA 6-B:2, VII – Quarterly report of the New Hampshire State Treasury for the period ended June 30, 2016

FIS 16-145 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 of July 1, 2015 through June 30, 2016

FIS 16-147 New Hampshire Veterans Home – RSA 119:13 – Annual Report of the New Hampshire Veterans Home for the Fiscal Year 2016

FIS 16-152 Department of Health and Human Services – as of July 31, 2016 Operating Statistics Dashboard report for the fiscal year ending June 30, 2017

FIS 16-153 Department of Health and Human Services – notice, dated August 31, 2016, of three (3) forthcoming action items in October and/or November to accept and expend federal funds to fund Zika virus prevention and response activities

10:30 a.m.

Audits:

State of New Hampshire
Department of Transportation
Bridge Maintenance
Performance Audit Report
September 2016

(13) Date of Next Meeting and Adjournment

FISCAL COMMITTEE OF THE GENERAL COURT

MINUTES

August 5, 2016

The Fiscal Committee of the General Court met on Friday, August 5, 2016 at 10:00 a.m. in Room 210-211 of the Legislative Office Building.

Members in attendance were as follows:

Representative Neal Kurk, Chairman
Representative Ken Weyler
Representative Lynne Ober
Representative Mary Jane Wallner
Representative Daniel Eaton
Senator Jeanie Forrester
Senator Gary Daniels (Alternate)
Senate President Chuck Morse
Senator Andy Sanborn
Senator Lou D'Allesandro

Chairman Kurk opened the meeting at 10:15 a.m.

ACCEPTANCE OF MINUTES:

On a motion by Senator D'Allesandro, seconded by Representative Ober, that the minutes of the June 24, 2016 meeting be accepted as written. MOTION ADOPTED.

OLD BUSINESS:

FIS 15-229 Department of Health and Human Services – authorization to implement the actions contained in the Cost Savings Plan to support the dual purposes within the Sununu Youth Services Center of providing both secure youth detention and psychiatric residential treatment. (FIS 15-229 Additional Information – Letter from Representative Kurk, dated November 18, 2015, containing two separate provisions relative to the funding of the Sununu Youth Services Center). Tabled 12/18/15. No Action Taken.

FIS 16-082 New Hampshire Liquor Commission – authorization to accept and expend \$249,270 in other funds through September 30, 2016. Tabled 05/20/16. No Action Taken.

FIS 16-087 Department of Health and Human Services – On a motion by Senator D'Allesandro, seconded by Representative Wallner, that the item be removed from the table. MOTION FAILED. (5-Yes, 5-No)

The request of the Department of Health and Human Services to accept and expend \$8,298,168 in federal funds effective July 1, 2016 through December 31, 2016, postponed May 20, 2016 and tabled June 24, 2016 remained on the table. No Action Taken.

FIS 16-093 New Hampshire Liquor Commission – authorization to accept and expend \$109,692 in other funds through September 30, 2016. Tabled 06/24/16. No Action Taken.

FIS 16-098 Replacement Department of Education - contingent upon Fiscal Committee approval of FIS 16-087, authorization to accept and expend \$612,500 in other funds for the period of September 1, 2016 through February 28, 2017, which replaces request FIS 16-098 Department of Education - contingent upon Fiscal Committee approval of FIS 16-087, to accept and expend \$612,500 in other funds for the period of July 1, 2016 through December 31, 2016. Tabled 06/24/16. No Action Taken.

FIS 16-099 Replacement New Hampshire Employment Security – contingent upon Fiscal Committee approval of FIS 16-087, authorization to 1) accept and expend \$477,930 in other funds for the period of September 1, 2016 through February 28, 2017, and 2) establish seven (7) full-time temporary positions consisting of; six (6) Employment Counselor Specialist (LG 19) and one (1) Program Specialist I (LG 19) for the period of September 1, 2016 through February 28, 2017, which replaces request FIS 16-099 New Hampshire Employment Security – contingent upon Fiscal Committee approval of FIS 16-087, to; 1) accept and expend \$477,930 in other funds through December 31, 2016, and 2) establish seven (7) full-time temporary positions consisting of; six (6) Employment Counselor Specialist (LG 19) and one (1) Program Specialist I (LG 19) for the period beginning July 1, 2016 through December 31, 2016. Tabled 06/24/16. No Action Taken.

RSA 14:30-a, III AUDIT TOPIC RECOMMENDATION BY LEGISLATIVE PERFORMANCE AUDIT AND OVERSIGHT COMMITTEE:

FIS 16-112 Letter from Senator John Reagan, Chairman of the Legislative Performance Audit and Oversight Committee – On a motion by Representative Ober, seconded by Senator Sanborn, that the Committee approve the request of the Legislative Performance Audit and Oversight Committee relative to the recommendation of the following new performance audit topic: 1) Community College System of New Hampshire, Efficient and Effective Operations. 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 16-123 Department of Administrative Services was removed from the Consent Calendar.

On a motion by Representative Ober, seconded by Senator D’Allesandro, that the Committee approve the remaining request under this section as submitted. MOTION ADOPTED. [FIS 16-115 Department of Resources and Economic Development – authorization to retroactively budget and expend \$150,000 in other funds for the period of July 1, 2016 through June 30, 2017 (FIS 16-042 originally approved March 18, 2016)]

FIS 16-123 Department of Administrative Services – Vicki Quiram, Commissioner, Catherine Keane, Director of Risk and Benefits, and Sarah Trask, Senior Financial Analyst, Department of Administrative Services 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 Administrative Services to; 1) release \$379,000 in Active Health Benefit Reserve Funds retroactive to April 1, 2016, to support Active Dental (\$341,000) and Active Trooper (\$38,000) plan expenditures, and 2) reduce the Active Trooper Health Benefit reserve from 100% of estimated annual claims and administrative expenses to 90% of estimated annual claims and administrative expenses thereby releasing \$384,400 (including the \$38,000 noted in Request #1) to be made available for fluctuations in plan costs that occur on a monthly basis. MOTION ADOPTED.

The Committee requested the Department provide monthly data, to include the projected costs and the actual expenditures for Medical and Prescription claims.

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 16-126 Department of Justice was removed from the Consent Calendar.

FIS 16-126 Department of Justice – Joseph Foster, Attorney General, and Kathleen Carr, Director of Administration, Department of Justice, 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 Justice to; 1) accept and expend \$108,223 in other funds through June 30, 2017, and 2) pending approval of request #1, establish one (1) full-time salaried Drug Prosecutor position through June 30, 2017. 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 21-I:30, II, MEDICAL AND SURGICAL BENEFITS:

FIS 16-124 Department of Administrative Services – Vicki Quiram, Commissioner, Catherine Keane, Director of Risk and Benefits, and Sarah Trask, Senior Financial Analyst, Department of Administrative Services 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 Administrative Services to; 1) reduce Retiree Health Benefit Reserve Funds from 5% to 4%, a reduction in the amount of \$800,000 of projected annual claims and administrative expenses, and 2) schedule and hold a public hearing

before the Fiscal Committee to review the retiree health benefit plan design and premium contribution changes. No action taken.

On a motion by Representative Ober, seconded by Representative Weyler, that the Committee table the request of the Department of Administrative Services to; 1) reduce Retiree Health Benefit Reserve Funds from 5% to 4%, a reduction in the amount of \$800,000 of projected annual claims and administrative expenses, and 2) schedule and hold a public hearing before the Fiscal Committee to review the retiree health benefit plan design and premium contribution changes. MOTION FAILED. (3-Yes, 6-No)

On a motion by Senator D'Allesandro, seconded by Representative Eaton, that the Committee approve the request of the Department of Administrative Services to; 1) reduce Retiree Health Benefit Reserve Funds from 5% to 4%, a reduction in the amount of \$800,000 of projected annual claims and administrative expenses, and 2) schedule and hold a public hearing before the Fiscal Committee to review the retiree health benefit plan design and premium contribution changes. MOTION ADOPTED. (6-Yes, 3-No)

The Fiscal Committee, pursuant to the provisions of RSA 21-I:30, II., scheduled a public hearing to be held in Representative's Hall on Friday, September 23, 2016 at 1:00 p.m. regarding Retiree Health Benefit Plan design and premium contribution changes, and further requested that the Department of Administrative Services, in their presentation of the proposed plan design and premium contribution changes, also include alternative options.

RSA 7:12, I, ASSISTANTS:

FIS 16-117 Department of Justice – Joseph Foster, Attorney General, and Kathleen Carr, Director of Administration, Department of Justice, responded to questions of the Committee.

The Committee recessed at 11:15 a.m., and reconvened at 11:24 a.m.

On a motion by Senator D'Allesandro, seconded by Representative Eaton, that the Committee approve the request of the Department of Justice to accept and expend a sum not to exceed \$1,352,300 from funds not otherwise appropriated for the purpose of covering projected shortfalls in the general litigation expenses incurred in the defense of the State and the prosecution of criminal law through June 30, 2017. MOTION ADOPTED.

RSA 167:4, I, (b), ELIGIBILITY FOR ASSISTANCE:

FIS 16-122 Health and Human Services Oversight Committee – On a motion by Senator D'Allesandro, seconded by Representative Ober, that the Committee approve the request of the Health and Human Services Oversight Committee for consideration of proposed administrative rules regarding asset transfers as reviewed and recommended by the Health and Human Services Oversight Committee. MOTION ADOPTED.

RSA 177:2, II, CLOSING OF STATE STORES:

FIS 16-120 New Hampshire Liquor Commission – On a motion by Senator D’Allesandro, seconded by Senator Forrester, that the Committee approve the request of the New Hampshire Liquor Commission for approval of the Indirect Cost Allocation Plan for State Fiscal Year 2017. MOTION ADOPTED.

RSA 363:28, III, OFFICE OF THE CONSUMER ADVOCATE:

FIS 16-121 Office of Consumer Advocate – On a motion by Representative Ober, seconded by Senator Forrester, that the Committee approve the request of the Office of Consumer Advocate to enter into a contract with Strategen Consulting, LLC to provide expert services to support participation in the Net Energy Metering proceeding, docket number DE 16-576, before the NH Public Utilities Commission (NHPUC) in an amount not to exceed \$75,000 through June 30, 2017. MOTION ADOPTED.

CHAPTER 276:4, LAWS OF 2015, DEPARTMENT OF ADMINISTRATIVE SERVICES; TRANSFER AMONG ACCOUNTS AND CLASSES:

FIS 16-119 Department of Administrative Services – On a motion by Representative Ober, seconded by Senator Forrester, that the Committee approve the request of the Department of Administrative Services to transfer \$100,000 in general funds in and among accounting units through June 30, 2017. MOTION ADOPTED.

CHAPTER 276:29, LAWS OF 2015, DEPARTMENT OF TRANSPORTATION; TRANSFER OF FUNDS:

FIS 16-118 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 Eaton, seconded by Representative Weyler, that the Committee approve the request of the Department of Transportation to transfer \$324,800 in federal funds in and among accounting units through June 30, 2017. MOTION ADOPTED.

FIS 16-127 Department of Transportation – Marie Mullen, Director of Finance, Department of Transportation, responded to questions of the Committee.

On a motion by Representative Ober, seconded by Representative Eaton, that the Committee approve the request of the Department of Transportation to establish a non-budgeted class in an accounting unit and transfer \$22,000 between accounts and classes through June 30, 2017. MOTION ADOPTED.

CHAPTER 276:143, LAWS OF 2015, DEPARTMENT OF HEALTH AND HUMAN SERVICES; TRANSFER AMONG ACCOUNTS AND RSA 14:30-a, VI FISCAL COMMITTEE APPROVAL REQUIRED FOR ACCEPTANCE AND EXPENDITURE OF FUNDS OVER \$100,000 FROM ANY NON-STATE SOURCE:

FIS 16-116 Department of Health and Human Services – Jeffrey Meyers, 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 Weyler, that the Committee approve the request of the Department of Health and Human Services to transfer \$2,815,934 in general funds, increase related federal revenues in the amount of \$813,000, and increase related other revenues in the amount of \$160,965 through June 30, 2017. MOTION ADOPTED.

LATE ITEM:

FIS 16-130 Department of Health and Human Services – Jeffrey Meyers, Commissioner, Department of Health and Human Services presented the request and responded to questions of the Committee.

On a motion by Representative Ober, seconded by Senator Daniels, that the Committee approve the request of the Department of Health and Human Services for approval of its application for Amendment to the Special Terms and Conditions for Premium Assistance Project #11-W-00298/1 for submission to the Centers for Medicare and Medicaid Services (CMS) in order to continue the New Hampshire Health Protection Program until December 31, 2018. MOTION ADOPTED. (9-Yes, 1-No)

INFORMATIONAL MATERIALS:

FIS 16-110 Department of Health and Human Services – Jeffrey Meyers, Commissioner, and Sheri Rockburn, Chief Financial Officer, Department of Health and Human Services responded to questions of the Committee pertaining to the May 31, 2016 Operating Statistics Dashboard report for the fiscal year ending June 30, 2016.

FIS 16-111 Office of The Governor – Chapter 277, Laws of 2016 and Chapter 330, Laws of 2016 – Meredith Telus, Budget Director, Office of The Governor, responded to questions of the Committee regarding the letter, dated July 1, 2016, to certify that the amounts transferred to the Department of Safety, Department of Health and Human Services, and the Affordable Housing Fund for the State Fiscal Year ending June 30, 2017, are in addition to the projected lapses.

The informational items were accepted and placed on file.

AUDITS:

State of New Hampshire, State Revolving Fund, Management Letter, For The Fiscal Year Ended June 30, 2015 – Jay Henry, Performance Audit Supervisor, Audit Division, Office of Legislative Budget Assistant presented the report and responded to questions of the Committee. Perry Plummer, Director of Homeland Security and Emergency Management, Department of Safety, was present to respond to questions of the Committee.

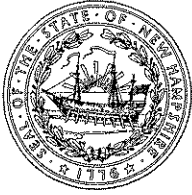
On a motion by Representative Weyler, seconded by Representative Eaton, that the Committee accept the audit on the agenda, place on file, and release in the usual manner. MOTION ADOPTED.

DATE OF NEXT MEETING:

The next regular meeting of the Fiscal Committee was set for Friday, September 16, 2016 at 10:00 a.m.

On a motion by Representative Weyler, seconded by Senator Sanborn, that the meeting adjourn. (Whereupon the meeting adjourned at 12:58 p.m.)

Representative Ken Weyler, Clerk



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

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9404 1-800-852-3345 Ext. 9404

Fax: 603-271-4232 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Nicholas A. Toumpas
Commissioner

Mary Ann Cooney
Associate
Commissioner

November 01, 2015

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

REQUESTED ACTION

1. Pursuant to the provisions of Chapter 276:206, Laws of 2015, authorize the Department of Health and Human Services, Division for Children, Youth and Families to implement the actions contained in the attached Cost Savings Plan to support the dual purposes within the Sununu Youth Services Center of providing both secure youth detention and psychiatric residential treatment.

EXPLANATION

The Department of Health and Human Services was directed per Chapter 276:206, Laws of 2015 to develop a cost reduction plan for the Sununu Youth Services Center.

Those chapter laws provide:

“276:206 Department of Health and Human Services; Sununu Youth Services Center; Cost Savings Plan. The department of health and human services shall develop a plan to reduce the cost of providing existing services at the Sununu Youth Services Center. The plan shall include privatization of services, offering additional and compatible services, and consider the most appropriate, cost effective, long and short-term uses of the center as described in the January 1, 2014 report issued pursuant to 2013, 249. The department shall submit the plan to the fiscal committee of the general court for approval on or before November 1, 2015, and begin implementation of the plan by January 1, 2016.”

Attached is the Department’s plan for Sununu Youth Services Center, dated November 2015. The attached plan is the most appropriate long-term use of the facility as it would expand services available and meet a defined need for youth with high-need behavioral and mental health issues in New Hampshire while reducing the overall burden on state general funds for the care and treatment of this population of youth.

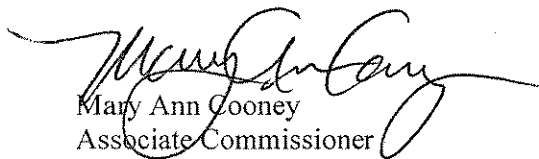
With the assistance of the Office of Legislative Budget Assistant, the Department was able to review seven (7) scenarios for operation of the SYSC (Reference attached memo from the LBAO to Senator Boutin dated October 12, 2015). The Department also analyzed a cost reduction plan to operate the SYSC for \$10,100,000. This option would require a 52% reduction in personnel and make it necessary to close the facility. This option was determined to not be in the best interest of youth in the Department’s care.

As a result of the financial analysis the Department determined that the most cost effective approach was to operate the Center as is over the course of the FY2016-2017 biennium, and develop and begin implementation of a plan to transform the facility to a multiuse treatment environment that adheres to a continuum of care model for juvenile justice involved youth and those at risk for being involved with the juvenile justice system as a result of mental or behavioral health diagnoses.

Also included as reference material is a report dated January 2014 relative to long term and short term uses of SYSC, a SYSC transformation proposal, and a letter from Denise O'Donnell, from the US DOJ, to Mr. Kennedy at DHHS relative to VOITIS funding.

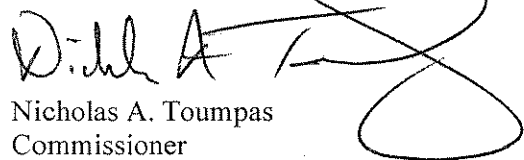
Although the proposed plan will result in greater reductions in general fund expenditures in future years, there remains a near-term need for continued general funding at close to prior levels to support current services while transformation of the facility is underway.

Respectfully submitted,



Mary Ann Cooney
Associate Commissioner

Approved by:

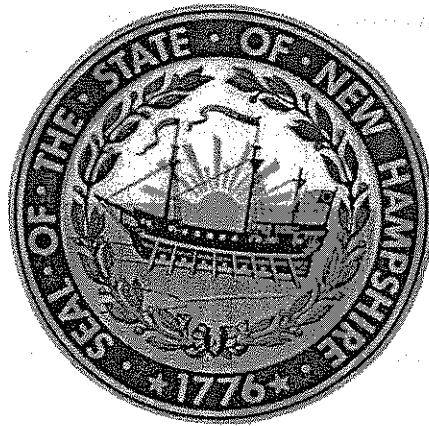


Nicholas A. Toumpas
Commissioner

New Hampshire Department of Health and Human Services Report

Pursuant to Chapter 276:205 and 276:206, Laws of 2015

Report to Fiscal Committee Regarding
Plan to Reduce Costs of Providing
Services at the
Sununu Youth Services Center



November 2015

I. Background

In Chapter 276:205 and Chapter 276:206, Laws of 2015, the legislature directed the Department to reduce general fund appropriations for the Sununu Youth Services Center (SYSC), and to prepare a Cost Savings Plan for achieving the required reductions. Those chapter laws provide:

“276:205 Department of Health and Human Services, Sununu Youth Services Center; Reduction in Appropriation. The department of health and human services is hereby directed to reduce state general fund appropriations to the Sununu Youth Services Center by \$1,721,861 for the fiscal year ending June 30, 2016, and by \$3,496,746 for the fiscal year ending June 30, 2017. The department shall operate the Sununu Youth Services Center within the allotted budget, or may enter into contracts for operation of the Sununu Youth Services Center, including establishing necessary class lines, as long as total operating costs do not exceed \$10,100,000 for the fiscal year ending June 30, 2017.

276:206 Department of Health and Human Services; Sununu Youth Services Center; Cost Savings Plan. The department of health and human services shall develop a plan to reduce the cost of providing existing services at the Sununu Youth Services Center. The plan shall include privatization of services, offering additional and compatible services, and consider the most appropriate, cost effective, long and short-term uses of the center as described in the January 1, 2014 report issued pursuant to 2013, 249. The department shall submit the plan to the fiscal committee of the general court for approval on or before November 1, 2015, and begin implementation of the plan by January 1, 2016.”

In response to this legislative requirement and pursuant to the recommendations from the January 2014 *Report to Fiscal Committee of the General Court As To Most Appropriate, Cost Effective, Long and Short-Term Uses of the Sununu Youth Services Center (attached as Appendix A)*, the Department:

- Established a multi-disciplinary team, including project management support, to identify and implement appropriate near-term and longer-term cost-savings measures;
- Researched current needs of youth at SYSC and across New Hampshire, evaluated options for addressing those needs, and obtained data to evaluate costs/cost savings under a variety of scenarios;
- Researched other states and similar institutions and collected current cost/savings data for privatization of specific services (i.e., education, food service, and maintenance) and for youth detention/treatment at other state and private facilities;
- Determined that repurposing SYSC to include a Psychiatric Residential Treatment Facility (PRTF) is the most appropriate long-term use of the facility. This would expand services available and meet a defined need for youth with high-need behavioral and mental health issues in New Hampshire while reducing the overall burden on state general funds for the care and treatment of this population of youth;
- Consulted with the Federal Center for Medicare and Medicaid Services (CMS), Federal Department of Justice (DOJ), and national accreditation bodies regarding requirements and restrictions on repurposing SYSC to include a PRTF, and pursued steps to obtain necessary approvals from these entities; and
- Evaluated current SYSC operations and identified gaps in staffing and services required to receive accreditation as a PRTF.

Public input regarding the Department's plan to create a PRTF at SYSC, which was provided to the "SYSC Workgroup on Transformational Alternatives" at its town hall meeting in Manchester on September 10, 2015, was overwhelmingly positive with some in attendance sharing personal stories of how the existence of such a facility could have assisted them in the treatment of their own children.

The Department has also explored with its residential service providers whether they would be willing and able to provide secure treatment for these youth at their facilities. None of these providers has expressed a willingness and ability to do so. At the SYSC Workgroup meeting on October 5, 2015, the executive directors of Webster House, Nashua Children's Home and Wediko each addressed the committee and stated that:

- they were not interested in becoming a secure residential facility; and,
- the intensity of services these youth need cannot be provided in their facilities.

Additional reasons given include:

- the need to seek approvals from their board of directors;
- the need for additional funds to convert their facility to become architecturally secure;
- the need for a guarantee from the Department as to the number of detained/committed youth that they would receive in order to become and remain operational; and,
- concerns that the intensive needs of youth who require secure treatment will compromise the safety of other youth at their facilities.

At this same meeting Dr. Bob MacLeod, CEO of NH Hospital told the committee that NH Hospital is experiencing an average of 5.1 patients per day wait list for adolescent admissions and it is not unusual to have a need for 10-12 beds with two-thirds representing the needs of adolescents.

DHHS asserts that establishing a PRTF at SYSC will address the needs of youth waiting for admission for acute care at NHH by enabling those youth ready for discharge to receive medically necessary treatment at a PRTF and not over utilize the more expensive care at NH Hospital.

II. Plan Overview

The Department proposes to repurpose half of the existing facility at the Sununu Youth Services Center to create a Psychiatric Residential Treatment Facility (PRTF), while retaining the other half as a youth correctional facility. The transformation of the Sununu Youth Services Center supports the dual goals of reducing general fund expenditures and improving treatment services to better meet the behavioral and mental health treatment needs of children in the state. Under the DHHS Plan, the Department expects to serve more children for significantly fewer general fund dollars than are currently required to run the Sununu program, saving an estimated \$3.5 million per year in general funds in future years.

Under this plan, the Department asserts that:

- A transformed SYSC will serve an average of 80 youth per day in both programs for a reduced net cost of approximately \$9.9 million general fund dollars (FY 2018 and beyond, excluding inflationary cost increases), as a result of revenue from Medicaid and other health insurance, and compared to the approximately 45 youth per day served in SFY '15 at a cost of \$13.4 million in general fund dollars.
- The vast majority of delinquent youth have significant behavioral, mental health and substance abuse needs that require intensive treatment to effectively address their delinquent behavior.

- Delinquent youth can be treated more cost-effectively in a PRTF, utilizing Medicaid and other insurance payments, than in a correctional setting, where treatment is fully supported by general funds.
- Other populations of youth who require this intensive level of treatment, which is currently unavailable in New Hampshire, will benefit from services provided by the PRTF. These populations include:
 - youth awaiting discharge from NH Hospital to a less acute treatment setting;
 - court involved delinquent and non-delinquent youth in need of this level of care and treatment who are currently being placed out of state; and,
 - youth whose treatment needs simply remain unmet because the level of treatment available or being provided is not intensive enough, resulting in negative outcomes for them, their families, and their communities.
- Children and youth are best served in their homes and communities when it is safe and effective to do so. However, the availability of the PRTF level of care is a critical component of a full continuum of treatment services for youth with behavioral and mental health needs. (*See Appendix B: Issue Brief on Purpose and Need for a PRTF in New Hampshire.*)

Implementation of this Plan will require:

- Approval by the Federal Center for Medicare and Medicaid Services (CMS) of the SYSC PRTF as a Medicaid-eligible facility, authorizing Medicaid reimbursement for treatment of delinquent and other youth treated at the facility;
- Statutory changes and the adoption of administrative rules to support the functioning of SYSC as both a juvenile correctional facility and a PRTF; and,
- Accreditation of the PRTF at SYSC by a recognized accrediting body.

The Department believes that these are all achievable goals.

III. Plan Details and Cost/Cost-Saving Estimates

The SYSC is the ideal site for establishing a PRTF in New Hampshire. The SYSC currently serves as a youth's residence, school and treatment facility. It offers many of the assessments and clinical services that youth in need of this level of intensive treatment require, including comprehensive medical, clinical and educational services. SYSC also is a state-of-the-art facility well-suited to be a psychiatric residential treatment center, and the design of the building is such that it can be easily split into two facilities to ensure separation of the two populations of youth.

DHHS Plan Retains Juvenile Correctional Facility for Detention and Commitment: The population of youth at the SYSC has, consistent with national trends in juvenile justice, declined in recent years for a number of reasons. Among the most prominent reasons are the decline in juvenile crime, which is at historic low levels, and the decline in the use of secure facilities to incarcerate juvenile offenders, as research and experience have demonstrated that incarceration is inappropriate for most juveniles.

Nonetheless, all states maintain secure care and treatment options for the subset of juvenile delinquents who have committed violent crimes or who pose a significant threat to their communities. The Department anticipates that a secure detention/correctional facility will continue to be necessary and the Department would continue to utilize a portion of the SYSC facility to meet this need.

DHHS Plan Provides New Treatment Option within the State: The Department's plan would create a PRTF at the SYSC. A PRTF is designed to be:

- less medically intensive than a psychiatric hospital, while still providing a range of comprehensive services on an inpatient basis under the direction of a physician; and
- a more clinically-intense type of treatment delivered to youth that are more acutely or chronically psychiatrically ill than those served in other residential settings.

Providing PRTF services within the state will enhance the service array available in the Department's *System of Care* and enable the Department to better serve youth in New Hampshire with significant behavioral and mental health treatment needs.

The PRTF Issue Brief, included as Appendix B, provides additional detail on the projected need and purpose of the PRTF.

DHHS Plan Does Not Require Payback of VOI/TIS Funding

The SYSC was built in part with the use of federal Violent Offender Incarceration and Truth in Sentencing, or VOI/TIS, funds (approximately \$13,400,000). Federal law requires that the state seek approval from the U.S. Department of Justice for any change of use of the facility. The Department has requested and received approval from the U.S. Department of Justice for a change of use at the SYSC to include a PRTF. With the DOJ approval, the state will not be required to repay any of the VOI/TIS funds as a result of establishing a PRTF at the SYSC, and as long as “the facility is used for a criminal justice purpose” and the youth are either involved or at risk of involvement with the juvenile justice system .

A copy of the letter of approval, dated October 13, 2015, from the Department of Justice is attached (See Appendix D).

A. Current SYSC Budget and Operations

The SYSC Budget includes costs associated with operation and maintenance of the full 156 acre campus and 17 buildings. Only 5 of these buildings are used by the SYSC program.

Actual expenditures for entire SYSC campus under the SYSC Budget FY 2014/2015:

Budget Information	FY 2014	FY 2015
General Funds	\$13,036,595	\$13,369,580
Total Funds	\$14,329,097	\$14,275,945

For FY 2015, the SYSC program had an average census of around 45 youth per day. To date in FY 2016, the SYSC program has had an average census around 50 youth per day. The facility has experienced an increased number of detained youth with the recent addition of 17 year olds.

B. Impact of DHHS Plan on SYSC Budget

1) Modification of SYSC Facility

The existing SYSC facility is designed for 144 detained and committed youth. By dividing the current facility in half, the Department will create two separate 72-bed facilities; one a juvenile correctional and detention facility, and the other a PRTF. Each half of the divided facility will have its own entrance with separate living and educational areas. Common areas, such as cafeteria and recreational areas will be shared without co-mingling of the youth. Dividing the facility in this manner will maximize the use of the existing infrastructure and enable the different

programs to share operation and maintenance costs. The Department anticipates that overall operation/maintenance costs will be unchanged.

Estimated Additional Costs:

- The Department estimates the one-time cost for building renovations to divide the facility to be \$1,000,000 and that those costs would be incurred in late SFY 16 or /early SFY 17.

2) Psychiatric Treatment at SYSC as Component of Full System of Care

The creation and operation of an accredited, Medicaid-eligible PRTF will require some changes in staffing to include individuals with certain clinical/ medical credentials necessary to support the full range of PRTF services. The Department assumes that additional residential services staff will also be required due to the increased number of youth that will be served.

Treatment services for Medicaid-eligible youth at the SYSC PRTF will receive reimbursement from the Federal government for ½ of costs. Private-payer and insured youth receiving treatment at the SYSC PRTF would be expected to pay the full residential and treatment costs. This will provide additional revenue to support operations of the facility.

Estimated Additional Costs:

- \$1,925,990 per year for additional staff.

Estimated Additional Revenue:

- The Department estimates that the state will receive \$7,660,209 per year in Medicaid, private payer, and insurance payments for PRTF services.

3) Net Impact on SYSC Budget and Required General Fund Appropriation

The Department, in cooperation with the Office of the Legislative Budget Assistant (LBA), estimated the SYSC operating costs and general fund expenditures for SFY 16/17 under several different scenarios. As stated above, the Department is proposing that a Psychiatric Residential Treatment Facility be established at SYSC. The table below represents the FY'16 and FY'17 budget for this to occur.

The full LBA report to the Continuing Resolution Workgroup containing all the cost analyses is attached as Appendix C.

SYSC Budget Adding a PRTF	FY 2016	FY 2017	Total Biennium
Budget for SYSC with a PRTF	0	\$15,589,761	
PRTF Revenue (Medicaid and Private Pay)	0	(\$7,660,209)	
Net State Cost	0	\$7,929,552	
Renovation of Building	0	\$1,000,000	
Additional staff for population increase	0	\$1,925,990	
Budget Needed	\$13,972,211	\$10,855,542	
Budget Passed	\$12,199,072	\$10,791,519	
Unfunded Need	\$1,773,139	\$64,023	\$1,837,162

***Note.** Of the FY 2017 budget amount, \$1,000,000 represents one-time costs to renovate the building. The FY 2017 budget without one-time cost would be \$9.9 million.

The SYSC Operating Budget accounts for all expenditures and reimbursements associated with SYSC's current operations (e.g., reimbursement of educational costs from sending school districts, federal grants for food services). The SYSC Operating Budget also includes operation and maintenance for the full 156 acre campus, including all 17 buildings.

IV. Appendices

- A. Report to Fiscal Committee of the General Court as to Most Appropriate, Cost Effective, Long and Short-Term Uses of the Sununu Youth Services Center, January 2014
- B. PRTF Issue Brief
- C. LBA cost analysis of alternatives
- D. USDOJ letter

OFFICE OF LEGISLATIVE BUDGET ASSISTANT

State House, Room 102
Concord, NH 03301
271-3161

DATE October 12, 2015
REVISED

FROM Michael Hoffman, Senior Budget Officer

SUBJECT Sununu Youth Service Center (SYSC)

TO Senator David Boutin

In response to a request from the Sununu Youth Services Center Working Group, I have worked with the Department of Health and Human Service to review and summarize scenarios for operation of the SYSC. As you know, these scenarios are based on budget and expenditure information that is available and on reasonable assumptions. I reviewed the information, asked questions to better understand the assumptions, and tried to summarize them clearly for your review. The scenarios are in no particular order and our office does not offer an opinion on any of them.

Background

The Sununu Youth Services Center consists of 14 buildings situated on 156 acres. Five of the buildings are used by the program. The State police and the Manchester police also use some of the buildings. There are 25 non-Sununu staff of the Department of Health and Human Services with offices in the administration building. The DHHS budget pays for maintenance on the entire property. The new building was included in the 2003 capital budget and built with state funds and federal funds from the U.S. Department of Justice. The new building has a capacity of 144 beds which was the anticipated future need at the time. The ribbon cutting for the new facility was on April 3, 2006.

Budget Information	ACTUAL		GOVERNOR'S BUDGET		FY 16-17 FINAL BUDGET	
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2016	FY 2017
General Fund	\$13,036,595	\$13,369,580	\$13,243,721	\$13,596,746	\$11,470,582	\$ 10,049,157
Total Funds	\$14,329,097	\$14,275,945	\$13,972,211	\$14,339,108	\$12,199,072	\$10,791,519
Staff:						
Classified	141	141	132*	132*	132*	132*
Unclassified	1	1	1	1	1	1
Total	142	142	133	133	133	133

Notes: *In the FY 2016-17 operating budget 10 staff positions are not funded. FY 2016-17 amounts above include the HB2 reduction of \$1,721,861 in FY 2016 and \$3,496,746 in FY 2017.

Staffing / Census history

Fiscal Year	Staff	Average Census
2010	180	63.4
2011	180	61.8
2012	152	60.1
2013	152	59.9
2014	142	60.3
2015	142	45
2016	133	TBD

The FY 2016 average census has been 46.2 youths.

The Governor’s recommended budget was about one percent less than the actual expenditures in the previous biennium. This budget will be considered the current state or “Status Quo” and used as a basis for comparison for the different scenarios.

SCENARIOS

Scenario #1: Status Quo. Continue to operate the SYSC as in the previous biennium.

Assumption: Legislation would be needed to appropriate funds and allow operating costs to exceed the cap for FY 2017 included in HB2.

Based on current operations, funds authorized in the FY 2016-17 budget would last until April or early May and the savings in HB2 would not be realized. The following general fund appropriations would be needed to continue to operate SYSC without program and staff reductions:

FY 2016	\$1,721,861
FY 2017	\$3,496,746
Unfunded Need	\$5,218,607

Over 82% of the appropriation for the SYSC is in in personnel costs including salary, benefits, overtime and holiday pay. Based on the average salary and benefit amount, terminal pay, unemployment costs and COBRA insurance coverage, the budget as passed would require elimination of up to 69 positions. This would amount to a 52% reduction. The Department indicates it could not continue provide the necessary services or properly maintain the facility with the appropriation levels included in the FY 2016-17 operating budget.

Scenario #2: Savings from privatization of education and food services.

Assumptions:

- The food contractor would continue to receive federal school lunch program funding.
- The education contractor would continue to be reimbursed by the sending school districts.
- There would be no changes to the cost of administration, maintenance, or residential treatment programs.
- Approximately 26 employees would be laid off.

- Privatization of education and food services would begin in FY 2017 as would terminal pay for the 26 positions. Time is needed for the RFP and contract approval process.
- There would be providers interested in providing the services and the proposals would be feasible.

Privatize Food and Education	FY 2016	FY 2017	Total
Status Quo	\$13,972,211	\$14,339,108	
Privatization Savings	0	(912,358)	
Payouts Kitchen (6) & Education Staff (20)	0	436,107	
Unemployment Costs	0	324,534	
COBRA	0	151,717	
Budget Needed	13,972,211	14,560,093	
Budget Passed	12,199,072	10,791,519	
Unfunded Need	\$1,773,139	\$3,768,564	\$5,541,703

*Note. Of the FY 2017 budget amount, \$912,358 represents one-time personnel reduction costs. The FY 2017 budget needed without the one-time costs would be \$13.6 million.

Scenario #3: Establish a Psychiatric Residential Treatment Facility (PRTF) with private food and education services.

Assumptions:

- CMS would certify the facility and approve Medicaid coverage of certain services.
- The U.S. Department of Justice would allow a modified use of the facility built partially with funds through the Violent Offender Incarceration and Truth-In-Sentencing Incentive Program.
- Assumes an average census of 65 youth would be served in the PRTF.
- 90% of the 65 youth would generate revenue from Medicaid or private sources.
- Assumes an average census of committed and detained of 15 youth.
- Includes costs for additional clinical staff needed for the facility to be certified as a PRTF.
- Assumes development and approval of the program, procurement and contracting would require the remainder of FY 2016. Program implementation would be in FY 2017.
- Includes privatization of education programs and food services as described in scenario #1.

	FY 2016	FY 2017	Total
Budget for SYSC as a PRTF	0	\$16,810,736	
PRTF Revenue (Medicaid and Private Pay)	0	(7,660,209)	
Net State Cost	0	9,150,527	
Kitchen (6) & Education Staff (20) Payouts	0	436,107	
Additional staff for population increase	0	1,925,990	
COBRA	0	151,717	
Unemployment Costs	0	324,534	
Budget Needed	\$13,972,211	11,988,875	
Budget Passed	\$12,199,072	10,791,519	

Unfunded Need	\$1,773,139	\$1,197,356	\$2,970,495
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*Note. Of the FY 2017 budget amount, \$1,000,000 represents one-time costs to renovate the building.

The FY 2017 budget without the renovation and personnel one-time costs would be \$10.1 million.

Scenario #4: Close the facility and place youth in other existing facilities, likely to be outside of New Hampshire.

Assumptions:

- Neighboring states and/or providers have capacity and are willing to serve/treat additional youth.
- Rates paid would be at the average for New England states at \$565 per day.
- Up to 129 staff at SYSC would be laid off and receive terminal pay.
- Additional unemployment costs would be incurred due to the layoffs.
- Three staff would remain for security, snow removal and maintenance of unoccupied buildings.
- There would be additional travel and staff costs related to family visits.
- 25 DHHS staff with offices in the administration building would need office space elsewhere estimated at \$4,000/person/ year.
- The campus would be vacant but maintained to avoid deterioration.

	FY 2016	FY 2017	Total
Terminal Pay for 129 Staff @ \$14,397 average		\$1,857,213	
Unemployment compensation		\$1,647,632	
COBRA		\$676,481	
Campus Maintenance		\$343,567	
Cold Storage		\$1,600,000	
Office space for 25 DHHS staff		\$100,000	
Services for 50 clients at \$565/ day x 365 days		\$10,311,250	
Budget Needed	\$13,972,211	\$16,536,143	
Budget Passed	\$12,199,072	10,791,519	
Unfunded Need	\$1,773,139	\$5,744,624	\$7,517,763

*Note. Of the FY 2017 budget amount, \$4.2 million represents one-time costs. The FY 2017 estimated budget without the one-time costs would be \$12.35 million.

Scenario #5: Close the facility and place youths in facilities developed in New Hampshire.

Assumptions:

- Providers in NH would be interested in serving committed youth in a secure facility and communities would be willing to accept such a facility.
- Due to the time needed to locate and construct or renovate facilities, the earliest implementation would be in 2017.
- Five small facilities with a capacity of 10 beds could be renovated or built.
- Rate of \$525 per day could be achieved.
- Up to 129 staff at SYSC would be laid off and receive terminal pay.
- Additional unemployment costs would be incurred due to the layoffs.
- Three staff would remain for security, snow removal and maintenance of unoccupied buildings.

- 25 DHHS staff with offices in the administration building would need office space estimated at \$4,000/person/ year.
- The campus would be vacant but maintained to avoid deterioration/mold.

	FY 2016	FY 2017	TOTAL
Costs for running SYSC for 6 months		\$7,169,554	
Renovation/Construction Costs 5 Facilities @ average of \$400k per facility		\$2,000,000	
Terminal Pay for 129 Staff @ \$14,397 average		\$1,857,213	
COBRA		\$676,481	
Unemployment compensation		\$1,647,632	
Campus Maintenance		\$171,784	
Cold Storage (half year)		\$300,000	
Office space for 25 DHHS staff (half year)		\$50,000	
Services for 50 clients at \$525/ day (half year)		\$4,803,750	
Budget Needed	\$13,972,211	\$19,576,114	
FY 2017 Budget Passed	\$12,199,072	\$10,791,519	
Unfunded Need	\$1,773,139	\$8,884,395	\$10,658,034

*Note. Of the FY 2017 budget amount, \$2 million represents one-time costs. The FY 2017 estimated budget without the one-time costs would be \$1.5 million.

Scenario #6: Private provider operates a correctional facility on SYSC property.

Assumptions:

- Maintenance staff would be needed for security, snow removal and maintenance of unoccupied buildings and property. Maintenance staff would be reduced by 30%. Seven staff would remain.
- Administrative building will continue to house 25 non-SYSC DHHS staff.
- There would be a reduction in operating costs; supplies, paint, utilities, etc.
- Equipment costs would be reduced by half since there would be less wear and tear.
- Contractor would assume responsibility for the cost of running the SYSC building including heat, hot water and electricity.
- Treatment would be limited; children treated out of state would remain out of state.

	FY 2016	FY 2017	Total
Status Quo	\$13,972,211		
Terminal Pay for 125 Staff @ \$14,397 average		\$1,799,625	
Unemployment compensation		\$1,596,542	
COBRA		\$655,505	
Campus Operation and Maintenance		\$822,521	
Capital Expense		\$150,000	
Services for 50 clients at \$525/ day x 365 days		\$9,581,250	
Budget Needed		\$14,605,443	
Budget Passed	\$12,199,072	10,791,519	
Unfunded Need	\$1,773,139	\$3,813,924	\$5,587,063

*Note. Of the FY 2017 budget amount, \$4.2 million represents one-time costs. The FY 2017 estimated budget without the one-time costs would be \$10.4 million.

Scenario #7: Establish a Psychiatric Residential Treatment Facility (PRTF) without privatizing food services and education.

Assumptions:

- CMS would certify the facility and approve Medicaid coverage of certain services.
- The U.S. Department of Justice would allow a different use of the facility built partially with funds through the Violent Offender Incarceration and Truth-In-Sentencing Incentive Program.
- Assumes an average census of 65 youth would be served in the PRTF.
- 90% of the 65 youth would generate revenue from Medicaid or private sources.
- Assumes an average census of committed and detained of 15 youth.
- Includes costs for additional clinical staff needed for the facility to be certified as a PRTF.
- Assumes that legislative changes will be approved, and that the facility is certified as a PRTF. Program implementation would be in FY 2017.

	FY 2016	FY 2017	
Budget for SYSC as a PRTF	0	\$16,810,736	
PRTF Revenue (Medicaid and Private Pay)	0	(7,660,209)	
Net State Cost	0	9,150,527	
Remove Privatization Impact as shown for option #2	0	(220,975)	
Additional staff for population increase		1,925,990	Total
Budget Needed	\$13,972,211	10,855,542	
Budget Passed	\$12,199,072	10,791,519	
Unfunded Need	\$1,773,139	\$64,023	\$1,837,162

*Note. Of the FY 2017 budget amount, \$1,000,000 represents one-time costs to renovate the building. The FY 2017 budget without one-time cost would be \$9.9 million.

Report to Fiscal Committee of the General Court As To
Most Appropriate, Cost Effective, Long and Short-Term
Uses of the Sununu Youth Services Center

January 2014



Executive Summary

The New Hampshire Department of Health and Human Services was directed by 2013 Chapter Law 249 to conduct an assessment of the Sununu Youth Services Center (SYSC) to determine advantages and disadvantages of the current facility use, potential alternative uses, the viability of using another facility instead, and ways that current cost could be reduced.

The report that follows reflects the Agency's work over the past five months to engage with stakeholders, advocates and providers to determine the most cost-effective and appropriate programmatic approach to serving youth currently at SYSC.

In order to assess the most appropriate programming for this population, the Department sought technical assistance from the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) to conduct an evaluation of current services. Legal considerations regarding the current property were also explored. The Department further considered the fiscal implications of several scenarios, including the use of another facility to provide the current programming, and the possibility of contracting with a private provider to provide these services either at the current facility or elsewhere.

Analysis of these reviews indicates that the Department should continue to operate SYSC at the current Manchester site. However, these reviews and input from stakeholders also concluded that there may be fiscal value in exploring contracting with a private provider or decreasing costs for some specific targeted services currently provided by the state at SYSC.

Given the above conclusion, the Department further explored efforts to decrease overall operating costs, and modify or expand the current services at SYSC to better meet the needs of youth, their families and communities. Consistent with national trends, majorities of the youth currently served at SYSC struggle with mental and behavioral health issues and receive treatment for these concerns at SYSC. Additionally, a number of discussions with stakeholders identified secure treatment in these two areas as primary unmet needs for children and youth in New Hampshire. Therefore, the Department has identified both short and long-term options to explore in an effort to reduce costs at SYSC and expand the use of the facility to further meet these needs.

Short-Term Option

The Department will explore with New Hampshire Hospital the possibility of operating a separate unit at SYSC that could provide secure mental and behavioral health treatment to youth who need crisis stabilization or transitional care prior to returning safely to their community. This would potentially expand the service continuum available for these youth, more fully utilize the existing SYSC facility and infrastructure, and reduce SYSC operating costs by generating reimbursement for these services through youth's insurance coverage.

Long-Term Option

The Department will explore steps to become eligible for Medicaid reimbursement for treatment services provided to the current population served at SYSC. As a correctional facility, SYSC is not currently eligible to receive any Medicaid payments for those services. However, the potential exists to transition the facility into a secure psychiatric treatment facility, eligible for Medicaid payments. Many of the structures and practices of such a facility are already in place at SYSC in response to the needs of current population, and any additional necessary changes will be explored.

Introduction:

Over the last three years, SYSC has been engaged in a transformation aimed at enhancing capacity for mental health and substance abuse treatment. The primary role of the Sununu Center has shifted from secure "detention" to the secure "treatment" and detention of youth. In part because of these program improvements, the Department believes and this report identifies the value in continuing to serve this population at the existing SYSC facility in Manchester. However, also in part due to these changes to a more treatment oriented program, the facility is ripe with opportunities to obtain alternative funding to ultimately decrease the general fund costs associated with serving this population of youth.

The Agency's evaluation and planning activities have identified a realistic direction that could align SYSC's current treatment model with the federal definition of a "medical institution." This report outlines short and long- term options for continuing to serve the treatment needs of these youth in a secure and locked setting while pursuing the Department's ability to draw other funds on their behalf.

From the outside looking in there would not be noticeable changes to the facility, in that security procedures would remain the same. However, there could be a significant change in how services are funded at the facility. The Department could proceed in a specific direction that would allow for the enrollment of SYSC as a residential treatment facility, which would ultimately strengthen the ability to be an insurance and/or Medicaid billable program.

This clinical direction is consistent with the direction many juvenile justice programs around the country are taking, and necessary in light of the needs of the current population. It is therefore both programmatically appropriate and more cost effective to pursue other sources of revenue that support the treatment services already in place at the facility. If and when additional funding streams become available, the facility could also enhance the services available to transition youth safely back into the community. These options could also serve to meet some existing service gaps for youth without increasing costs.

It is also critical that the local community/neighborhood be engaged throughout this process so as to clarify or address any concerns that may arise. The SYSC grounds are embedded into a neighborhood, and it is imperative that open communication be maintained so the neighborhood is assured that any operational changes made at the facility will not impact their sense of safety. Should at any time in this process an additional program or program changes occur, the local community will be informed and made a part of that change.

Background:

The Department of Health and Human Services was directed in House Bill 260 (2013 Laws Chapter 249) to assess and report its recommendations to the fiscal committee of the general court as to the most appropriate, cost effective, long and short-term uses of the Sununu Youth Services Center (SYSC). The Department's assessment is required to include an analysis of:

- (1) The advantages and disadvantages of the current use of the facility;
- (2) Potential alternative uses for the facility;
- (3) The viability of using another facility to provide secure detention/committed services given the declining census at the center; and
- (4) Ways that the current costs to run the facility could be reduced.

In conducting its assessment, the Department is required to consult with the community, child welfare, court, and juvenile justice stakeholders to solicit their input as to the most appropriate and fiscally responsible options for addressing the needs of committed and detained youth.

In response to this requirement, the Department explored the advantages and disadvantages of this type of facility for this population, both at SYSC and in other states, legal and fiscal implications regarding use of the current facility or another facility, alternative or additional uses of the current facility, and possible opportunities to reduce operating costs. This process included the formation of an Executive Team comprised of a wide range of community partners, who participated in formulating possible options to meet the legislative objectives above. Input regarding the above questions and possible options was sought from members of the judiciary, law enforcement, community providers, advocates, legislators, juvenile parole board members, and local Manchester leadership. Overall there were more than 45 individuals involved through interviews, focus groups or team meetings, including the New Hampshire Juvenile Justice Advisory Group and the DCYF State Advisory Board. Others were invited but could not or chose not to participate.

The following is a summary of the findings of this process.

Current Program:

The Sununu Youth Services Center (SYSC) is a 144-bed facility located on River Road in Manchester New Hampshire. It provides an architecturally secure treatment program for committed juveniles and for New Hampshire youth involved in the court system prior to their adjudication.

SYSC is comprised of two major programs, as established in statute: the Youth Development Center (RSA 621) and the Youth Services Center (RSA 621-A).

The Youth Development Center

The Youth Development Center provides services to youth adjudicated in court as having committed delinquency offenses and who are in need of secure treatment. Juveniles placed in the Sununu Youth Services Center (SYSC) range in age from 11 to 17 years old. When a youth is committed to SYSC, a systematic process is used to classify and assign them to a secure residential unit where they participate in a prescribed behavioral program. These are adjudicated youth with severe substance abuse and/or severe behavioral challenges or co-occurring mental health conditions that require and would benefit from secure treatment or stabilization in

preparation for returning to their community and reunification with family. The Youth Development Center served a total unduplicated count of 122 committed youth in State Fiscal Year 2012.

The Youth Services Center

The Youth Services Center provides detention services in a unit within the Sununu Youth Services Center. A juvenile may be committed for placement at the Youth Services Center following an arrest for a delinquent offense and the issuance of a NH Circuit Court order.

The Detention Unit is a 24-bed co-educational secure detention center that houses youth who have allegedly committed delinquent offenses and are awaiting disposition of their cases by the courts. It also detains youth wanted in other states in accordance with the provisions of the Interstate Compact. Most youth are detained for less than 48 hours, but others may remain longer awaiting court dispositions, placements and release to their home state or adult certification. Residential staff provides for secure care and respond to youths' recreational needs. All detained youth are provided with close supervision for the duration of their stay. The Youth Services Center served a total unduplicated count of 197 detained youth during State Fiscal Year 2012.

Population

The daily census at SYSC over the past several years has ranged between 58-70 youth at any given time, with additional youth on administrative release or furlough. The youth have a wide range of mental health and behavior disorders and the clinical team is experienced in treating adolescents with challenges including but not limited to:

- Conduct Disorder
- Oppositional Defiant Disorder
- Attention-Deficit Disorder
- Impulse Control Disorder
- Disruptive Behavior Disorders
- Reactive Attachment Disorder
- Depressive Disorders
- Substance Abuse Disorders
- Bipolar or Mood Disorders
- Post-Traumatic Stress Disorders
- Anxiety/Adjustment Disorders

SYSC offers an array of services that address the medical and mental health needs of youth for whom less intensive, community-based services have not produced the outcomes necessary to keep the youth or community safe. SYSC also serves as its own School Administrative Unit (SAU), and as such provides comprehensive and individualized education services to all youth residents. Additionally, as a result of its central location in the state, SYSC is able to serve all youth throughout New Hampshire who require secure treatment.

Assessment of Current Programming Appropriateness:

In order to assess the appropriateness of programming for these youth using the current facility, the Department requested technical assistance from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) National Training and Technical Assistance Center to

determine what practice approaches achieve positive outcomes with this population, and in what type of settings. They were asked to review the Sununu Youth Services Center's (SYSC) use of Evidence-based Programs (EBP), what funding sources are available for programming and what other states provide for services/programming at their respective state centers.

On May 17, 2013, the National Training and Technical Assistance Center transferred the technical assistance project to the National Center for Youth in Custody (NC4YC). The Co-Director Ned Loughran then followed up with DCYF staff who further refined the scope of the technical assistance request and initiated their review.

Mr. Loughran and another NC4YC member, David Crowley, conducted a comprehensive site visit to the facility from June 24, 2013 - June 27, 2013. During the visit, Mr. Loughran and Mr. Crowley toured the facility, observed programming and operations, interviewed administrators, staff and youth residents, and reviewed documents and youth records.

The technical assistance identified the following in regard to the current programming at SYSC, in light of national best practices:

Changing Profile of the Population

- Like most youth corrections facilities throughout the country, SYSC has experienced an influx of youths with serious emotional and mental health problems
- Many of these youths also have a co-occurring disorder of substance and/or alcohol abuse. These high needs youth tend to do better in specialized units with adequately trained staff similar to the H 1 Crisis Management Unit at SYSC
- A large percentage of youth are diagnosed with trauma related issues (female residents with higher rates)
- SYSC offers a comprehensive and effective array of treatment programs (Honest Minds, Restorative Circles, Family Therapy, Emotional Empathy, Compassion, Pet Therapy, AA, NA, etc.)
- Programs are targeted toward this challenging, high needs, resident population

Family Engagement

- SYSC is beginning to explore ways to involve families in their children's treatment plans and reintegration planning
- Family engagement strategies could be increased

Education Program

- SYSC offers a comprehensive school program that includes guidance counseling, special education services, and apprenticeship/vocational opportunities (e.g., automotive, culinary arts, wood working and gardening)
- Teacher to youth ratio is 1:2 (30 certified teachers for 61 youths)
- Youths receive individual credit recovery assistance
- Some residents complete college level work

Residential Program

- Training curriculum for new staff includes topics required for work on a secure-care unit
- Facility is inadequately staffed at times
- Many staff and youth residents noted staff shortages
- Staff desire additional training

Overall, the evaluation identified that SYSC is in the process of movement away from a correctional model to a rehabilitative one, and that this shift is consistent with the direction many juvenile justice programs around the country are taking, and necessary in light of the needs of the current population. The use of evidence-based treatment interventions such as Dialectical Behavior treatment, Trauma Informed Treatment, Aggression Replacement Training, along with family therapy and substance abuse treatment have enriched the treatment program for youths at SYSC. The evaluation confirmed that many of these programs have proven results in addressing the complex needs of adolescent offenders, such as the serious mental health issues that result from early exposure to trauma, substance abuse and family related problems.

According to the evaluator, SYSC's routine use of outcome data to identify issues, implement changes and monitor performance further contributes to the overall safety, health and quality of life for staff and youths in the program.

The evaluator also found that the facility itself creates an environment that is conducive to its primary purpose, the rehabilitation of adolescent offenders. The campus and building has the feel of a high school rather than a secure facility. The exterior design of the building provides a perimeter security, instead of fencing topped with barbed wire or razor ribbon, as is often the case in most secure facilities for young offenders throughout the country.

Among other recommendations related to specific programming, training or policies, key recommendations from this report include:

- Increase staffing levels and optimize staff allocation
- Continue to convert as many half time positions to full time for consistency in operational management
- Utilize supervisors and any available facility support staff for unit shortages
- To relieve staff when counseling youths in Crisis Services Unit, for outside coverage activities, and for additional security on trust level activities
- Continue quality assurance strategies
- Increase staff training (e.g., skill and team building)
- Recognize and reward staff accomplishments

Many of the recommendations were already in progress and/or have since been acted upon. Although there are always opportunities for improvement, as a whole, the technical assistance provider found that the current programming and facility at SYSC is aligned nationally with best practices and treatment of this population.

Assessment of Legal and Fiscal Implications:

Legal Considerations

As part of its assessment the Department also looked at whether there were any deed restrictions, easements or other federal requirements that could potentially limit alternative uses of the facility and found the following:

- A title search completed for the property prior to construction of the facility concluded that there are no encumbrances on the property that would restrict its use for other purposes.
- While certain "contributing buildings" on the SYSC campus may be subject to restrictions or to a preservation easement pursuant to a memorandum of understanding

between the Department of Health and Human Services and the New Hampshire Division of Historical Resources, the new facility is not covered by this memorandum and accordingly the memorandum should have no effect on any proposed changes for the use of the facility.

- The facility was built in large part with the use of federal Violent Offender Incarceration and Truth in Sentencing (VOI/TIS) grant funds. As a condition of funding, the state is required to operate the facility as a correctional facility or jail. The duration of the state's obligation, however, is not specified and federal guidance on the issue provides that grantees are required to use the facility for the originally authorized purpose for as long as they are needed for that purpose. Thus the need for the facility dictates the length of the federal requirement for its continued use.
- As a further condition of funding, however, the state was required to provide assurances that it would not dispose of, modify the use of or change the terms of title to the property without the permission and instructions from the Office of Justice Programs, U.S. Department of Justice (DOJ). Accordingly, any proposed change in the use of the facility would require the approval of the DOJ. The DOJ's Bureau of Justice Assistance which now administers the VOI/TIS grants has stated that it has a general policy of granting all reasonable facility use requests provided that the alternative use of the facility serves a criminal justice purpose, as a general matter, and that the facility must be made available for the originally authorized purpose if the need should arise again.

Fiscal Considerations

Fiscal considerations regarding potential use of another facility to provide secure treatment for this population include the fact that the state owns the Manchester property and buildings, and would continue to incur a cost to at least minimally maintain those facilities should the SYSC program relocate elsewhere. There is the potential requirement as noted above that a portion of the VOI/TIS grant monies awarded to build the current facility would need to be paid back if the facility is no longer in use for that purpose. Additionally, the cost to rent or purchase and renovate a different facility to provide secure treatment would need to be considered. Given these factors, use of a different facility to provide these services, despite the lower census at the center, is not a cost effective option. Please see Appendix A for details on this option.

Private Contracting Considerations

Consideration was also given to the possibility of contracting existing services out to a private provider in the current or a different location, and the programming, legal and fiscal implications of that option. In regards to programming, given the evaluation results above, it is apparent that the current programming at the facility is ideally suited to this population and aligned with best practices nationally. Given this, there is no basis to consider privatization for programming reasons.

As the possibility of contracting services relates to legal and philosophical considerations, this question is closely linked to the issue of statutory authority. It is raised on the basis of the "propriety" of such action rather than with respect to "legality". It is an ideological question that many people feel strongly about. In fact, many staff and stakeholders interviewed believe that the responsibility for secure treatment is and should continue to be the role of the state. They argue that some functions are the "responsibility" of government and cannot or should not be delegated; among these functions are all legislative and judicial activities involved in all stages of the juvenile and criminal justice process. In the instance of privatization, the state would retain legal and ethical responsibility for this critical function, while surrendering direct control of these services to a private party. Others argue that there is a legitimate and necessary role for private

enterprise in the management of juvenile corrections, which in no way constitutes an abrogation of the essential role of government in formulating policy.

The desire to decrease cost of a service that is currently publicly provided is often a significant reason for contracting that service to the private sector. At times, the private sector has a greater potential for innovation and efficiency due to its ability to be more flexible than government regarding personnel and resources. It is critical to note that, while the state agency could relinquish responsibility for performing a service by contracting it out, it in no way relinquishes responsibility for monitoring the private providers. The state remains accountable, through detailed monitoring procedures, for all contracted services. The shift from operating public services to monitoring the provision of public services must include the state's ability to oversee and evaluate performance.

There is also a statutory challenge regarding the authority of private providers as compared to the public sector. Currently the employees of a private provider are not authorized by state law to take and hold juveniles in their care, as current state statutes did not envision private juvenile corrections providers.

In regards to the fiscal considerations of contracting these services to a private provider in a different location, given the costs that would be associated with maintaining the current land and buildings, payment to a provider for the services (which would require renovation of any existing facility in the state to provide adequate security), and costs of the necessary quality monitoring that would still be the responsibility of the state, contracting these services to a private provider would not be a cost effective option. Additionally, as noted above, there is the potential requirement that a portion of the grant monies awarded to build the current facility would need to be paid back if the facility is no longer in use for that purpose, further reducing the fiscal viability of this plan.

The viability of contracting these services to a private provider using the current facility is rife with programming, legal and philosophical concerns, and would still incur some of the same costs noted above. The Department began exploration of this possibility by issuing an RFI (Request for Information) in 2012. Only two responses were received, only one of which was from a provider with a demonstrated history of providing similar residential services, so options for appropriate private providers could be limited for this somewhat unique service. Additionally, the RFI did not require that proposals include budget information, so the responses did not confirm that costs would be reduced through a private contract.

However, there may be fiscal value in exploring contracting with a private provider for some specific targeted services currently provided by the state at SYSC. Education, maintenance or food services could be such examples. In addition, several focus group conversations and interviews clearly identified that there may be room to decrease staffing costs in educational services, given the teacher to student ratios noted earlier. This will continue to be an area for potential reduction of costs depending on the outcome of the short and long term options described below. Please see Appendix B for the current State Fiscal Year budget for Education, Maintenance and Food Services at SYSC.

Findings and Conclusions

Analysis of the information gathered above indicates that **the Department should continue to operate the Sununu Youth Services Center at the Manchester site**, and should turn its attention toward efforts to modify and expand its service continuum to better meet the needs of

the youth, families and community, and toward decreasing overall operating costs. These two goals may in fact be closely connected to one another.

As noted earlier, a significant portion of the youth served at SYSC require and receive treatment for mental and behavioral health issues. Additionally, a number of discussions with stakeholders identified secure treatment in these two areas as primary unmet needs for children and youth in New Hampshire. These discussions indicated that there is often a waiting list for children to receive acute psychiatric services at New Hampshire Hospital, and there are limited secure options for families when children are discharged from the hospital. These children may wait in local hospital emergency rooms for extended periods, where they cannot be provided with the crisis stabilization and treatment they need. Additionally, the hospital is meant to provide time-limited acute care, however in situations where longer secure services are needed; there are few transitional options that allow youth to fully solidify their treatment gains before returning to their community. Lastly, there are inadequate numbers of inpatient resources for youth struggling with substance addictions in our state. Some of the youth facing these challenges enter SYSC currently as a result of a delinquent act, some do not, however the treatment needs and safety concerns regarding youth in both circumstances are very similar.

As a result, the review has identified both short and long-term options for the Department to explore in an effort to reduce costs at SYSC and expand the uses of the facility to meet the needs of children and youth.

Short-term Options

New Hampshire Hospital (NHH) currently provides acute psychiatric treatment services for children, adolescents, adults and elders with severe mental illness. The Department should explore, in conjunction with NHH, the viability of dedicating a unit at SYSC to the hospital for the transition of children and adolescents who need crisis stabilization but not acute psychiatric services, or no longer require acute care but need secure transitional care in order to return safely and permanently to their home and community. New Hampshire Hospital is a certified secure medical treatment facility, and the feasibility of NHH opening a unit at SYSC for children and youth should be investigated.

In addition, a floor separate from other detained or adjudicated youth within SYSC could potentially be designated to provide secure inpatient services for adolescents with substances abuse needs. The program could provide:

- Acute, inpatient medical detoxification
- Safe medical withdrawal
- Inpatient Chemical Dependency Detoxification
- Group therapy, including coping skills, relapse prevention, and alcohol/drug education
- Educational groups
- Transitional Services

Expanded mental health and substance abuse treatment services for children and youth are both potential additional uses of the current facility that would enhance the existing service array available to meet these critical needs, and reduce overall costs as well. Costs could be reduced as a result of income generated through payment from insurance providers for these services. This income could be maximized through the use of existing infrastructure (building, food service, maintenance, recreational, medical facilities, etc.) resulting in decreased overhead costs to provide these services. Further exploration is needed to determine requirements for certification, staffing and billing procedures, among other areas, to confirm the feasibility of these options.

However, as a currently under-utilized asset in the state for the secure treatment of youth who require this level of care, SYSC could offer a fiscally sound addition for these critical services.

Long-term Options

A more long-term solution for reducing costs and enhancing services at the Sununu Youth Services Center could involve the ability to draw federal Medicaid dollars for services provided at SYSC. Review and consultation with individuals from the State of Vermont regarding recent changes at their juvenile correction facility, Woodside, indicates that the services provided to the youth currently served at SYSC may be able to become eligible for Medicaid payments.

Like New Hampshire and most states, Vermont has experienced the same changes in the population at their youth correctional facility, in that most youth are presenting with greater mental health and substance abuse needs that require treatment. Vermont saw the role of Woodside shifting in response from a secure detention facility to a medical/psychiatric treatment facility, so they embarked upon a series of legal and practice changes to reflect that shift. The result of these changes has been to allow the Woodside Center to receive Medicaid payments for all services provided at the facility except education services for those youth insured by Medicaid.

Evaluation of Federal Medicaid Laws and Policies

The discussion below represents Vermont's findings and recommendations for accessing Medicaid funding for services, which would apply to SYSC as well.

Inmate of a Public Institution Exception

Federal Medicaid funds are not available for care or services provided to any individual who is an "inmate of a public institution (except as a patient in a medical institution)." A "public institution" is defined as an institution that is the responsibility of or is administratively controlled by a government unit. However, the term "public institution" excludes medical institutions, intermediate care facilities, publicly operated community residences that serve no more than 16 residents, and child-care institutions."

On the other hand, federal regulations define a "medical institution" as an institution that:

- a. Is organized to provide medical care, including nursing and convalescent care;
- b. Has the necessary professional personnel, equipment, and facilities to manage the medical, nursing, and other health needs of patients on a continuing basis in accordance with accepted standards;
- c. Is authorized under State law to provide medical care; and
- d. Is staffed by professional personnel who are responsible to the institution for professional medical and nursing services.

The services must include adequate and continual medical care and supervision by a physician; registered nurse or licensed practical nurse supervision and services and nurses' aid services, sufficient to meet nursing care needs; and a physician's guidance on the professional aspects of operating the institution.

Institutions for Mental Disease (IMD) Exclusion

Federal law defines an Institution for Mental Disease (IMD) as a hospital, nursing facility or other institution of more than 16 beds that is primarily engaged in providing diagnosis, treatment or care to persons with mental diseases, including medical attention, nursing care, and related services.

Medicaid funding is not available for IMD services, except for inpatient psychiatric services provided to individuals under the age of 21. This exception for individuals under age 21 has been interpreted inconsistently. One interpretation is that inpatient psychiatric services must meet the narrow, institutional definition of inpatient psychiatric services (described in the next section). Another interpretation is that the IMD rules do not apply to individuals under age 21.

Medicaid Reimbursement for Psychiatric Residential Treatment Facilities (PRTF)

Federal Medicaid law recognizes a limited number of institutional settings for which room and board costs may be reimbursed. These settings include hospitals, nursing facilities, intermediate care facilities for the mentally retarded (ICF/MR), and inpatient psychiatric services for children under age 21. Psychiatric services for children may be provided by a psychiatric hospital, psychiatric unit of a general hospital or psychiatric residential treatment facility (PRTF).

Under Centers for Medicare and Medicaid Services (CMS) regulations, a PRTF is a non-hospital facility that delivers inpatient psychiatric services to Medicaid enrolled individuals under age 21. The facility is required to be accredited by the Joint Commission (known as JCAHO) or other accrediting entity, such as the Commission on Accreditation of Rehabilitation Facilities (CARF). The facility also must comply with federal regulations concerning the use of seclusion and restraints.

Findings and Recommendations Regarding Federal Medicaid Laws and Policies

The Department believes that the Sununu Youth Services Center could, as a long-range plan, potentially meet the federal definition of a “medical institution,” subject to modification of New Hampshire law to recognize SYSC as a medical provider. The agency also believes that enrollment of Sununu Youth Services Center as a psychiatric residential treatment facility would strengthen the Medicaid program’s authority to cover SYSC for three reasons:

1. Recognition of SYSC as a *Psychiatric Residential Treatment Facilities (PRTF)* could enable the New Hampshire Medicaid program to cover services offered by SYSC under traditional Medicaid laws.
2. The federal definition of a “medical institution” has not been consistently interpreted and applied, but enrollment of SYSC as a PRTF would meet the narrowly constructed definition of a medical institution.
3. Federal law exempts “inpatient psychiatric services for children under age 21” from the prohibition on Medicaid funding for services. The definition of “inpatient psychiatric services” could be narrowly interpreted to include only traditional Medicaid providers (e.g., hospitals and PRTFs). Enrollment of SYSC as a PRTF could meet the narrow definition of “inpatient psychiatric services for children under age 21.”

Both the designation as a “medical institution” and enrollment as a PRTF would require statutory and process changes, as well as accreditation by an accrediting entity. While it is believed that the

facility, services, staffing and programming currently in place at SYSC would largely meet accreditation requirements, specific analysis will be necessary to determine if additional changes are needed. However, as was true in Vermont, it is anticipated that a large majority of youth presently served at SYSC have treatment needs that would clinically require secure treatment, thereby allowing all costs for their treatment at SYSC except education costs to be covered by Medicaid payments to the state. It is important to note that the Woodside facility continues to provide services to a small number of youth (less than 5-10%) that do not have clinical needs that require secure treatment, but nonetheless require secure placement to ensure community safety. They continue to utilize state general funds to serve this population.

Programmatically, the Woodside Center made a number of changes aligned with the shift to a more treatment-focused approach to these services. New Hampshire is already in the process of making many of these changes as they are recognized as best practice for youth and their families, such as infusing Restorative Practices into the facility, expanding family engagement in treatment, and individualizing youth's programs based on treatment needs. Additional changes made in Vermont that warrant exploration include initial review of all admissions by a clinical team to determine need for secure care, with transition supports to a lower level of care if appropriate. It is also worth considering eliminating the separation of youth based on legal status (detained vs. committed), that would allow for unit assignment of all youth based on treatment need and services, and discharge planning that begins immediately upon admission for all youth.

Given the above information, the Department should explore the feasibility and appropriateness of the identification of the Sununu Youth Services Center as a psychiatric residential treatment facility. This should include, if appropriate, any statutory changes that would be necessary to meet this recommendation. This exploration should include an analysis of any outcome data available regarding the Woodside program or other similar models, and a plan for evaluation of any recommended changes at SYSC. Additionally, the success of a secure treatment model such as the one described here is intricately tied to the availability of adequate community treatment services to support successful discharge from secure treatment. As a result, the Department would propose that a portion of any savings realized through these modifications be allocated to support such community treatment programs.

It should be noted that neither the short nor long term possibilities described above are anticipated to result an increase in daily census at the facility beyond its capacity. The youth currently served at SYSC and New Hampshire Hospital typically struggle with very similar challenges and require similar services in terms of mental health and substance abuse treatment, with the primary differentiation being that youth currently at SYSC have been charged with committing a delinquent act. It is hoped that by making this level of treatment more available to youth who need it before a delinquent act occurs, the youth, their families, and the community will be better and more safely served.

Final Summary:

Short-Term Options

1. The Department will continue to operate the Sununu Youth Services Center at the current Manchester facility.
2. The Department will explore the possibility for SYSC to house an extension of New Hampshire Hospital services for psychiatric and substance abuse care.
3. The Department will explore the programmatic and fiscal impact of contracting specific targeted services provided at SYSC to a private provider.

Long-term Options

1. The Department will explore the feasibility and appropriateness of identifying the SYSC as a Psychiatric Residential Treatment Facility (PRTF) to secure Medicaid funding for services, including any necessary program or statutory changes, and fiscal impact.

General Recommendations

1. The Department will continue to invite stakeholders' participation in exploring the above options.
2. The Manchester neighborhood residents should specifically be involved in the exploration of these possibilities.

The Department worked with community stakeholders and providers to create this report and wants to recognize the time and effort of many in contributing to the creation of this document and the plan going forward. There were focus groups and interviews from which information was gathered and there was a standing executive group that listened to and considered the information in an effort to look at as many options as possible.

The following individuals were part of the Executive Team that met over the past five months.

Executive Team Members - Stakeholder Members

Amy Kennedy, Office of Governor Margaret Wood Hassan
Mayor Theodore Gatsas, Mayor, City of Manchester
Joyce Craig, Alderman, Ward I, City of Manchester
Maria Gagnon, CEO, Child & Family Services
Monica Zulauf, President/CEO of YWCA, NH
Patricia Dowling, Chair, Governor's State Advisory Group on Juvenile Justice
Ellen Feinberg, Executive Director of N.H. Kids Count
Ron Adams, Governor's State Advisory Group on Juvenile Justice
Michael Adamkowski, Chair, DCYF Advisory Board
Amy Pepin, Governor's State Advisory Group on Juvenile Justice
Marty Boldin, Director Office of Youth Services
Michael Sielicki, NH Chiefs of Police Association
Joseph Diament, Director Division of Community Corrections

Appendix A

	Budget Impact - General Funds		
	SFY14	SFY15	TOTAL
Total SYSC Budget	-	(15,182,997)	(15,182,997)
General Fund Portion of SYSC Budget		(14,255,656)	(14,255,656)
Est. cost to send residents to another program		11,315,000	11,315,000 *
Est. cost to administer placement contract	-	1,357,800	1,357,800 **
Est. cost to maintain buildings/campus after closure	-	900,355	900,355 ***
Potential General Funds Savings ¹			(682,501)

¹Note: There are two unknown costs:

- 1) Requirement to pay back VOI/TIS grant
- 2) Costs associated with renovating a non-secure facility into an architecturally secure facility

DETAIL

Estimated cost to send residents to another program:

Average Census # per Day 62
 Assuming an average daily rate of: \$500
 x365 days year 365

\$11,315,000 *

Estimated cost to administer Contract @ 12% **\$1,357,800 ****

\$12,672,800

	SFY 2014 Budget	Program Costs	Facility Costs After Closure
MAINTENANCE/SECURITY BUDGET			
PERSONAL SERVICES PERM CLASS	\$ 469,451	\$ 134,405	\$ 335,046
OVERTIME	\$ 16,314		\$ 16,314
HOLIDAY PAY	\$ 2,330		\$ 2,330
CURRENT EXPENSES	\$ 78,440	\$ 39,220	\$ 39,220
HEAT ELECTRICITY WATER	\$ 845,284	\$ 591,699	\$ 253,585
MAINT OTHER THAN BUILD-GRN	\$ 2,275		\$ 2,275
EQUIPMENT NEW REPLACEMENT	\$ 40,000	\$ 20,000	\$ 20,000
TELECOMMUNICATIONS	\$ 4,975		\$ 4,975
OWN FORCES MAINT BUILD-GRN	\$ 6,970		\$ 6,970
CONTRACTUAL MAINT BUILD-GRN	\$ 52,349		\$ 52,349
PERSONAL SERVICE TEMP APPOIN	\$ 21,195	\$ 21,195	
BENEFITS	\$ 265,711	\$ 98,920	\$ 166,791
EMPLOYEE TRAINING	\$ 1,260	\$ 1,260	
IN STATE TRAVEL REIMBURSEMEN	\$ 5,325	\$ 4,825	\$ 500
OUT OF STATE TRAVEL REIMB	\$ 1	\$ 1	
	\$ 1,811,880	\$ 911,525	\$ 900,355 ***

Appendix B			
Description	ORG	CLASS	SFY 2014
			Budget
MATERIAL MGT & FOOD PREP			
PERSONAL SERVICES PERM CLASS	7913	10	242,008
OVERTIME	7913	18	16,984
HOLIDAY PAY	7913	19	8,010
CURRENT EXPENSES	7913	20	95,640
FOOD INSTITUTIONS	7913	21	289,051
RENTS-LEASES OTHER THAN STAT	7913	22	292
EQUIPMENT NEW REPLACEMENT	7913	30	1,358
TELECOMMUNICATIONS	7913	39	2,800
PERSONAL SERVICE TEMP APPOIN	7913	50	13,385
BENEFITS	7913	60	168,365
EMPLOYEE TRAINING	7913	66	629
IN STATE TRAVEL REIMBURSEMEN	7913	70	467
GENERAL FUNDS			838,989
MAINTENANCE/SECURITY			
PERSONAL SERVICES PERM CLASS	7914	10	469,451
OVERTIME	7914	18	16,314
HOLIDAY PAY	7914	19	2,330
CURRENT EXPENSES	7914	20	78,440
HEAT ELECTRICITY WATER	7914	23	845,284
MAINT OTHER THAN BUILD-GRN	7914	24	2,275
EQUIPMENT NEW REPLACEMENT	7914	30	40,000
TELECOMMUNICATIONS	7914	39	4,975
OWN FORCES MAINT BUILD-GRN	7914	47	6,970
CONTRACTUAL MAINT BUILD-GRN	7914	48	52,349
PERSONAL SERVICE TEMP APPOIN	7914	50	21,195
BENEFITS	7914	60	265,711
EMPLOYEE TRAINING	7914	66	1,260
IN STATE TRAVEL REIMBURSEMEN	7914	70	5,325
OUT OF STATE TRAVEL REIMB	7914	80	1
GENERAL FUNDS			1,811,880
EDUCATION			
PERSONAL SERVICES PERM CLASS	7917	10	2,272,512
OVERTIME	7917	18	4,663
CURRENT EXPENSES	7917	20	20,930
RENTS-LEASES OTHER THAN STAT	7917	22	3,887
ORGANIZATIONAL DUES	7917	26	247
TELECOMMUNICATIONS	7917	39	1,820
AUDIT FUND SET ASIDE	7917	41	0
PERSONAL SERVICE TEMP APPOIN	7917	50	15,685
BENEFITS	7917	60	1,113,920
WORKERS COMPENSATION	7917	62	0
EMPLOYEE TRAINING	7917	66	1,104
IN STATE TRAVEL REIMBURSEMEN	7917	70	284
GRANTS NON FEDERAL	7917	73	1
OUT OF STATE TRAVEL REIMB	7917	80	1
EDUCATIONAL SUPPLIES	7917	537	25,163
			3,460,217
OTHER FUNDS (Agency Income)			-710,205
GENERAL FUNDS			2,750,012

Sununu Youth Services Center Transformation: Psychiatric Residential Treatment Facility Proposal

WHAT IS THE DEPARTMENT'S VISION TO SERVE YOUTH WITH BEHAVIORAL HEALTH TREATMENT NEEDS?

The Department believes that children and youth are best served in their homes and communities when it is safe and effective to do so. For these reasons, the Department, in collaboration with the Children's Behavioral Health Collaborative and other stakeholders, has used federal grant funds to design and implement a System of Care model that includes an expanded and non-traditional service array. The System of Care (SOC) model was developed to meet the intensive behavioral health needs of those children and youth that are not able to be served effectively in their homes and communities with the existing service array. The Department is pursuing a Medicaid State Plan Amendment to continue funding for the System of Care services, as well as for a Psychiatric Residential Treatment Facility (PRTF) and the Sununu Youth Services Center would be the PRTF

WHO ARE THE YOUTH THAT DHHS WANTS TO SERVE?

The youth that DHHS is looking to serve have a variety of intensive behavioral health and treatment needs that cannot be adequately met in their communities, including youth involved with various DCYF programs (abuse/neglect, Children in Need of Services (CHINs), and juvenile justice) as well as other youth not currently involved with the Division for Children, Youth and Families (DCYF).

Youth involved with juvenile justice

The youth currently being served at the Sununu Youth Services Center (SYSC) require an intensive level of care and treatment, due to their significant behavioral health needs and unsuccessful attempts to treat these youth in less restrictive and less intensive programs (refer to example 1).

- A review of seventy-six youth committed to the facility in 2015 indicated that sixty-seven of those youth had three or more mental health diagnoses, with thirty-eight having five or more. All seventy-six youth carried at least one mental health diagnosis.
- Sixty-one of those youth had co-occurring mental health and substance abuse diagnoses.

- The average number of placements prior to commitment for these seventy-six youth was six.
- In addition to not receiving treatment able to meet their needs, these youth caused harm to others while these needs remained unmet. Prior to reaching the point of commitment, these seventy-six youth were petitioned for committing a total of 494 criminal offenses in their homes and communities.

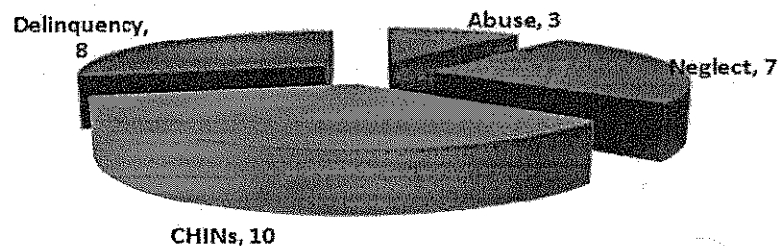
Other youth involved with DCYF

Some youth not placed at SYSC but involved with DCYF through an abuse/neglect (refer to example 2) or CHINS case also need the intensive level of care and treatment.

- Most of the children or youth involved with DCYF are able to be served through existing providers in NH.
- Some children or youth, however, have more intense needs that currently require placement in out-of-state facilities to obtain treatment safely and effectively.
- On 9/1/15, DCYF had twenty-eight children and youth placed in out-of-state facilities.

One such population with very high needs are youth served under the Child in Need of Services (CHINS) statute, Section D:2II(d), which include children and youth who have a diagnosis of a severe emotional/cognitive or other mental health issue who engage in aggressive, fire setting or sexualized behaviors that pose a danger to themselves or others. In calendar year 2014 the Department received 55 requests for this type of CHINS petition. The Department has received 30 requests to date in 2015. These children and youth frequently require residential treatment, and in fact account for a significant portion of out-of-state placements.

of children/youth placed out-of-state by case type



When children and youth are placed out-of-state, it becomes more difficult for them to remain connected to their families and home communities, which can negatively impact treatment progress and discharge planning. Additionally, DCYF does not have oversight of rates and quality measures such as length of stay in these placements. From an economic standpoint, when these placements are necessary, state dollars are being paid to out-of-state agencies rather than in-state providers. For these reasons, every effort is made to serve these children and youth in-state first, which can result in multiple placements and unmet treatment needs for these youth.

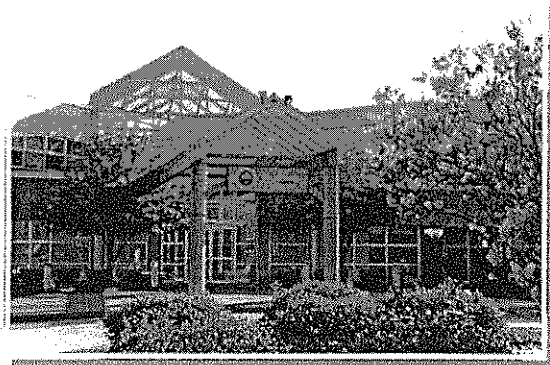
Other youth with behavioral health needs

Additionally, there are youth not in contact with DCYF who require the same intensive level of care and treatment.

- Youth that are in need of highly intensive and/or secure treatment in a clinical milieu but are stable enough for discharge from an acute psychiatric hospital.
- Youth who need an extensive and clinically intensive evaluation to determine appropriate diagnosis and treatment plan.
- Youth who need extended monitoring while undergoing medication trials/ stabilization but no longer need acute care.

Currently, the only option for these youth is a longer stay at New Hampshire Hospital, contributing to a shortage of beds for other youth in need of acute care.

NHH Readmissions of Children/Youth (under 18 years old) – SFYs 2014 & 2015	
DCYF involved	56
Non-DCYF involved	662



Youth with substance use disorders

While many of the youth described above have co-occurring substance use disorders, there are also youth whose primary diagnoses are substance use related who may need an intensive level of care and treatment in a residential setting.

- New Hampshire currently has one adolescent Substance Use Disorder residential treatment program, Phoenix House in Dublin, NH, which is currently able to serve twelve youth. At times, the program is unable to accept new referrals.
- While Phoenix House works diligently to meet the needs of youth in its program, there are youth who cannot be managed at their facility, due to aggressive behaviors or co-occurring mental health issues, and who are therefore discharged from the program without completing their treatment plan. Seven such youth were discharged in 2014.
- Many youth are appropriately diverted from residential care if their initial assessment determines community treatment is the best alternative.
- While many youth with substance use disorders will continue to be effectively treated in the community programs, providing the option of a second residential substance abuse treatment program for adolescents that is able to accept Medicaid or other insurance in another area of the state, and manage more aggressive or co-occurring disorders, will provide a critical service for youth that need it.

WHAT IS A PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY (PRTF)?

A Psychiatric Residential Treatment Facility (PRTF) is a treatment category designed by the federal Centers for Medicare and Medicaid Services (CMS) to support States’ efforts to provide psychiatric services to individuals under age twenty-one in non-hospital settings. New Hampshire does not currently have a PRTF facility.

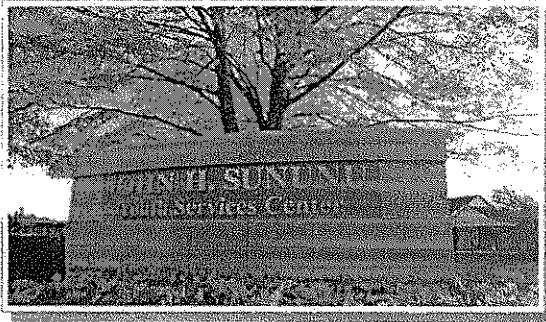
A PRTF is designed to be:

- less medically intensive than a psychiatric hospital, while still providing a range of comprehensive services on an inpatient basis under the direction of a physician;
- a more clinically intense type of treatment delivered to youth that are more acutely or chronically psychiatrically ill than those served in other residential facilities.

A PRTF IS A CRITICAL COMPONENT OF THE CONTINUUM OF TREATMENT SERVICES IN NEW HAMPSHIRE

The creation of a PRTF is being considered only in conjunction with a permanently expanded array of home and community-based services to provide a full continuum of services for children and youth with the highest levels of behavioral health, and treatment needs. Despite expanding home and community services, a portion of this population continues to require short-term residential treatment episodes, a need that currently is not always met effectively or adequately without a PRTF.

Concern has been raised about the need for a PRTF in light of a federal demonstration project under which nine states tested the cost-effectiveness and outcomes of providing enhanced services in a child's home or community **rather than** a PRTF. The Department believes this project supports its proposal to utilize SYSC as a PRTF in conjunction with an enhanced array of home and community-based services in that the demonstration project concluded that including a number of additional services "significantly enhanced the positive outcomes for children and youth," and, in particular, that "children and youth who were transitioned out of PRTF's had better outcomes on average than children who were diverted from PRTF's." While the better outcomes for youth transitioned out of the PRTF may have resulted from better services or some other factor, it may also have been due to having their more intensive needs met within the PRTF, so that the community-based treatment plan could be more successful. This indicates that having a PRTF available for those youth that need that level of treatment is key to their ultimate outcome.



WHY IS SYSC THE BEST OPTION FOR A PRTF IN NEW HAMPSHIRE?

- The Sununu Youth Services Center (SYSC) currently offers many of the services that youth in need of this level of treatment require, including comprehensive medical, clinical and educational services. The Center utilizes a number of validated assessment instruments to determine treatment needs, and employs an array of evidence-based or research-based treatment interventions with proven results in addressing serious behavioral health issues. SYSC demonstrated positive results in safety, health and programming for youth in the facility as evidenced by the achievement of Level 3 out of 4 in the Performance-Based Standards system, which compares the SYSC's performance to other similar facilities' performance nationally every six months.
- There will be a sustained need for a PRTF level of care for some portion of youth in the juvenile justice system. While positive trends of decreasing juvenile crime rates and the declining use of secure facilities for juveniles continue both nationally and in New Hampshire, all states continue to have secure care and treatment options for juvenile delinquents. In converting SYSC to a PRTF, Medicaid dollars can be used to support treatment services needed by the current population. These Medicaid dollars will offset some of the general fund costs to operate the SYSC.

INSTRUMENTS AND MODELS CURRENTLY AVAILABLE AT SUNUNU YOUTH SERVICES CENTER (SYSC)

Assessment Instruments:

- Beck Suicidal Ideation Assessment
- CRAFT Screening Interview
- UCLA PTSD Reaction Index
- Substance Abuse Subtle Screening Inventory (SASSI)
- Child and Adolescent Needs and Strengths (CANS)
- Woodcock-Johnson III
- Attention Deficit Hyperactivity Disorder (ADHD) Rating Scale
- Depression Anxiety Stress Scales (DASS) 42
- Revised Children's Manifest Anxiety Scale (RCMAS)

Treatment Models:

- Cognitive Behavioral Therapy
- Trauma-Focused Cognitive Behavioral Therapy
- Dialectical Behavioral Therapy
- Anger Management (Prepare Model)
- Aggression Replacement Therapy
- Psychopharmacology

- The use of SYSC as a PRTF for the other populations described above provides a cost-effective way to meet the needs of these youth by making use of existing infrastructure (building, food service, maintenance, recreational, medical facilities, etc.) resulting in lower overhead costs to provide residential treatment services.
- Costs for multiple and longer placements and/or repeat hospitalizations could potentially decrease if youth who truly require a more intensive level of care can receive that care and return to their communities more rapidly and successfully.

Therefore, the Department recommends positioning SYSC as one element of the expanded SOC service array for youth who need short-term PRTF level care, and to utilize SYSC in coordination with expanded home and community-based services. In support of this objective, the federal Centers for Medicare and Medicaid Services (CMS) has offered to send a technical assistance team to NH this fall to evaluate the SYSC facility and assist in developing a transition plan.

NOTE: The SYSC facility was built using federal Violent Offender Incarceration/Truth in Sentencing (VOI/TIS) grant funds that carry certain requirements for use. The proposed transformation of the SYSC facility is expected to meet the use requirements, thereby avoiding the need for a substantial payback of funds used to build the facility. VOI/TIS funds payback could potentially equal \$13,400,000 if NH is required to repay the full amount.

The facility use requirements require that a state request permission from the BJA to cease operation or otherwise change the use of the facility. The guidance document states that the BJA has a general policy of granting all reasonable facility-use requests, provided that the alternative use serves a criminal justice purpose as a general matter and that the facility will be available for the originally authorized purpose if the need should arise again.

In May of 2015, the Department contacted Jonathan Faley, Associate Deputy Director for Programs at the BJA regarding the process for requesting a change of use for the SYSC facility. In conversation with Mr. Faley he stated: that BJA has had 5-6 requests for change of use and that they have approved all of them; and, that they take a broad brush approach to the requirement that the changed use serve a "criminal justice purpose" and that they are more than willing to work with states in situations like ours.

On June 4, 2015, the U.S. Department of Justice sent a letter to Senator Ayotte addressing the change of use and disposition requirements for VOI/TIS funded facilities. The letter refers to the Bureau of Justice Assistance's (BJA) Guidance for States on the Use and Disposition Requirements for VOI/TIS-Funded Facilities. <https://www.bja.gov/Programs/VOITISFacilityGuidance.pdf>

EXAMPLE 1: JUVENILE JUSTICE CASE

Charges:

- Simple Assault
- Aggravated Felonious Sexual Assault
- Acts Prohibited
- Possession of a Controlled Drug (x3 Separate Charges)

History of Placement:

- Phoenix House
- Youth Services Center—Secure Detention
- Mount Prospect Academy - Plymouth
- Mount Prospect Academy - Plymouth
- Mount Prospect Academy - Campton
- Speare Memorial Hospital
- Valley Vista Program - Vermont
- NH Hospital
- Youth Services Center - Secure Detention

Behavioral History:

- Extensive drug abuse on both sides of family

Behavioral History: continued

- Three psychiatric hospitalizations
- Self-injurious behavior
- History of cutting
- One documented suicide attempt
- Began drinking alcohol at the age of 12
- Marijuana use beginning in 8th grade
- Began opioids by 9th grade
- Admitted multiple times for detox treatment
- History of depression
- Alleged sexual abuse by father
- Allegedly sexually abused sister
- Exposed to domestic violence in the home
- Survived highly traumatic divorce

Diagnoses:

- Poly-substance Dependence
- Substance related perceptual disorder
- Mood Disorder
- Bipolar Disorder Type 1
- Posttraumatic Stress Disorder

EXAMPLE 2: ABUSE/NEGLECT CASE

History of Placement:

- Relative Placement
- Spaulding Youth Center
- New England Salem Children's Trust
- NFI – Massachusetts, Riverside
- Spaulding Youth Center
- Spurwink Services – Brunswick, ME
- Devereaux – Rutland, MA

Behavioral History:

- Significant, lengthy history of extremely violent, assaultive & aggressive behavior with family, peers, professional staff (all settings)
- Explosive outbursts
- Suicidal threats (trying to hang herself, throwing self out of moving vehicle),
- Threatening self-harm (cutting of body parts),
- Threatening to harm others
- Homicidal threats (staff, family, peers)
- Self-harming behaviors (scratching, cutting)

Behavioral History continued:

- Impulsivity
- Irritability
- Agitation
- Depression
- Hopelessness
- Threatening high-risk behaviors (prostitution)
- 5 psychiatric hospitalizations

Diagnoses:

- Physical Abuse of Child
- Neglect of Child
- Parent/child Relational Problem
- Gender Dysphoria of Childhood
- Bipolar Disorder
- Mood Disorder, NOS
- Borderline Personality Disorder
- Mild Cognitive Impairment (IQ 65)
- Asthma
- History of Pseudo-seizures



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of the Director

Washington, D.C. 20531

October 13, 2015

Byry Kennedy, Esq.
Director of Legal Services
Division for Children Youth & Families
NH Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Dear Mr. Kennedy,

This letter is to inform you that I have reviewed and approved your email request, dated October 2, 2015, seeking permission from the Bureau of Justice Assistance (BJA) to allow the State of New Hampshire to repurpose a portion of the Sununu Youth Services Center, a juvenile detention center built with federal Violent Offender Incarceration and Truth-in-Sentencing (VOI/TIS) Program grant funds for "use as a Psychiatric Residential Treatment Facility (PRTF)".

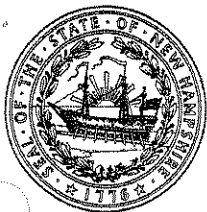
This request is approved based on the fact that the State plans to continue using the VOI/TIS facility for a criminal justice purpose (i.e., for use as a PRTF to service youth involved in the juvenile justice system or at risk for involvement), as required in BJA's *Guidance for States on the Use and Disposition Requirements for VOI/TIS-Funded Facilities*. The proposed PRTF, as I understand from reading the attached proposal, would serve a criminal justice purpose in that the youth served in the PRTF will be either involved with the juvenile justice system or at risk for involvement. In particular, our Office of the General Counsel has advised us that the youth described in the proposal that are not currently involved with juvenile justice system fall within the categories of youth that are typically considered at risk for juvenile justice involvement.

The State should be prepared to convert the VOI/TIS facility back to the originally funded purpose if the need arises. Furthermore, the State must continue to request and receive prior approval from BJA in order to make future changes regarding the use of the facility, to cease operating the facility, or to dispose of or sell the facility.

Thank you for your request. Should you have any questions, please feel free to contact Jonathan Faley, BJA Associate Deputy Director, by telephone at 202-514-2350 or by email at jonathan.faley@usdoj.gov.

Sincerely,

Denise E. O'Donnell
Director



State of New Hampshire

FIS 15-229

Additional Information

GENERAL COURT

33 North State Street
Legislative Office Building, Rooms 210-211
Concord, NH 03301-6334

TEL: (603) 271-3165

TDD Access: Relay NH 1-800-735-2964

FISCAL COMMITTEE

(RSA 14:30-a)

Neal M. Kurk
Chairman

November 18, 2015

Dear Members of the Committee,

Chapter 276, Laws of 2015 (HB 2) contains two separate provisions relative to the funding of the Sununu Youth Services Center.

Ch. 276:205, L'15 – Reduction in Appropriation

276:205 Department of Health and Human Services, Sununu Youth Services Center; Reduction in Appropriation. The department of health and human services is hereby directed to reduce state general fund appropriations to the Sununu Youth Services Center by \$1,721,861 for the fiscal year ending June 30, 2016, and by \$3,496,746 for the fiscal year ending June 30, 2017. The department shall operate the Sununu Youth Services Center within the allotted budget, or may enter into contracts for operation of the Sununu Youth Services Center, including establishing necessary class lines, as long as total operating costs do not exceed \$10,100,000 for the fiscal year ending June 30, 2017.

This provision does not require or authorize any further action by the Fiscal Committee. Both of these requirements are mandated by law, and any changes to these requirements must be made through legislation. The Committee should monitor the Department's adherence to these requirements throughout the biennium.

Ch. 276:206, L'15 - Cost Savings Plan:

276:206 Department of Health and Human Services; Sununu Youth Services Center; Cost Savings Plan. The department of health and human services shall develop a plan to reduce the cost of providing existing services at the Sununu Youth Services Center. The plan shall include privatization of services, offering additional and compatible services, and consider the most appropriate, cost effective, long and short-term uses of the center as described in the January 1, 2014 report issued pursuant to 2013, 249. The department shall submit the plan to the fiscal committee of the general court for approval on or before November 1, 2015, and begin implementation of the plan by January 1, 2016.

This provision requires the Department of Health and Human Services (DHHS) to submit a cost savings plan to the Fiscal Committee for approval. The implementation date of the plan, if

approved, will begin on January 1, 2016. DHHS has submitted a plan which will be included on the Committee's agenda at the December 18, 2015 meeting. The following is a description of motions for the agenda item:

1. **Approve.** If Fiscal Committee approves the plan, DHHS will begin implementation on January 1, 2016. This plan would require future Fiscal Committee approval for transfer requests and possibly the acceptance and expenditure of additional funds (federal or other). It is probable that the plan would require further legislative changes which must go through the standard legislative process, and the Department would work with legislators to determine what types of statutory changes would be necessary to effectuate the plan if approved by the Committee.
2. **Amend and Approve.** Although the Committee has amended and approved items in the past, Ch. 276:206 specifically states "*the department shall develop a plan...*" The Fiscal Committee does not have the legislative authority to develop a different plan for the SYSC. The development of a different plan for SYSC should be undertaken by the entire General Court through the legislative process.
3. **Deny.** If Fiscal Committee denies the plan, DHHS cannot begin implementation of the proposed plan on January 1, 2016. However, nothing prohibits DHHS from seeking legislation to effectuate the plan.
4. **Table.** A tabling motion would have the same impact as denying the plan, whereas absent a special meeting, there would be no action taken by the Committee which would allow implementation of the plan beginning January 1, 2016.

Please note that the cost savings plan under section 206 is not directly related to the appropriation reduction requirements under section 205. As a result, irrespective of the action taken by the Fiscal Committee relative to the Department's cost savings plan proposal, the Department will still be required to reduce SYSC appropriations in FY 2016 and FY 2017 pursuant to current law.

The item is currently being reviewed by the Office of Legislative Budget Assistant and the Department of Health and Human Services to ensure compliance with the chapter law requirements. When the item is finalized, the LBAO will send a copy of the item to Committee members for their review prior to the December 18th vote.

Please contact me or the LBA if you have questions.

Sincerely,



Representative Neal M. Kurk
Chairman

Cc: Nicholas Toumpas, Commissioner
Department of Health and Human Services



State of New Hampshire
LIQUOR COMMISSION
Division of Enforcement & Licensing
57 Regional Drive, Suite #8
P.O. Box 1795
Concord, NH 03302-1795
Phone: (603) 271-3521
Fax: (603) 271-3758

Joseph W. Mollica
Chairman

Michael R. Milligan
Deputy Commissioner

James M. Wilson
Chief
Phone: (603) 271-3523
Fax: (603) 271-3758
jwilson@liquor.state.nh.us

July 29, 2016

Joint Legislative Fiscal Committee
Office of Legislative Budget Assistant
107 North Main Street
State House, Room 102
Concord, NH 03301-4906

RE: Tabled Item FIS 16-082

Honorable Committee Members:

The Liquor Commission, Division of Enforcement and Licensing respectfully requests approval to accept and expend \$249,270.39 in federal funds for twenty-five ruggedized tablet computers and accessories to be used in the field by Division of Enforcement and Licensing personnel. The federal funding comes to the Liquor Commission from the National Highway Traffic Safety Administration (NHTSA) via the NH Highway Safety Agency. The funding is federally designated as "405d Impaired Driving" funds. Attached you'll find a copy of the grant packet and approval notification from Commissioner Barthelmes.

Items purchased with these grant funds must be Buy America Act (BAA) compliant. With this in mind the tablets we plan to purchase are made by a company named Patrol PC which is based in Massachusetts. The devices have been inspected by DoIT and deemed as a device they will support. More information about device specifications has been included as an attachment to this document.

The current technology we have (Lenovo laptops) are not designed for the type of application in which they are deployed ie. vehicle mounted for use in the field subject to dust and temperature extremes. The Lenovo computers are not of a ruggedized design and because of the manner in which we use them are more susceptible to damage. Additionally the current computers do not have the cellular capability to connect remotely from the field. This means that personnel do not have real time access to the division's licensing and records management databases nor can they enter information to those databases while in the field. Instead they have to save their reports and other work locally on their laptop and travel to the Division Enforcement and Licensing in Concord to physically connect to the network or to a remote location and connect over the internet via VPN. As a result division personnel spend a significant amount of time traveling to and from the office in Concord for data transfer purposes. We estimate the annual travel time for sworn field personnel to be approximately 2,680 hours with a salary and vehicle operation cost exceeding \$153,000.

We believe the current method of operation is not an efficient use of the state's human and fiscal resources. By purchasing and deploying the tablet devices, which will have cellular wireless connectivity, we will virtually eliminate the need for personnel to travel to the division office for the purpose of data transfer. Although there will still be a need for personnel to travel to Concord for things such as evidence transfer, trainings and meetings we believe the devices will help realize significant savings to the state in personnel time and money. We anticipate a one-half to two-thirds reduction in travel time and associated costs. This will allow division personnel to stay in their assigned patrol areas to perform their core functions and interact with licensees and communities. Additionally, the increased connectivity with the databases in Concord will increase the flow of information between the field and headquarters. This will allow the division to be more responsive to inquiries and more efficiently address the various issues that arise during daily operations. Lastly, the availability of real time data will help to ensure our personnel have the most current information available increasing officer safety as well as their overall effectiveness in handling licensing matters, inquiries, complaints and investigations.

During both the May and June 2016 Joint Fiscal Committee meetings committee members posed questions relative to the Division's enforcement vehicle fleet. Specifically, the grant budget lists a quantity of 25 vehicle mounting brackets for the Chevy Impala as well as 25 for the Ford Taurus models. The Division recognizes that this has led to some confusion as to the size and composition of the fleet. The Division current has an enforcement vehicle fleet of 24 cars; 19 Chevy Impalas and 5 Ford Taurus. Three of the Impalas are scheduled for replacement this year due to mileage and mechanical issues. These cars will be replaced with the Ford Taurus changing the fleet composition to 16 Impalas and 8 Fords.

About 71% of the Division's enforcement cars have over 100,000 miles on them, 10 are in excess of 150,000. Due to budget constraints the Division typically utilizes its cars for about ten years and about 180,000 +/- miles. During the last year the Liquor Commission has worked with Administrative Services to establish a leasing contract for cars with the goal of establishing a low cost, more consistent vehicle rotation which will reduce costs associated with repair and maintenance of our aging fleet.

When the application for this grant was written the Division fully expected to be entering into a lease program in the not too distant future. However, it was unclear how many vehicles would be procured as a contract had not yet been awarded and the final per car costs were not known. In anticipation of a changing fleet the grant budget for the mounts was written to ensure funding would be available to properly equip the fleet regardless of composition. The Division plans only to use the funds necessary to purchase twenty-five ruggedized tablet computers with accessories and equip the fleet as it exists at that time. Any unused portion of the grant award will be lapsed back to the grantor this was discussed with the grantor who did not raise objects or concerns.

Thank you for your time and consideration for this request.

Sincerely,



James M. Wilson

Chief

Division of Enforcement and Licensing



New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503
 Concord, N.H. 03302-0503
 (603) 230-7026

Joseph W. Mollica
 Chairman

Michael R. Milligan
 Deputy Commissioner

April 20, 2016

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 Executive Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, the New Hampshire Liquor Commission respectfully request authorization to accept and expend funds entitled "NH Highway Safety-Tablets totaling \$249,270.00 from the New Hampshire Highway Safety Agency through the National Highway Traffic Safety Administration, effective upon Fiscal Committee and Governor and Council approval through September 30, 2016. 100% Agency Income

Funding to be established in account # 02-77-77-770512-52120000, LIQUOR COMMISSION, ENFORCEMENT, NH Highway Safety-Tablets;

Class	Class Description	Current Appropriation	Requested Action	New Budget
037-500173	Technology-Hardware	\$0.00	\$184,633.00	\$184,633.00
038-500175	Technology- Software	\$0.00	62,610.00	62,610.00
040-500800	Indirect Cost	\$0.00	2,027.00	2,027.00
	Total	\$0.00	\$249,270.00	\$249,270.00
Source of Funds				
001- 405723	Agency Income	\$0.00	\$249,270.00	\$249,270.00

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
April 20, 2016
Page 2 of 2

EXPLANATION

The intent of the funding is to purchase tablet platform computers including mounting hardware and installation services as well as mobile access to the Division of Enforcement and Licensing's records management system (IMC) and the SPOTS and NCIC law enforcement databases. The purchase of these devices and increased database access will improve timely access to information and increase the overall efficiency of the Division of Enforcement's sworn personnel in the performance of their licensing and enforcement operations. As the number of liquor licensed businesses continues to increase so does the demand for real time accessibility of information in the field to ensure maximum efficiency of operation and responsiveness to the stakeholders we serve.

Respectfully Submitted
New Hampshire State Liquor Commission



Joseph W. Mollica, Chairman

CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

For HSA Use Only

Date Received March 23, 2016	Project Number #308-16S-083
Date Approved March 24, 2016	PSP and Task # 16-02, 21

Part I

1. Project Title NH Liquor Commission Tablets & Equipment	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
---	--

3. Applicant A. Name of Agency DUNS Number 878072016 NH Liquor Commission	B. Address of Agency 57 Regional Drive, Suite 8 Concord NH 03302-0503
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2015 Termination Date: September 30, 2016	Functional Area M60T - 405d Impaired Driving Low CFDA# 20.616 Program Title Impaired Driving Countermeasures Grant Funding Source National Highway Traffic Safety Administratio
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment	\$247,243.00	\$247,243.00			
d. Indirect Costs Audit	\$2,027.39	\$2,027.39			
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$249,270.39	\$249,270.39			

7. Local Benefit:

It is anticipated that the federal share for local benefit will be: 0% (\$0.00)

Part II

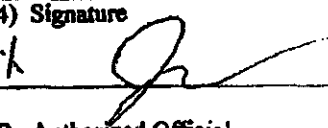
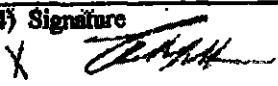
BUDGET AND PERSONNEL DATA	
a. Personnel Services	
*See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment See attached Budget	\$247,243.00
d. Indirect Costs and Audit Expense Indirect costs \$247,243.00 x .82	\$2,027.39
e. Contractual Services	
f. Other Expenses	
Total	\$249,270.39

In Kind Match For This Project = \$62,317.60 (405D Impaired Driving Funds)

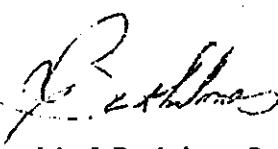
This match requirement shall be met through Salary and Benefit cost analysis of agency personnel performing enforcement of impairment laws.

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name James Wilson	2) Title Director, Bureau of Enforcement NH Liquor Commission	3) Address 57 Regional Drive Concord, NH 03301
4) Signature 		5) Telephone Number 271-3521
B. Authorized Official		
1) Name Joseph W. Mollica	2) Title Chairman, NH State Liquor Commission	3) Address 50 Storrs Street Concord, NH 03301
4) Signature 		5) Telephone Number 271-3132

Part IV (For HSA Use Only)

1. Approval Date March 24, 2016	2. Signature & Title  John J. Barthelmes, Coordinator NH Office of Highway Safety
3. Federal Funds Obligated by this Agreement: \$249,270.39	

SCHEDULE A
GENERAL PROJECT INFORMATION

Description of Project

STATEMENT OF PROBLEM/NEED: At least 85,000 Americans die each year from alcohol-related causes, making alcohol-related problems the third-leading cause of death in the United States (Mokdad, et al., 2004). In New Hampshire, through the Last Drink Survey Grant Initiative, the Division of Liquor Enforcement and Licensing has collectively identified that approximately 40-50% of those surveyed, consumed their last drink at liquor licensed establishments. This number would suggest that the Division of Liquor Enforcement and Licensing look at proactive measures and opportunities to provide a greater level of service which is more advantageous, to the safety, health and well-being of the citizens of our state.

New Hampshire remains a very friendly state in terms of promoting and offering opportunities for small businesses. A portion of those business opportunities are related to the restaurant industry specifically those serving alcohol to patrons. Over the past several years, New Hampshire has seen an increase in the number of liquor licenses (est. 5,000) issued in the state while experiencing a decrease in staffing levels.

With the increased number of liquor licenses in the state (5,121), Investigators within the Division are at an increased need to have immediate remote, real time access to licensee records currently maintained within the Division of Liquor Enforcement and Licensing. This will further ensure appropriate action can be taken when addressing possible violations of an administrative rule or Revised Statute Annotated (RSA). Currently sworn members of the Division of Enforcement and Licensing have no remote access to the NH SPOTS terminal, increasing our need to utilize others services in obtaining this information. In addition, the Division has no mechanism in place to allow remote access to a liquor licensee file. Having this access would allow sworn members to have instantaneous access to information relative to a subject or subjects they encounter in the field as well as a liquor licensee's history of violations, type of violations, along with PIC Affidavits and relative paperwork.

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In 2014, the Division of Liquor Enforcement investigated 460 total incidents with 349 total arrests. From January 1 to December 31, 2014, the Division of Liquor Enforcement conducted 4,221 premise checks at liquor licensed establishments throughout the state. Of those inspections, 99 Administrative Notices and 152 Verbal Warnings were issued for Liquor Law violations and/or Administrative Rule violations. As a direct result of these premise checks, 53 arrests were made within a licensed premise or within curtilage of a licensed premise. In total for 2014, the Division of Liquor Enforcement issued 395 Administrative Notices and 615 Verbal Warnings to establishments licensed to sell alcohol. In 2014, the Division fielded approximately 18,000 telephone calls from licensees and/or liquor license applicants. The Division of Liquor Enforcement received

an additional 517 requests for liquor license applications throughout the state. The Division issued more Verbal Warnings in an effort to promote safety through education.

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The Division of Liquor Enforcement and Licensing remains proactive in taking measures to investigate issues associated with over-service and over-consumption of alcohol at liquor licensed establishments throughout our state. The NHOHS is committed to addressing these issues to ensure the safety of our citizens and visitors alike.

Unfortunately at this time, the Division of Liquor Enforcement does not have remote access to licensee files/SPOTS, Records Management System/ L2K or associated licensee documentation that would allow for Investigators/Sergeants within the Division of Liquor Enforcement to take more appropriate/swift action especially for repeat violators posing a threat to public safety. This proposed project affords the Division of Liquor Enforcement with technology that is an industry standard throughout the NH law enforcement community. Where the Division of Liquor Enforcement has statewide jurisdiction with regard to police authority and is tasked with regulating liquor licensees, the proposed project is a benefit to our state.

The proposed tablet/air card proposal would make the Division of Liquor Enforcement and Licensing much more efficient and effective thereby being able to better serve our communities, community leaders, partners, businesses and local, county and state police agencies.

Currently sworn Investigators/Sergeants assigned to enforcement and administrative field duties have no remote access to vital and critical licensee records maintained within the NH Division of Liquor Enforcement and Licensing. Gaining access to these records requires sworn Investigators/Sergeants within the Division to physically travel to Enforcement HQ located in Concord, NH. Investigators and Sergeants not routinely assigned to HQ are required to travel to Concord (Those assigned within the Troop F area travel 2-2.5 hours one way) to view records management/licensee/documentation. By having to travel unnecessarily to Concord, the presence of Investigators/Sergeant's within their patrol territory is greatly diminished. The end result is not an effective means in providing prompt service to our customers, businesses, and our citizens.

Studies that show that up to 50 percent of people driving under the influence had their last drinks at licensed establishments are a strong indication the enforcement and prosecution of laws governing the consumption and distribution of alcohol should have a significant impact on the reduction of injuries and fatalities resulting from the consumption of alcohol (O'Donnell, 1985; Anglin, 1997; Gallup, 2000).

Like many states across the country, New Hampshire law prohibits sales and service of alcohol to obviously intoxicated people.

One national study that examined compliance rates found that 79 percent of alcohol establishments will serve alcohol to patrons who appear obviously intoxicated (Toomey, et al., 1999; Toomey, et al., 2004).

PROPOSED SOLUTION: The Division of Liquor Enforcement and Licensing proposes to purchase tablets and equipment that will allow the Division to have remote access to critical records that will be utilized to identify/target problem establishments that may be in violation of liquor laws (NH RSA Title XIII) and all associated Administrative Rules of the NH Liquor Commission. In addition, this proposed plan shall allow The Division of Liquor Enforcement the ability to compile Last Drink data, case referrals, and data relative to DUI arrests, DUI crashes and DUI fatalities in hopes of further investigating instances of over service by liquor licensed establishments and its employees which ultimately affects the safety of citizens of New Hampshire. The Division will be able to work more collaboratively with federal, state, county, and local law enforcement agencies, community partners, and business leaders as it relates to public safety associated with liquor licensed establishments. The proposed plan will allow sworn Investigators/Sergeants to have an increased presence in their assigned patrol territory. Part of this technological advancement will allow sworn members of the Division of Liquor Enforcement and Licensing to have immediate access to the NH SPOTS terminal which is something that, currently, there is no access to.

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- Purchase of Rhinotab Tablet platforms in compliance with Buy America Act
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- Mounting/Install of equipment into state issued cruisers

***See attached budget proposal.**

ANTICIPATED RESULTS: Technological-Tablet Initiative will:

- Identify and target problem establishments
- Provided valuable information about the relationships between type of licensee, DWI/DUI arrests, and average BAC levels.

Tablet initiatives will:

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Equipment Description	Cost Each	Total Cost
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NH Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301-8530
Telephone 603-271-2131

ADDENDUM TO THE APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT

PROJECT REPORTS: It is agreed that quarterly reports will be made to the NH Highway Safety Agency for one year summarizing the progress being made in implementing the project and identifying any problems being encountered. A final report will be made upon completion of the project. Monthly reports will be submitted within 20 days of the project termination date.

PROJECT TERMS: All purchases and expenditures under this project will be subject to audit procedures satisfactory to Federal regulations. It is understood that no monies provided under this project will be used for the replacement of any existing equipment which currently meets Federal Highway Safety Standards. If any existing equipment is sold or traded during the project period, in order to reduce the actual outlay of funds for equipment which is provided under this project, the proceeds will be applied in pro-rated amounts to the Federal and local shares of the costs of the project.

PROCUREMENT AND EQUIPMENT COST: State agencies receiving federal funds for the purchase of equipment are required to process orders through the Division of Plant and Property Management in accordance with state regulations. Items of equipment requiring testing and certification to verify their accuracy (i.e. breath testing devices and traffic control radar) must be selected from the State approved devices.

EQUIPMENT: Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CRF 1200.21).

PROJECT INVENTORY: An inventory of each item of equipment having a useful life of more than two years and a cost of five thousand dollars (\$5,000.00) or more will be provided to the NH Highway Safety Agency during the period in which it is in use. Before such equipment is disposed of, either by trade-in or write-off, authorization will be obtained from the Highway Safety Agency, acting as agent for the National Highway Traffic Safety Administration.

PROJECT CREDIT: All publications, public information or publicity released in conjunction with this project shall state that "this project is being supported in part through a grant from the NH Highway Safety Agency with federal funds provided by the National Highway Traffic Safety Administration, US Department of Transportation", or words to that effect.

AUDIT REPORTS: The grantee agrees to provide the NH Highway Safety Agency with a copy of the audit report including this project which was conducted under provisions of Circular A-133 - Audit of State and Local Governments and Non-Profit Organizations.

Certifications and Assurances

Section 402 Requirements (as amended by Pub. L. 112-141)

(a) The Governor is responsible for the administration of the State highway safety program through the NH Highway Safety Agency (NH RSA 238) which has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program (23 USC 402(b) (1) (A)); (b) The political subdivisions of this State are authorized, under NH RSA 238:6, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation (23 USC 402(b) (1) (B)); (c) At least 40 percent of all Federal funds apportioned to this State under 23 USC 402 for this fiscal year will be expended by or for the benefit of the political subdivision of the State in carrying out local highway safety programs in accordance with 23 USC 402(b) (1) (C), 402(h)(2), unless this requirement is waived in writing; (d) This State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks throughout the state in accordance with 23 USC 402(b) (1) (D); (e) The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State as identified by the State highway safety planning process, including: 1) National law enforcement mobilizations; 2) Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits; 3) An annual statewide safety belt use survey in accordance with 23 CFR Part 1340 for the measurement of State safety belt use rates; 4) Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources. 5) Coordination of its highway safety plan, data collection, and information systems with the state strategic highway safety plan as defined in section 148 (a). (23 USC 402 (b) (1) (E)); (f) The State shall actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 USC 402 (j)). 6) The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. (23 U.S.C. 402(c)(4)).

Other Federal Requirements

(g) All NH Highway Safety Agency employee's time which is charged to federal funds utilize Section 402 funds. All Time and Attendance charges from federal sources come from that single cost objective which brings the State of New Hampshire into compliance with the applicable federal regulation as stated in 2 CFR 225, Appendix B, h(3). An additional certification will be provided by the NH Highway Safety Agency each year in April in order to meet the federal requirement for biennial certification. (h) Cash drawdowns will be initiated only when actually needed for disbursement (49 CFR 18.20); cash disbursements and balances will be reported in a timely manner as required by NHTSA (49 CFR 18.21); the same standards of timing and amount, including the reporting of cash disbursement and balances, will be imposed upon any secondary recipient organizations (49 CFR 18.41); failure to adhere to these provisions may result in the termination of drawdown privileges. (i) The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs); (j) Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the State; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used and kept in operation for highway safety purposes (23 CFR 1200.21). (k) The State will comply with all applicable State procurement procedures and will maintain a financial management system that complies with the minimum requirements of 49 CFR 18.20; (l) The State's highway safety program has been specifically exempted from the provisions of Circular A-95 by the Governor of the State of New Hampshire. (m) Federal Funding Accountability and Transparency Act (FFATA). The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, (https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to FSRS.gov for each sub-grant awarded. 1) Name of the entity receiving the award; 2) Amount of the award; 3) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source; 4) Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country, and an award title descriptive of the purpose of each funding action; 5) A unique identifier (DUNS); 6) The names and total compensation of the five most highly compensated officers of the entity if, of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity; (i) The entity in the preceding fiscal year received—(I) 80 percent or more of its annual gross revenues in Federal awards; and (II) \$25,000,000 or more in annual gross revenues from Federal awards; and ii) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986; 7) Other relevant information specified by the Office of Management and Budget in subsequent guidance or regulation. (n) The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) and the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*; PL 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970(P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; The Civil Rights Restoration Act of 1987, which provides that any portion of a state or local entity receiving federal funds will obligate all programs or activities of that entity to comply with these civil rights laws; (k) the requirements of any other nondiscrimination statute(s) which may apply to the application; and (l) the Civil Right Restoration Act of 1987 (Pub.L. 100-259) which requires Federal-aid recipients and all sub recipients to prevent discrimination and ensure non-discrimination in all programs and activities.

The Drug-Free Workplace Act of 1988(41 U.S.C. 8103)

In accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 702) and former Governor Judd Gregg's Executive Order No. 89-6, the State will provide a drug-free workplace by: a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; b. Establishing a drug-free awareness program to inform employees about: 1) The dangers of drug abuse in the workplace; 2) The grantee's policy of maintaining a drug-free workplace; 3) Any available drug counseling, rehabilitation, and employee assistance programs; and 4) The penalties that may be imposed upon employees for drug violations occurring in the workplace. c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a). d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will: 1) Abide by the terms of the statement; and 2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. e. Notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted: 1) Taking appropriate personnel action against such an employee, up to and including termination; or 2) Requiring such employee to participate

satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

Buy America Act

The subgrantee will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Political Activity (Hatch Act)

The subgrantee will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that: 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification Regarding Debarment and Suspension

In accordance with the provision of 49 CFR Part 29, the State agrees that it shall not knowingly enter into any agreement under its Highway Safety Plan with a person or entity that is barred, suspended, declared ineligible, or voluntarily excluded from participation in the Section 402 program, unless otherwise authorized by NHTSA. The State further agrees that it will include a clause in all lower tier covered transactions and in solicitations for lower tier covered transactions.

Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below. 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default. 4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 5. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations. 6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction. 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. 8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs. 9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. 2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below. 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. 4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations. 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. 6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below) 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs. 8. Nothing contained in

the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Policy to Ban Text Messaging While Driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to: 1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving: a) Company-owned or –rented vehicles, or Government-owned, leased or rented vehicles; or b) Privately-owned when on official Government business or when performing any work on behalf of the Government. 2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as: a) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and b) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Environmental Impact

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year highway safety planning document and hereby declares that no significant environmental impact will result from implementing this Highway Safety Plan. If, under a future revision, this Plan will be modified in such a manner that a project would be instituted that could affect environmental quality to the extent that a review and statement would be necessary, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 USC 4321 et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

Policy on Seat Belt Use

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, DC, metropolitan area, and dedicated to improving the traffic safety practices or employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at www.trafficsafety.org.

HS-4(a) (3/28/13)

NH Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301-8530
Telephone 603-271-2131

**ADDENDUM TO THE APPLICATION
FOR HIGHWAY SAFETY PROJECT GRANT**

FEDERAL REGULATIONS

2 CFR Part 25 (formerly Circular A-87). This provides principles for determining the allowable costs of programs administered by State, local and federally-recognized Indian tribal governments under grants from and contracts with the Federal Government. They are designed to provide the basis for a uniform approach to the problem of determining costs and to promote efficiency and better relationships between grantees and the Federal Government. The principles are for determining costs only and are not intended to identify the circumstances nor to dictate the extent of Federal and State or local participation in the financing of a particular project. They are designed to provide that federally-assisted programs bear their fair share of costs recognized under these principles except where restricted and prohibited by law.

COMMON RULE (49 CFR Part 18) (Effective October 1988) This rule establishes the Uniform Administrative Requirements for Grants and Cooperative Agreements and Sub-awards to state and local governments and Indian tribal governments. Administrative rules set forth include:

18.10	Forms for Applying for Grants	18.32	Equipment
18.11	State Plans	18.33	Supplies
18.20	Standards for Financial Management Systems	18.34	Copyrights
18.21	Payment	18.35	Sub-awards to Debarred and Suspended Parties
18.22	Allowable Costs	18.36	Procurement
18.23	Period of Availability of Funds	18.37	Subgrants
18.24	Matching or Cost Sharing	18.40	Monitoring and Reporting Program Performance
18.25	Program Income	18.41	Financial Reporting
18.26	Non-Federal Audits	18.42	Retention and Access Requirements for Records
18.30	Changes	18.50	Closeout
18.31	Real Property		

CIRCULAR A-133 (June 1997). This Circular establishes audit requirements for State and local governments that receive Federal aid, and defines Federal responsibilities for implementing and monitoring those requirements.

Further information concerning these Circulars may be obtained by contacting the Financial Management Branch, Budget Review Division, Office of Management & Budget, Washington, DC 20503. Telephone 202-395-4773.

FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT. *Data Universal Numbering System (DUNS) Numbers Requirement.* As the recipient of federal highway safety funds, the applicant agency must have a DUNS number. This is a unique nine-character number that identifies the applicant agency and is used by the federal government to track how federal funds are distributed. If the applicant agency is authorized to make sub-awards under this contract, it must: 1) notify potential sub-recipients that no entity may receive a sub-award unless that entity has provided the applicant agency with its DUNS number; and 2) the applicant agency may not make a sub-award to an entity unless the entity has provided its DUNS number to the applicant agency.
(<http://fedgov.dnb.com/webform>)



State of New Hampshire

Amendment Request for

FIS 16-087

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 FAX: 603-271-4912 TDD ACCESS: RELAY NH 1-800-735-2964

JEFFREY A. MEYERS
COMMISSIONER

August 2, 2016

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

Re: Fiscal Committee Gateway to Work (GTW) May 9, 2016 - Accept and Expend Item

Dear Chairman Kurk:

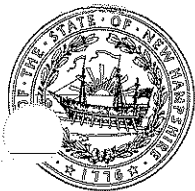
Please be advised that minor changes are required to the original Gateway to Work Accept and Expend request, dated May 9, 2016, in order to ensure a full six-month time frame be in place to demonstrate the program's full value, and to provide clarifying language in a number of the sections, as follows:

- The effective dates for implementation of the Gateway to Work program should be changed from July 1, 2016, through December 31, 2016, to September 1, 2016, through February 28, 2017; funding remains the same at \$8,298,168.
- In the Funding section, the reference to SNHS Child Care: SNHS Amendment should be removed and replaced with Child Care; funding remains the same at \$1,250,000; the reference to DOE - Youth after school and subsidized employment should be change to DOE Youth subsidized employment, as there is insufficient time for DOE to create an after school option; funding remains the same at \$612,500.
- In the Program Services section, the Child Care narrative should be changed from "2) Gateway to Work supports child care centers being developed in five of the State's most populated areas. These centers will offer temporary child care solutions so parents' won't have to decline jobs and will assist the client in finding a long-term child care solution." to 2) an RFP will be issued to existing child care centers Statewide. These centers will offer temporary child care solutions to help mitigate barriers that might prevent parents' from accepting employment, and will assist the client in finding a long-term child care solution.
- In the Staffing section, the reference to the number of NHES staff should be changed from 5 to 6 full-time employment counselor specialists; noting the one full-time program specialist position, referenced in the Funding table, that was not captured in the narrative (total of 7 positions); NHES staff funding remains the same at \$407,001

Respectfully submitted,

Jeffery A. Meyers
Commissioner

cc: Members, Fiscal Committee
Legislative Budget Assistant



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF FAMILY ASSISTANCE

FIS 16 087

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9474 1-800-852-3345 Ext. 9474
FAX: 603-271-4637 TDD Access: 1-800-735-2964

Jeffrey A. Meyers
Commissioner

Terry R. Smith
Director

May 9, 2016

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

Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Family Assistance to accept and expend federal funds in the amount of \$8,298,168 from the Temporary Assistance To Needy Families (TANF) program, effective July 1, 2016 through December 31, 2016 and further authorize the funds to be allocated as follows.

05-95-45-45xxxx-xxxx HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
DIVISION OF FAMILY ASSISTANCE, GATEWAY TO WORK

Class/Object	Class Title	SFY2017 Current Modified Budget	Increase (Decrease) Amount	SFY2017 Revised Modified Amount
000-403719	Federal Funds-TANF	\$0	\$5,200,939	\$5,200,939
000-000000	General Funds	\$0	\$0	\$0
Total Revenue		\$0	\$5,200,939	\$5,200,939
010-500100	Personnel Services-Permanent	\$0	\$74,003	\$74,003
020-500252	Current Expense	\$0	\$54,025	\$54,025
041-500801	Audit Fund Set Aside	\$0	\$520	\$520
049-584927	Transfers To Other Agencies	\$0	\$1,115,430	\$1,115,430
060-500601	Benefits	\$0	\$40,212	\$40,212
070-500704	In-State Travel Reimbursement	\$0	\$5,000	\$5,000
102-500731	Contracts for Program Services	\$0	\$3,081,000	\$3,081,000
502-500891	Payments To Providers		\$830,749	\$830,749
	Sub Total Expenses	\$0	\$5,200,939	\$5,200,939

05-95-42-421110-2977 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 DIVISION OF CHILDREN, YOUTH & FAMILIES, CHILD DEVELOPMENT, CHILD DEVELOPMENT
 PROGRAM

Class/Object	Class Title	SFY2017 Current Modified Budget	Increase (Decrease) Amount	SFY2017 Revised Modified Amount
000-400146	Federal Funds	\$19,654,133	\$1,722,092	\$21,376,225
000-000000	General Funds	\$10,858,301	\$0	\$10,858,301
	Total Revenue	\$30,512,434	\$1,722,092	\$32,234,526
041-500801	Audit Fund Set Aside	\$17,853	\$172	\$18,025
536-500377	Employment Related Child Care	\$29,460,570	\$1,721,920	\$31,182,490
564-500916	Protection & Prevention Childcare	\$1,034,011	\$0	\$1,034,011
	Sub Total Expenses	\$30,512,434	\$1,722,092	\$32,234,526

05-95-45-450010-6127 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, EMPLOYMENT SUPPORT

Class/Object	Class Title	SFY2017 Current Modified Budget	Increase (Decrease) Amount	SFY2017 Revised Modified Amount
000-400146	Federal Funds	\$7,472,922	\$1,250,125	\$8,723,047
000-000000	General Funds	\$3,949,928	\$0	\$3,949,928
	Total Revenue	\$11,422,850	\$1,250,125	\$12,672,975
010-500100	Personal Services-Perm. Classi	\$1,439,504		\$1,439,504
012-500128	Personal Services-Unclassified	\$164,130		\$164,130
020-500252	Current Expenses	\$45,114		\$45,114
039-500188	Telecommunications	\$10,981		\$10,981
041-500801	Audit Fund Set Aside	\$8,861	\$125	\$8,986
042-500620	Additional Fringe Benefits	\$81,759		\$81,759
050-500109	Personal Service-Temp/Appointed	\$143,872		\$143,872
060-500601	Benefits	\$891,790		\$891,790
070-500704	In-State Travel Reimbursement	\$27,214		\$27,214
102-500731	Contracts for program services	\$6,624,625	\$1,250,000	\$7,874,625
501-500425	Payments To Clients	\$600,000		\$600,000
502-500891	Payments To Providers	\$1,385,000		\$1,385,000
	TOTAL	\$11,422,850	\$1,250,125	\$12,672,975

05-95-45-450010-6146 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS:
 TRANSITIONAL ASSISTANCE, DIV OF FAMILY ASSISTANCE, TEMP ASSISTNC TO NEEDY
 FAMILIES

Class/Object	Class Title	SFY2017 Current Modified Budget	Increase (Decrease) Amount	SFY2017 Revised Modified Amount
000-400146	Federal Funds	\$10,891,030	\$125,013	\$11,016,043
009-407095	Other Funds	\$2,800,000	\$0	\$2,800,000
000-000000	General Funds	\$8,874,063	\$0	\$8,874,063
	Total Revenue	\$22,565,093	\$125,013	\$22,690,106
041-500801	Audit Fund Set Aside	\$12,357	\$13	\$12,370
501-500425	Payments to Clients	\$19,037,736	\$0	\$19,037,736
502-500891	Payments to Providers	\$2,765,000	\$125,000	\$2,890,000
538-500380	Emergency Assistance	\$750,000	\$0	\$750,000
	Sub Total Expenses	\$22,565,093	\$125,013	\$22,690,106
TOTALS			\$8,298,168	

EXPLANATION

The Department of Health and Human Services manages the Temporary Assistance to Needy Families (TANF) program, which is funded annually by approximately \$38 million of federal TANF block grant funds and approximately \$32 million from state general funds. In order to receive the federal funds, the State must invest \$32 million annually as maintenance of effort (MOE). The current SFY16-17 budget appropriated the minimum level of general funds necessary to reach the required MOE and retain the federal funds in order to avoid any penalties. Any reduction in general funds puts the entire federal funds at risk.

The primary use of the general and federal funds is to provide cash assistance to TANF eligible clients. Over the last 7 years caseloads have declined, and has resulted in a surplus of federal TANF funds.

6/30/2010	14,090
6/30/2011	13,735
6/30/2012	11,060
6/30/2013	8,538
6/30/2014	7,479
6/30/2015	6,582
3/31/2016	5,657

This request seeks authority to accept and expend \$8,298,168 million of this TANF surplus to pilot new services and initiatives under a new program called "Gateway to Work" for the six month period ending December 31, 2016. A six month funding period is being requested for the program to demonstrate its value.

Under the Federal TANF regulations, states are able to define services that meet one of the TANF program goals:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives,
2. To end dependence of needy parents on governmental programs by promoting job preparation, work and marriage,
3. To prevent and reduce the incidence of out of wedlock pregnancies; and
4. To encourage the formation and maintenance of two parent families

Our federal partners in Boston and Washington, D.C., have been involved in providing guidance for the creation of the Gateway to Work program. Official approval is still needed through the submission of a TANF State Plan Amendment.

Gateway to Work Background:

As New Hampshire and the nation continue to shift toward a world economy, New Hampshire employers are striving to compete in world markets. New Hampshire's unemployment rate is now below 3%, leaving employers to struggle to find workers whose skills have kept pace with employer needs especially in the areas of healthcare, advanced manufacturing, and information technology. Despite the low unemployment rate, many TANF and New Hampshire Health Protection Program recipients live in poverty because they lack the skills for, or face barriers to, successful sustainable employment in good paying jobs needed in today's economy.

Gateway to Work has been designed to address those barriers, which include education and managing employer/employee relationships, transportation, childcare and landlord/renter relationships. Skill-building begins with early child development, and low-income children have difficulty accessing quality early learning—and even safe—child care situations. This program has the potential to impact two generations of low-income citizens (our workers and their children) simultaneously.

Gateway to Work is a collaborative effort involving DHHS, the New Hampshire Department of Education, the Community College System of New Hampshire, the New Hampshire Department of Corrections, and New Hampshire Employment Security, with additional cooperation from the New Hampshire Charitable Foundation, Community Action Agencies, and others. DHHS will provide federal TANF funding, participant recruitment, program oversight, reporting, and evaluation coordination. New Hampshire Employment Security, under a Memorandum of Agreement (MOA) with DHHS, will serve as the front door for eligibility, case management for job ready individuals, and data storage. The Department of Education under an MOA with DHHS will provide expanded employment education in after school programs as well as subsidized summer employment for youth. The Community College System of New Hampshire, funded under an MOA with DHHS, has developed training and apprenticeship programs to meet the needs of employers, especially those categorized as high labor need.

Eligibility:

Individuals eligible for the work program will include individuals who are under 200% of the federal poverty level, which includes all New Hampshire Health Protection Program enrollees.

- Adults aged 18 through 64 with children under age 18 in the household
- Non-custodial parents age 18 through 64 with children under age 18 outside the household
- Childless adults aged 18 through 24.
- Childless adults aged 25 and older

Program Phases:

Gateway to Work is comprised of five interdependent, sequential phases.

1) Recruitment. New Hampshire Health Protection enrollees and others on state assistance shall be the focus of mailings and other outreach efforts.

2) Eligibility. Clients must verify income, citizenship and other eligibility criteria.

3) Assessments. Using nationally recognized assessment tools, eligible individuals shall undergo both vocational and job readiness assessments. Vocational assessments shall include educational needs, vocational interest, personal values, and aptitude. Job readiness screening shall determine barriers such as domestic violence, child care, transportation, and so on.

4) Initial Career Counseling. At this stage, the assessments shall be scored and the individual shall be determined as "High Need" or "Job Ready." The vocational assessment will be interpreted and work on identifying the individual's career plan using career clusters. If the career pathway includes high need labor fields, specialized case management shall occur to place the client on a skill-building path related to healthcare, advanced manufacturing, or information technology (with a specific focus on networking). Training, education, and/or experience needs shall be identified and connections to appropriate service providers shall be made with an emphasis placed on their credentials. Job Ready individuals shall be retained by New Hampshire Employment Security. Individuals assessed as having barriers to employment shall be referred to appropriate community based service providers, who are most appropriate to meet that individual's needs and who have been selected (through an RFP process) to case manage those individuals for Gateway to Work.

5) Continued Case Management. In this stage, the participant receives limited funding for employment related needs, such as uniforms and mileage reimbursement, as well as referrals for barrier removal services. The client is moved into immediate employment. Case Management remains available for 12 months for Job Ready participants, and 24 months for High Need. Case management shall include on-the-job training and subsidized employment as incentives that bond workers with employers. The Community College System of NH has developed strong ties to high labor need employers, along with tailored training and apprenticeship programs to meet the needs of those employers. To measure program efficacy, all case managers shall provide monthly reports on demographics, activities and progress on forms to DHHS, Division of Family Assistance. Client long term progress shall be tracked using New Hampshire Employment Security data for job retention and earnings gain.

Program Services:

In addition to the above elements, other supportive services are crucial to the success of Gateway to Work. These include:

1) Transportation. In TANF, 52% of work ready individuals experience transportation as a barrier to employment. This is due in no small part to the essentially rural nature of our state, where public transportation from where potential employees live to where good paying jobs are available may not be available. To resolve this impediment, Gateway to Work is making \$1.2 million available to create a transportation on demand solution during the term of this proposal. This element of Gateway to Work is in the design phase.

2) Child Care. Data indicates that, for several reasons, child care remains a barrier for approximately 35% of TANF recipients. First, even clients who receive the Child Care subsidy must pay an average \$75 out of pocket, leaving little money from the TANF grant left to pay extra child care costs. Second, availability of a child care slot, especially for infant/toddler care, can be problematic; many clients have reported being offered a job but having to refuse it because no child care slot was available in time to begin the employment. The Gateway to Work solution is two-fold: 1) Gateway To Work will transfer additional TANF dollars to the Child Care Bureau to ease the copayment issue on clients, and 2) Gateway To Work supports child care centers being developed in five of the State's most populated areas. These centers will offer temporary child care solutions so parents won't have to decline jobs, and will assist the client in finding a long-term child care solution.

3) Housing. Data shows that, on average, housing is a barrier to employment for 23% of TANF recipients. To help resolve this, each Gateway to Work participant will be eligible for a one-time assistance payment of \$1,000 in order to help a) avoid eviction, b) avoid utility shutoff, and/or c) move from a location where no jobs exist in the client's career field, to an area where those jobs do exist.

4) Women Inmates. The Department of Corrections, Shea Farm transition program averages 30 residents at any point in time. Gateway to Work will provide services to this population beginning six months prior to release, with a special emphasis on criminal background as a barrier to employment.

5) Home Visiting. Home visiting services provided through the DHHS Division of Public Health already exist to provide counseling for the health and well-being of low income parents. Gateway to Work will expand funding for these services, and add home visits to the 228 TANF parents who are exempt from work programs for a year due to having a child under age one. With a TANF grant that is barely 40% of poverty, these young families need to be offered other options than remaining at home for a year. These options are being designed.

6) Youth. Gateway to Work will expand funding for after school career counseling and summer employment activities.

Metrics:

Gateway to Work will be using the Workforce Investment and Opportunity Act (WIOA) common performance measures as identified at Title IV [Sec. 116(b)(2)(A)(i)(I-IV)] as one set of outcome measures. We are also asking Gateway to Work partners for data/tracking to be identified on the Client Monthly Reporting Form to measure client outcomes and additional data/tracking to be reported on the Agency Specific Reporting Form to measure agency outcomes. MOAs and Request For Proposals (RFP's) for private contractors require that additional data be identified; requirements were written into those documents to allow for flexibility to change the required data elements on these forms in order to accommodate continuous process improvement. Participants will be tracked for degree of participation, progress with barriers, entry into employment, job retention and earnings gain.

Staffing:

Gateway to Work requires new functional assignments. Three DHHS staff will be required to manage the program, collect and approve invoicing for payment, approve client expenses for payment, collect reports and input into a data base, measure program outcomes, conduct case audits and more. NHES will be requesting 5 full-time staff to do eligibility, assessments, and career planning across the state, in addition to case managing job ready individuals. CCSNH will be seeking two staff to determine employer needs, develop training plans to fill those needs, and manage the individuals and employers who have been paired with training and apprenticeships.

Funding:

Estimated costs for the first six months of SFY17 for Gateway to Work are shown on the following summary.

Activity/Explanation	2017 First Six Months			
	Clients	Cost Per	Total 6	SSBG 35% 42%
NHES Front Door: Eligibility; case management; referrals; tracking				
NHES Staffing			\$308,073	\$129,390
Travel			\$10,867	\$4,584
Resource Center Assistance			\$17,551	\$7,371
Program Specialist I			\$98,928	\$41,550
NHES Administrative Cost			\$30,000	\$12,600
Share of Manager and Clk Interviewer Costs			\$3,787	\$1,590
Postage			\$2,025	\$851
Bonds			\$4,900	\$2,058
800#			\$1,800	\$756
NHES Testing: Math & Reading			\$25,000	\$10,500
Case Management				
Case Management High Need clients	185	\$2,400	\$222,000	\$93,240
Case Management Shea Farm Clients			\$75,000	\$31,500
Employment Training Supports (ETS)				
Job ready clients	438	\$1,000	\$219,000	\$91,980
High Need clients	185	\$2,000	\$185,000	\$77,700
Shea Farm Upon release become hi-need for 2 years. Yr 1 61; Yr 2 122	61	\$1,000	\$30,500	\$10,675
Subsidized Employment				
Job ready clients: Take up rates: 20% Yr 1; 30% Yr 2	88	\$1,000	\$43,800	\$18,396
High Need clients: Take up rates: 30% Yr 1; 40% Yr 2	56	\$1,000	\$27,750	\$11,655
Shea Farm: Take up rate 10%.	6	\$1,000	\$3,000	\$1,050
On-The-Job Training (OJT)				
Job ready clients: Take up rates: 20% Yr 1; 30% Yr 2	88	\$3,600	\$157,680	\$66,228
High Need clients: Take up rates: 20% Yr 1; 30% Yr 2	37	\$6,920	\$128,020	\$53,768
Shea Farm: Take up rate 30%.	20	\$3,600	\$36,000	\$12,600
CCSNH Training Coordinators: Two positions			\$75,000	\$0
Customized short-term training (300 clients @ \$2,500)	300	\$2,500	\$375,000	\$0
Apprenticeships (100 clients @ \$6,000)	100	\$6,000	\$300,000	\$0
Work Ready sites (1,286 clients @ \$500)	1,286	\$500	\$321,500	\$0
DOE Youth after school and subsidized employment			\$612,500	\$0
Housing Clients: 623 year 1; 1,013 Year 2-20% take up rate	125	\$1,000	\$62,500	\$26,250
Transportation subsidy			\$1,100,000	\$462,000
SNHS Child Care: SNHS Amendment			\$1,250,000	\$0
DCYF Child Care: Reduce client cost-share & copayments			\$1,721,920	\$0
DPHS Home Visiting; emphasize outreach to exempt TANF moms child under 1			\$125,000	\$0
DFA Evaluation Design & Annual Performance			\$550,000	
DFA Recruitment Posters; mailings; brochures			\$50,000	\$21,000
DFA Positions: Supervisor, Business Systems Analyst, & Program Specialist			\$123,240	\$51,761
DFA Audit Set Aside			\$830	\$124
Totals			\$8,298,168	\$1,241,155

The funds are to be budgeted as follows:

05-95-45-45xxxx-xxxx: Gateway to Work

- 010 Personnel Services-Permanent: Three DHHS positions to manage the program. The Department Will utilize current vacant positions and not be asking for new positions.
- 020 Current Expense: Recruitment Posters; mailings; brochures.
- 041 Audit Fund Set Aside: State mandated audit set aside of federal funds
- 049 Transfers To Other Agencies: \$477,930 to Department of Employment Security to manage the intake process, \$25,000 for testing and \$612,500 to Department of Education to manage youth after school and subsidized employment programs.
- 060 Benefits for three positions
- 070 Travel for two staff
- 102 Contracts for Program Services: Independent case manager \$259,500, Community College System of NH for training programs \$1,071,500, annual independent evaluation \$550,000 and \$1,162,500 for transportation and housing assistance.
- 502 Employment Training Supports (ETS) \$434,500, Subsidized Employment \$74,550, On-The-Job Training (OJT) \$321,700.

05-95-42-421110-2977: Division for Children, Youth, and Families

- 041 Audit Fund Set Aside: State mandated audit set aside of federal funds
- 536- Employment Related Child Care reduction of cost-sharing and copayments for clients

05-95-45-450010-6127: Division of Family Assistance, Employment Support

- 041 Audit Fund Set Aside: State mandated audit set aside of federal funds
- 102 Investment in child care network

05-95-45-450010-6146 Division of Family Assistance, Temporary Assistance To Needy Families

- 041 Audit Fund Set Aside: State mandated audit set aside of federal funds
- 502 Contract for Program Services: \$125,000 for home visiting services

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. General funds are required to meet the annual maintenance of effort for the TANF program.

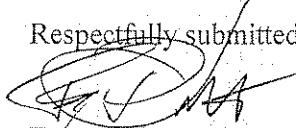
These funds will not change the program eligibility levels, but they do create new support services to encourage and assist clients in finding long term employment.

Area served: statewide

Source of funds: These funds are 100% Federal from the Temporary Assistance to Needy Families program.

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

Respectfully submitted,


Terry Smith, Director

Approved by:


Jeffery A. Meyers, Commissioner

Governor Hassan's Commission on Health Care and Community Support Workforce

August 2, 2016

Representative Neal Kurk
Chair, Fiscal Committee of the General Court
c/o Office of Legislative Budget Assistant
107 North Main Street
State House, Room 102
Concord, NH 03301-4906

RE: FIS 16-087, Department of Health and Human Services – authorization to accept and expend \$8,298,168 in federal funds - Gateway to Work

Dear Representative Kurk:

I am writing on behalf of the Governor's Commission on Health Care and Community Support Workforce in support of FIS 16-087, for the transfer of reserve funds by the Legislature to the Gateway to Work program.

The Governor's Commission on Health Care and Community Support Workforce (the Commission) was established by Governor Hassan per Executive Order 2016-02, bringing together experts to make recommendations to address New Hampshire's health care workforce shortage. New Hampshire is faced with a growing workforce shortage that threatens the state's ability to meet the health care needs of its citizens, and in particular, the needs of those individuals with disabilities, chronic diseases, and seniors in need of home- and community-based care.

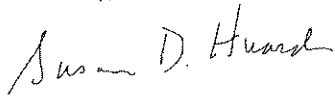
The Commission's work will be complemented by the Gateway to Work initiative designed to support job training initiatives thereby strengthening the workforce that supports children, adults, and seniors with disabilities and chronic illnesses. Indeed, a key area of deficit identified by the Commission is innovative training programs that onboard work ready staff. This particular program will contribute to filling gaps in this area.

Gateway to Work is desperately needed to strengthen job training by creating new partnerships between community colleges and businesses for apprenticeship opportunities. We must not pass up this opportunity to support a well-trained, high-quality health care workforce, especially when it will help our most vulnerable children stay at home.

Rep. Neal Kurk
Fiscal Committee of the General Court
Page two

The Commission on Health Care and Community Support Workforce urges the Fiscal Committee to approve this innovative partnership opportunity to provide job training for new workers to be deployed in a variety of health care settings.

Sincerely,

A handwritten signature in cursive script that reads "Susan D. Huard".

Susan D. Huard
Chair, Governor's Commission on Health Care and Community Support Workforce
shuard@ccsnh.edu 603-206-8148

cc. Governor Margaret Hassan



State of New Hampshire

FIS 16-087

Additional Information

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857

603-271-9200 FAX: 603-271-4912 TDD ACCESS: RELAY NH 1-800-735-2964

JEFFREY A. MEYERS
COMMISSIONER

July 29, 2016

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

Re: Response to Fiscal Committee Gateway to Work (GTW) Questions

Dear Chairman Kurk:

As requested, I am submitting a response to the two additional questions the Committee raised prior to the June 25, 2016, Fiscal Committee meeting, relative to the Gateway to Work Program. As before, the Department has endeavored to provide the best information it has at the present time to answer these questions, understanding that the programs design is both dynamic and complex in nature, necessitating a full six-month funding period for the program to demonstrate its full value.

Gateway to Work remains one of New Hampshire's best options for helping to eliminate barriers to work for many of its citizens that struggle with transportation, child care and training for long-term connection to the labor market. The program specifically addresses the legislature's expressed goal of the New Hampshire Health Protection Program by providing the opportunity for those members, who are not working, to be successfully and sustainably transitioned into the workforce.

It also aims to address the significant demand among our businesses for workers. Implementing innovative solutions to expand our workforce and meet that business demand is critical to our State's long-term economic success. Employers across the State have thousands of jobs to fill, and are struggling to find trained workers to fill them.

Even with extremely conservative estimates of employment success, Gateway – including the investments in related child care and youth programs -- offers the potential for a significant return on investment to state and federal taxpayers over three years. Although there is no general fund cost at all to this program, State of New Hampshire taxpayers will still see savings of more than \$6 million over 3 years.

It is also important to note that this plan includes an allocation for data collection and evaluation to provide the Executive Branch and the Legislature the data they will need to judge its success.

Responses to the Committee's questions appear below.

1. A schedule of the TANF expenditures for the next couple of fiscal years which includes the Gateway to Work program continuing.

The attached financial table documents estimated federal expenditures from SFY 2014 through SFY 19. The expenses for SFY 2014 and 2015 (Columns E & F) are actual federal expenditures incurred. The federal expenses estimated for SFYs 2016 are based on actual spend through 3/31/16 (Column G) and projected spend for the last quarter for a total projection for SFY16 (Column H).

The estimated expenditure for SFY17 for the traditional TANF program is in Column J, and Column K represents 6 months of activity for the Gateway to Work Program - (Columns L – O are the estimated expenditures for both the existing TANF program as well as the estimated expenditures for the Gateway to Work program for SFY 18 & 19. It must be noted that the dollars listed for SFYs 2018 & 2019 are preliminary estimates of what the Department may propose during the 18-19 budget process.

Based on actual spend through 3/31/16 the file shows a TANF reserve of \$56 million (column G). After projecting the spend for the remaining of the fiscal year, the balance as of 6/30/16 is estimated at \$61.0 million. The final balance for SFY16 will be known at the end of August when the federal reports are filed. By the end of the SFY19 the TANF reserve balance is projected to be \$73.3 million (column O).

The traditional TANF program is increasing the reserve each year an average of \$15 million per year. The table below shows the projected balance at the end of SFY17 assuming the GTW is not in place.

	SFY14	SFY15	SFY16	SFY17
Reserve Balance	\$ 28.9	\$ 44.7	\$ 61.0	\$ 74.5
increase over year		\$ 15.8	\$ 16.3	\$ 13.5

When you factor in the proposed GTW program, at just under \$15 million per year, the TANF reserve at the end of SFY19 is projected to be \$73.3 m (see column O in the attached file). This means the GTW program can be sustained without significantly impacting the reserve balance.

2. Estimated savings to other DHHS programs as a result of the Gateway to Work program (NHHPP, Food Stamps, etc.)

As indicated in the June 20, 2016, *Response to Fiscal Committee Gateway to Work (GTW) questions*, a potential to place 232 individuals into employment within the first 6 months of the program was indicated. It is assumed the wages for those job placements would be above 138% of the Federal Poverty Level (FPL) and will close individuals from both the NH Health Protection Program (NHHPP) and Food Stamp (FS) programs. For a household size of three, 138% of the FPL equates to \$27,821 annually, or \$2,318 monthly. Family size is a variable for the FPL; the larger the household size, the higher the wages needed to close these programs.

The table below represents the projected three-year savings for GTW participants ending their reliance on DHHS services, due to an increase in their income, along with the projected revenue to the State, based on the Business Enterprise Tax (BET) for individuals that would be employed. Assumed is a \$13.61 per hour wage for 40 hours a week that includes the addition of the BET calculated at .72% of wages for the remaining CY 2016 through CY 2018, and then at .675% with a \$1.00 per hour wage increase for CY 2019, equaling a \$14.61 per hour wage.

The CY 2016 savings row is based on a prorated calculation of 156 individuals to be employed within the first 4 months of the program, leaving the remaining 76 of the 232 to be employed during the first two months of CY 2017. Calendar years 2017 through 2019 are cumulative as follows: 602 for 2017, 1,046 for 2018 and 1,490 for 2019.

The child care subsidy calculation is based on an assumed \$13.61 hour wage for CY 2016 through CY 2018, and a \$14.61 hourly wage for CY 2019, which would make the family eligible for a Step 4 childcare subsidy. The Step 4 childcare subsidy has a cap of 160% of the FPL, or a \$2,688.00 monthly family income.

	NHHPP Federal Savings	NHHPP Non-federal Savings	Food Stamp Federal Savings	Business Enterprise Tax	Child Care Subsidy – Federal Savings	Child Care Subsidy – Non-federal Savings	Total
2016 Savings 9/16 - 12/16	\$233,610	\$0	\$36,395	\$6,618	\$73,320	\$41,340	\$391,283
CY 2017	\$2,936,148	\$153,024	\$435,524	\$81,150	\$899,016	\$506,892	\$5,011,754
CY 2018	\$6,622,050	\$424,620	\$915,329	\$171,567	\$3,845,352	\$2,168,124	\$14,147,042
CY 2019	\$10,791,162	\$818,214	\$1,395,741	\$263,681	\$3,118,476	\$1,744,494	\$18,131,768
Totals	\$20,582,970	\$1,395,858	\$2,782,989	\$523,016	\$7,936,164	\$4,460,850	\$37,681,847

NHHPP Savings

The costs for the NH Health Protection Program are currently \$599 per participant, per month, and are funded with 100% federal dollars, through December 2016. The cost per participant increases to \$646 and the federal/non-federal split changes to 95% federal funding and 5% non-federal funding, beginning in 2017. The cost per participant will increase to \$697 and the federal/non-federal split changes to 94% federal funding and 6% non-federal funding in 2018. In 2019 the cost per participant increases to \$752, and the federal/non-federal split changes to 93% federal funding and 7% non-federal funding.

If the GTW program were approved for the full six months, from September 2016 through February 2017, cost savings to federal and non-federal funds could be realized. For the purpose of the projected calculation, the 232 GTW job placements were spread out equally over the 6-month period, which identifies 39 individuals to be placed each month, for the first six months. The placement rate was dropped to 37 participants in February of 2017 anticipating that not everyone will retain employment. This number was maintained throughout this projection.

Over the course of the proposed three years of the GTW program, the federal NHHPP savings could be as much as \$20,582,970, with the non-federal savings for NHHPP as much as \$1,395,858.

Food Stamp Benefit Savings

Based on a DHHS report, 30% of NHHPP participants also receive a Food Stamp (FS) benefit allotment. If 30% of the 232 placements, or 70 participants over 6 months, were closed for Food Stamps due to increased wages, there would be additional federal fund savings. The 70 participants were spread out equally over the 6 month period, which identifies 12 people to be placed each month for the first six months. The placement rate was dropped to 11 participants in February of 2017 anticipating that not everyone will retain employment. This number was maintained throughout this projection.

From January through June 2016, the average FS benefit was \$303.29 a month. As Food Stamp benefits are 100% federally funded, there is no non-federal savings. Over the course of the proposed three years of the GTW program, federal food stamp savings could equal as much as \$2,782,989. The combined savings from NHHPP federal and non-federal and the federal food stamp savings over the length of the GTW program could be as much as \$24,761,817.

Temporary Assistance to Needy Families

There are many initiatives being addressed under the GTW program, which utilizes an existing surplus of available TANF federal funds. These funds will help to further support agencies and organizations that

provide services to TANF and other low-income families, including GTW participants; ultimately helping them to obtain, retain and advance in NH's workforce.

Individuals currently receiving TANF cash assistance are participating in the mandatory New Hampshire Employment Program and would not be served under GTW. Once they closed TANF cash assistance, either due to an increase in income or as a result of exhausting their 60 month federal time limit on TANF, or failure to meet program requirements, they would have the option of enrolling in the GTW program. TANF is a 60% federally funded program and a 40% state funded program; therefore, savings would be seen in both programs.

The example below illustrates what the result of a parent with two children closing TANF due to an increase in the family's income would be, in addition to the associated cost savings relative to state and federal funding:

Scenario: A single parent with two children, ages 13 months and 5 years, no longer eligible for TANF cash assistance due to a \$7.80* per hour job for 40 hours a week, or \$1,350.96 per month. The maximum amount of a TANF grant for a household size of three is \$675 a month, making them ineligible for this benefit. Accounting for a 60/40 percent split in federal and state funds, this would represent a \$405.00 savings in federal funds and \$270.00 savings in state funds, per month.

*Note: The hourly wage could be higher than \$7.80; however, for a household size of three, the TANF Cash grant would close once the parent exceeded this threshold. Currently, the average hourly wage for a parent leaving TANF is \$11.42 per hour, working 28 hours per week.

The parent would now be eligible for the NHHPP, which is currently funded with 100% federal dollars and costs \$599 per month, per participant. The combined cost for the two children remaining on Medicaid would be \$264.00 per month. The children would remain on basic Medicaid up to 196% of the FPL, which is a household income of \$3,282 per month. They would then move to expanded Medicaid, ranging from 196% to 318% of the FPL, which is a maximum of \$5,324 per month. This family would also continue to receive a Food Stamp allotment, having been reduced from \$511 per month to \$403 per month, as a result of the increase in wages. As the Food Stamp benefit is 100% Federal funds, the Federal savings would be \$108.00 per month.

The family would also continue to receive child care assistance. While on TANF, the parent would have been participating in the TANF work program, New Hampshire Employment Program (NHEP) as required. They would have received full-time childcare for their youngest child, which would cost \$930.95 per month. Since they are receiving TANF, the parent's cost share is \$32.00 per month and the federal/state agencies would pay \$898.95 for this childcare. Once the parent is employed, they would be required to contribute a total of \$64.00 per month for the costs of this child care slot; the federal/state agencies would pay \$866.95. Since the parent is contributing \$64.00 a month for their child care costs, this is a savings for the federal/state agencies. The funding for child care is a 64/36 percent split, resulting in \$40.96 in federal savings and \$23.04 in state savings, due to the parent's wages and increased cost share.

Analysis: The total Federal savings from the parent's employment would be \$154.96 per month (\$405 savings from TANF cash assistance closing, \$200 savings from Medicaid minus \$599 costs for NHHPP = \$6 in savings; \$108 savings in food stamp benefit, and \$40.96 from the increase in the parent's contribution to their child care cost = \$154.96 in monthly federal savings) or \$1,859.52 annually. The total State savings would be \$493.04 per month (\$270 from the TANF cash assistance closing, the \$200 from TANF Medicaid closing and \$23.04 from the increase in the parent's contribution to their child care cost) or \$5,916.48. The total combined state and federal savings would be \$7,776.00 annually.

Family – mom and 2 kids	Monthly Income (Federal/State Dollars)	Medicaid Cost (Federal/State Dollars)	Food Stamps benefit (100% Federal Dollars)	Child Care Costs (Federal/State Dollars)	Savings Due To Wages - Federal	Savings Due To Wages - State
Family receiving a TANF cash assistance benefits	\$675 TANF 60/40 split	\$400 mom \$264 kids 50/50 split	\$511	\$930.95 Family cost- \$32 Federal/State \$898.95 (\$575.33/ \$323.62)		
Mom working 40 hours a week at \$7.80 an hour = \$16,212.00 annually	\$1,350.96 (savings \$405/\$270)	\$599 mom NHHPP (100% federal) (increased cost \$399/\$200) \$264 kids	\$403 (savings \$108)	\$930.95 Family costs - \$64 Federal/State \$866.95 (\$554.84/ \$312.82) 64/36 (split savings) \$40.96/ \$23.04)	TANF \$405 Med. -\$399 (NHHPP) FS \$108 CC \$40.96 \$ 154.96 month \$1,859.52 annual	TANF \$270 Med. \$200 FS \$0 CC \$23.04 \$ 493.04 month \$5,916.48 annual
					Combined annual savings \$7,776.00	

High Labor Need Industries

The goal of GTW is to employ NH residents in jobs that provide a livable wage and to help fill labor shortages. There are a number of occupations that have been identified as high labor need industries in NH. These include IT/Networking, Healthcare, Manufacturing and Hospitality. The chart below indicates the various occupations for each of these industries and the associated hourly wages for each.

Categories	Occupations	Average Wages
IT/Networking	Computer Automate Teller & Office Machine Repairs	\$19.99
	Computer Operators	\$19.50
	Computer User Support Specialist	\$23.93
Healthcare	Emergency Medical Technicians & Paramedics	\$17.27
	Medical Assistant	\$15.47
	Medical Records & Health Information Technicians	\$17.65
	Medical Transcriptionist	\$18.48
	Nursing Assistant	\$13.73
	Phlebotomists	\$16.29
	Surgical Technologists	\$22.51
Advanced Manufacturing	Cabinet Maker & Bench Carpenters	\$17.65
	Crushing, Grinding, Polishing Machine Setters, Operators, & Tenders	\$17.68
	Electrical & Electronic Equipment Assembler	\$15.87
	Engine & Other Machine Assemblers	\$19.84
	Heating, Air Conditioning, Refrigeration, Mechanics & Installers	\$24.44
	Industrial Machinery Mechanics	\$23.69
	Inspectors, Tester, Sorters, Samplers & Weighers	\$18.64
	Machinists	\$19.88
	Manufactured Building & Mobil Home Installers	\$20.06
	Milling & Planning Machine Setters, Operators, & Tenders, Metal & Plastic	\$21.03
	Multiple Machine Tool Setters, Operators, & Tenders, Metal & Plastic	\$19.64
	Welders, Cutters, Solderers, & Brazers	\$19.95
Hospitality	Lodging Managers	\$30.02
	Reservation, Transportation, Ticket Agents & Travel Clerks	\$12.20
	Travel Agents	\$19.53

Data Source: NHES, Economic and LMI Bureau, Career Planning Guide 2012-2022

Training and placing NH residents in these vocations will help provide stable employment, opportunity for advancement in a specific career path, helping to lift families out of poverty, while reducing dependence on federal/state benefits, making NH's workforce stronger and more competitive in both a regional and global market.

Gateway to Work – Work Program Contract and Ancillary Services

Based on an estimate of 1,160 to be initially served, out of a potential pool of 49,137 NHHPP and FS recipients, the following table provides a definitive breakout of the population participating in GTW, by whom, for what purpose, and the number and the cost for each of the identified categories. These categories include work program services, job training activities and participant support services. Based on the individual's circumstances they may not need to access all of the available services listed. The remaining category, titled Ancillary Services, would benefit the general TANF eligible population and is aimed at enabling parents to work and help in reducing intergenerational poverty, including after school programs for youth, child care and home visiting.

Gateway to Work – Work Program Contract Related Services					
Partner	Role	Amount	Numbers to be Served	Types of Services	New Population Being Served
NHES	Front door eligibility, recruitment, assessment, case management (CM) services for participants with little to no barriers to employment	\$502,931	Anticipated 1160 applicant eligible from a potential pool of 49,137 NHHPP/Food Stamp recipients	Determine eligibility from potential pool & case management of 464 job ready participants	Yes
Case management - contracted community agency vendors	Case management (CM) services for participants with barriers to employment	\$222,000	696	Case Management of 696 participants with barriers	Yes
Department of Corrections - Shea Farm	Case management for those with criminal backgrounds	\$75,000	36	Estimated up to 36 incarcerated women	Yes
DFA (DHHS)	Positions, recruitment costs and audit set aside	\$174,070	Overseeing 9 contracted vendors and 3 MOUs		No
Evaluation contractor	To evaluate GTW outcomes	\$550,000		N/A	N/A
GTW Employment & Job Training Activities					
Business community - reimbursement of wages for hiring GTW participants	Subsidized employment positions	\$74,550	144	Approximately \$500 a placement to employers	Yes
Business community - reimbursement of wages for hiring GTW participants	On-the-job employment positions	\$321,700	116	approximately \$2775 per placement to employers	Yes
Community College System of NH	Training programs and apprenticeship development	\$1,071,500	300 short term training slots & 100 apprenticeship slots	Industry specific short term training	Yes

Gateway to Work Participant Support Services					
Community providers, GTW participants and businesses statewide	Support service payments	\$434,500	1160 GTW participants	All participants eligible for support service payments	Yes
Transportation providers	Assisting with accessing services statewide	\$1,100,000	1160	All participants eligible for support service payments	Yes
Housing companies and landlords	Preventing homelessness	\$62,500	81 (7% of all NHPP cases in 6/16 indicate homelessness. 7% of 1160 = 81 families)	GTW participants may utilize housing services.	Yes
Sub-total cost:		\$4,588,751			

Ancillary Services					
Partner	Role	Amount	Numbers to be Served	Types of Services	New Population Being Served
Department of Education	After school programs	\$612,500	625	Career exploration & planning	Yes
DCYF-Child Development Bureau	Elimination of client cost-share and reduction of child care copay	\$1,721,920	2,379	For TANF clients only	N/A
DCYF-Child Development Bureau RFP	Expanding number of child care slots for single TANF parents that are exempt and have a child under 1-year of age	\$1,250,000	221	For TANF clients only	N/A
DCYF-Home Visiting	Expanding home visiting services to TANF parents that are exempt and have a child under 1-year of age	\$125,000	221	For TANF clients only	N/A
Sub-total Cost:		\$3,709,420			
Total GTW and Ancillary Cost:		\$8,298,171			

Evaluation Design & Annual Performance Measures

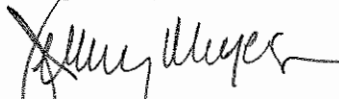
The evaluation of the GTW program will consist of two phases, based on the timeframes authorized for implementation. Phase 1 will address the preliminary results covering the first six-months, September 2016 through February 2017. Given there would be insufficient time to develop and release a Request for Proposal, a sole source contract with an existing vendor would be requested to ensure data is available to the Executive Branch and Legislature for review prior to the end of the first six months of the program. Evaluation elements will address established and projected performance outcomes to include data indicating the number of participants enrolled, those deemed high need with employment barriers, versus those identified as work ready that have gained employment, and direct placement by industry. Additional elements will include the duration of time between entry and exit of the program, demography, wage gain or loss, number referred to community agencies, number of employment barriers identified and addressed, lost employment (with reason), financial tracking of funds paid to each case management agency, and the cost and take-up rate of on-the-job training, subsidized employment, apprenticeships and supportive services.

July 29, 2016

If GTW is funded beyond six months, a more in-depth and comprehensive evaluation and performance outcome design will be developed, through a formal Request for Proposal procurement process. As part of Phase 2, the evaluation conducted will address the long-term benefits of obtaining a livable wage, through work, and the impact it has on a family's socioeconomic stability and independence. Specific examples would include outcomes that measure how employment influences the overall well-being of a family, relative to improved health, education and employment, and if these factors lead to a reduction in homelessness, and/or dependence on state and federal assistance programs. Phase 2 will also evaluate the return on investment, in order to justify continued funding of the GTW program, as well as what the overall economic and social benefit to New Hampshire's employers, citizens, environment and stakeholders is, in both the short and long-term. Ultimately, answering the question... is the program design effective in helping to fill the needs of New Hampshire's employers by way of expanding the workforce in high labor need areas, resulting in more families reaching and staying in the middle-class?

In summary, GTW strategies include investing in training skilled labor pools, focusing on high-labor need areas such as manufacturing, IT, healthcare and hospitality, to assist NH employers to create needed training programs, apprenticeships, credentialing options and subsidized employment slots to address labor shortages in the targeted industries, ultimately keeping good jobs here in the State. This, in turn, will help more families lift themselves out of poverty through entry into the workforce, providing them the opportunity to earn a livable wage, which would lead to better overall health and well-being. Permanent full-time positions generally include benefits that create a healthier workforce and the advent of more disposable income, which ultimately generates more spending in local communities, helping to further strengthen NH's economy.

Respectfully submitted,



Jeffery A. Meyers
Commissioner

cc: Members, Fiscal Committee
Legislative Budget Assistant

Enclosures

	A	B	E	F	G	H	I	J	K	L	M	N	O
1	SUMMARY OF FUNDING FOR TANF PROGRAM - FEDERAL FUNDS ONLY												slr 7-28-16
2	MOE SPEND OF GF REQUIRED AT \$32M PER YEAR (this is in addition to the TANF spending totals below)												
3			TANF SFY 2014	TANF SFY 2015	TANF SFY 2016	TANF SFY 2016	TANF SFY 2017	Add'l SFY 17	TANF SFY 2018	TANF SFY 2018	TANF SFY 2019	TANF SFY 2019	
4		List of activities funded			Actual as of 3/31/16	Projected SFY 6/30/16	Estimated spend	Assumes program running for 6 months		12 month		12 month	
5			ACTUAL	ACTUAL				GTW Estimate	Estimated	GTW Estimate	Estimated	GTW Estimate	
6													
7	Work Activities	Bureau of Welfare to Work Staff Costs, NHEP Contracts, Employment & Training Costs	6,456,582	4,125,614	3,126,646	4,169,000	4,100,000	4,651,251	4,100,000	9,302,502	4,100,000	9,302,502	
8													
9	Basic Assistance	Cash Assistance to Clients	8,946,698	5,277,779	909,454	1,213,000	3,200,000		3,200,000		3,200,000		
10													
13	DCYF/DJJS - Child and Family Services (5855) (Prior Law)	Svcs for Abuse/Neglect & CHINS authorized under AFDC	3,623,249	4,380,391	3,825,961	5,101,000	5,101,000		1,625,000				
14													
15	Prevention of out of wedlock pregnancies (Family Planning/Home Visiting)	Contracts for Family Planning and Home Visiting Services	576,643	593,226	511,731	692,000	500,000	125,000	500,000	250,000	700,000	250,000	
16													
17	Non-Recurrent Costs-Emergency Assistance	Emergency Assistance	278,868	102,195	133,857	178,000	125,000		125,000		125,000		
18													
19	Transfer to CCDF for Child Care/SSBG Family Res Supp Contracts		2,335,166	4,200,000	\$ 5,136,937	6,849,000	\$ 5,136,937	2,971,920	7,068,497	4,431,560	7,068,497	4,431,560	
20													
21	Other (Field Elig and CPSW Staff Costs)	Costs of Eligibility Staff and Child Protective Social Workers	2,948,829	1,325,948	\$ 1,003,879	1,339,000	\$ 1,500,000		1,500,000		1,500,000		
22													
23	Information Systems Operation & Support	New HEIGHTS and other system costs	1,394,182	839,999	819,856	1,093,000	1,000,000		1,000,000		1,000,000		
24													
25	Administration	Costs of other staff that support TANF across the Dept; Transition and Interpretation; contract costs; EBT contract costs; GTW \$550k for evaluation review	4,326,349	1,874,899	2,416,979	1,661,300	4,400,000	550,000	2,000,000	550,000	2,000,000	550,000	
26													
29	Total		\$ 30,886,566	22,720,051	\$ 17,885,300	\$ 22,285,300	\$ 25,062,937	8,298,171	21,118,497	14,534,062	19,693,497	14,534,062	
30													
31													
32			SFY14	SFY15	SFY16	SFY16	SFY17						
33					as of 3/31/16	projected	Projected						
34	TANF Balance		\$ 21,687,290	\$ 28,900,919	\$ 44,702,129	\$ 44,702,129	\$ 61,016,017	\$ 74,474,341	\$ 66,176,170	\$ 83,578,934	\$ 69,044,872	\$ 87,872,636	
35	Federal Grant		\$ 38,100,195	\$ 38,521,261	\$ 29,162,000	\$ 38,599,188	\$ 38,521,261	\$ 38,521,261	\$ 38,521,261	\$ 38,521,261	\$ 38,521,261	\$ 38,521,261	
36	Projected Expenditures		\$ (30,886,566)	\$ (22,720,051)	\$ (17,885,300)	\$ (22,285,300)	\$ (25,062,937)	\$ (8,298,171)	\$ (21,118,497)	\$ (14,534,062)	\$ (19,693,497)	\$ (14,534,062)	
37	Ending Balance		\$ 28,900,919	\$ 44,702,129	\$ 55,976,829	\$ 61,016,017	\$ 74,474,341	\$ 66,176,170	\$ 83,578,934	\$ 69,044,872	\$ 87,872,636	\$ 73,338,574	
38	BALANCE ROUNDED TO MILLIONS		\$ 28.9	\$ 44.7	\$ 56.0	\$ 61.0	\$ 74.5	\$ 66.2	\$ 83.6	\$ 69.0	\$ 87.9	\$ 73.3	
39													
40	TANF 14 & TANF 15 are actual dollars expended												
41	TANF 16 Actual through 3/31/16 and projected for QE 6/30/16 & TANF 17 are the TANF												
42	TANF 18 & TANF 19 are estimated/draft dollars that may or may not be proposed for the 18-												
43													
44													
45													

State of New Hampshire						
Appropriations for Job Training						
		FY 2017				
Department	Accounting unit	General	Federal	Other	Total	Program Description
Health and Human Services	6127 Employment Support	\$3,017,373	\$ 5,603,693	\$ -	\$ 8,621,066	TANF Job Training Programs. (Based on FY 2016 actual amounts and the budgeted source of Funds.)
Health and Human Services	SNAP Employment and Training	-	109,381	-	109,381	Supplemental Nutritional Assistance Program (formerly Food Stamps).
Education	6031 Apprenticeship Training	-	-	600,000	600,000	Provides curriculum, coordination and development of apprenticeship programs. Assist students to access apprenticeship programs. Tuition funds are awarded to the various training sites in NH. Oversees the classroom instruction of plumbing, electrical and machinist apprentices attending evening programs at five state-sponsored schools. Other funds= tuition of \$975 per apprentice.
Education	6030 Apprenticeship Training	239,518			239,518	
Education	6032 CTE VOC ED- Federal	-	1,925,000	-	1,925,000	Career and Technical Education/ Vocation Education. Create pathways with seamless transitions from secondary career and technical education programs to postsecondary programs, including dual enrollment opportunities in all program, including participating in Running Start and programs earning transcripted college credit while in high school.
Education	4095 Youth Title I - WIA (Workforce Investment Act)	-	-	1,600,000	1,600,000	Addresses the employment and training needs of economically disadvantaged youth, ages 14-24 facing barriers to employment. Grants are awarded through a competitive application process and students are provided academic , employment/soft skills development, counseling, and college & career readiness skills training to aid in transitioning from school to work. Grant Funds from the federal department of labor received through D.R.E.D
Education	7004 Adult Education	1,420,130	3,562,783	-	4,982,913	Provides adult basic education, adult high school education, and adult tutorial programs. Local programs range from full-time adult learning centers in large cities to small evening programs in rural areas. Students range from those with very low literacy skills to those studying to pass the High School Equivalency test and adults studying English as a second language. (Assumes budgeted fund mix)
Education	4020 Voc Rehab Field Programs Match	581,407	1,918,593	-	2,500,000	Provides training to individuals with disabilities to include college tuition, community college tuition, vocational training on-the job training, apprenticeship training, remedial or literacy training, job readiness training and disability related skills training. (Assumes a 23.25% State Maintenance of Effort)
Education	4029 Supported Employment Title VI-C	-	300,000	-	300,000	Provides training to individuals with <u>significant</u> disabilities to include college tuition, community college tuition, vocational training, on-the job training, apprenticeship training, remedial or literacy training, job readiness training and disability related skills training.

State of New Hampshire						
Appropriations for Job Training						
FY 2017						
Department	Accounting unit	General	Federal	Other	Total	Program Description
Safety	Fire Standards and Emergency Medical Services	-	26,801	7,263,855	7,290,656	Division of Fire Standards and Training and Emergency Medical Services is charged with fire training and Emergency Medical Services coordination. The Bureau of Fire Training and Administration is responsible for all fire academy operations, offering training courses both on and off campus, research and development of fire training courses both for certification and for informational purposes, administering the curriculum as adopted by the Fire Standards and Training Commission, and conducting examinations after training courses. (Other funds is mainly from a fee on DMV record checks and a smaller amount (\$995k) is tuition paid by locals or private companies to cover the cost of certain courses.
Employment Security	Job Training Funds from DHHS	-	-	125,000	125,000	Agreement with DHHS to provide job training. \$125k from DHHS to DES through a Memorandum of Agreement to provide on the job training. The source of funds at DHHS is 74% feral and 26% general. Funds are paid to participating to employers.
D.R.E.D.	5420 Job Training Program	-	-	2,000,000	2,000,000	Job Training Program for Economic Growth RSA 12-A:51-58. Offers assistance to privately owned businesses and industries in training a new workforce and retraining existing employees to implement new technologies, in creating new jobs, and in retaining and upgrading existing jobs. Provides technical education and training as a component of the state's economic development efforts. Flexible and responsive to the training needs of business and industry in New Hampshire. Funds received from the NH Department of Employment Security, Administrative Contribution Fund.
Police Standards & Training	Police Standards and Training Council					Chapter 319, (HB 1428) appropriated general funds to the Council for FY 2017 and revenue previously credited to the PSTC funds will now be deposited into the general fund. Previous years would be shown as other funds.
		<u>3,557,141</u>	<u>-</u>	<u>-</u>	<u>3,557,141</u>	
	TOTAL:	\$8,815,569	\$13,446,251	\$11,588,855	\$33,850,675	
<p>Note: Does not include appropriations in class 066 Employee Training of \$3,020,521 in total funds.</p>						



New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503
Concord, N.H. 03302-0503
(603) 230-7026

Joseph W. Mollica
Chairman

Michael R. Milligan
Deputy Commissioner

May 31, 2016

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 Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to NH RSA 14:30-a, VI, the New Hampshire Liquor Commission respectfully requests authorization to accept and expend funds entitled "NH Liquor Commission Preliminary Breath Testing Device" totaling \$109,692.00 from the New Hampshire Highway Safety Agency through the National Highway Traffic Safety Administration, for the period from Fiscal Committee and Governor and Council approval through September 30, 2016.

Funding to be established in account # 02-77-77-770512-1842, LIQUOR COMMISSION, ENFORCEMENT, PRELIMINARY BREATH TESTING DEVICES;

Class #	Class Description	FY 2017
030-500311	Equipment	\$108,800.00
040-500800	Indirect Cost	\$ 892.00
	Total:	<u>\$ 109,692.00</u>
Source of Funds		
009-407036	Agency Income:	<u>\$ 109,692.00</u>

EXPLANATION

The intent of the funding is to purchase approximately 340 preliminary breath testing (PBT) devices to be distributed to law enforcement agencies throughout the state that do not have devices and to replace units that are no longer operable. Distribution will be based on several criteria (i.e. number of patrol cruisers, current number of PBT devices, number of duty officers per shift, etc.). Training will be provided by the NH Police Standards and Training with certification issued by the State Laboratory. Distribution of these devices will assist in the apprehension and prosecution of suspected impaired drivers, thus improving highway safety for the motoring public.

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
May 31, 2016
Page 2 of 2

The following appropriations are requested for FY 2017:

Object Class 030- Equipment- \$108,800.00 amount needed to purchase 340 Preliminary Breath Testing (PBT) Devices at \$320.00 each.

Object Class 040- Indirect Cost - \$892.16 amount needed to cover indirect cost rate of .0082%

Respectfully Submitted
New Hampshire State Liquor Commission



Joseph W. Mollica, Chairman

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State of New Hampshire
Office of Highway Safety
33 Hazen Drive
Concord, NH 03305

Date Received	Project Number
March 31, 2016	#308-16S-085
Date Approved	PSP and Task #
March 31, 2016	16-02, 05

Part I

1. Project Title NH Liquor Commission Preliminary Breath Testing Devices	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
--	--

3. Applicant	
A. Name of Agency NH Liquor Commission	B. Address of Agency 57 Regional Drive, Suite 8 Concord NH 03302-0503
C. Government Unit (Check One) <input type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name & Address of Governmental Unit State of New Hampshire Concord, NH 03305
4. Contract Duration A. Contract Period Start Date: March 1, 2016 Termination Date: September 30, 2016	5. Functional Area M6OT -- 405D MAP-21 CFDA# 20.616 Program Title 405D Impaired Driving Low Funding Source National Highway Traffic Safety Administration

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expenses					
c. Equipment	\$108,800.00	\$108,800.00			
d. Indirect Costs & Audit	\$892.16	\$892.16			
e. Contractual Services					
Total Estimated Costs (Include Non-Federal Share)	\$109,692.16	\$109,692.16			

7. Local Benefit.

It is anticipated that the federal share for local benefit will be: 100% (\$109,692.16)


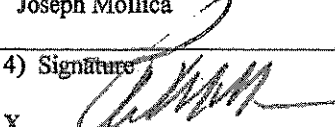
Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services	
b. Current Expenses	
c. Equipment 340 Preliminary Breath Testing (PBT) Devices at \$320.00 each to include mouthpieces, mouthpiece cups & drink sniffer, wrist strap, window protector, carrying case, training, shipping and handling, etc.	\$108,800.00
d. Indirect Costs and Audit Expense Indirect costs \$108,800.00 x .0082	\$892.16
e. Contractual Services	
f. Other Expenses	
Total	\$109,692.16


In Kind Match For This Project = \$27,423.02 (405 D Impaired Driving Funds). This match requirement shall be met through Salary and Benefits cost analysis of agency personnel performing enforcement of impairment laws.

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name James W. Wilson	2) Title Director, Bureau of Enforcement NH Liquor Commission	3) Address 57 Regional Drive Concord, NH 03301
4) Signature X 		5) Telephone Number 271-3521
B. Authorized Official		
1) Name Joseph Mollica	2) Title Chairman, NH State Liquor Commission	3) Address 50 Storrs Street Concord, NH 03301
4) Signature X 		5) Telephone Number 271-3132

Part IV (For HSA Use Only)

1. Approval Date March 31, 2016	2. Signature & Title  John J. Barthelmas, Coordinator NH Office of Highway Safety
3. Federal Funds Obligated by this Agreement: \$109,692.16	



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 14, 2016

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

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

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, and contingent upon Fiscal Committee and Governor and Council approval of FIS 16-087, authorize the New Hampshire Department of Education to accept and expend funds from the New Hampshire Department of Health and Human Services in the amount of \$612,500 to provide youth employment/after school career readiness for New Hampshire students, effective upon Fiscal Committee and Governor and Council approval for the period of September 1, 2016 through February 28, 2017. **100% Transfers from Other Agencies.**

Funds to be budgeted as follows:

Gateway to Work
06-56-56-565010-52170000
(FY 2017)

Class	Budget Category	Current Budget	Requested Action	Revised Budget
Income				
001-405723	Transfers From Other Agencies	\$0	(\$612,500)	(\$612,500)
Expenditures				
072-500577	Grants to Schools - Federal	\$0	\$612,500	\$612,500
	Total	\$0	\$612,500	\$612,500

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

July 14, 2016

Page 2

EXPLANATION

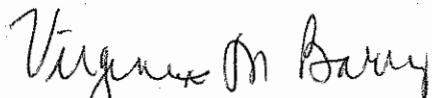
These funds were awarded to the Department of Education (DOE) through a Memorandum of Agreement (MOA) with the Department of Health and Human Services, signed on 7/14/16. The New Hampshire Team of the National Governor's Association's (NGA) Work-Based Learning Policy Academy recommended that a youth focus be "Learn About Work" and "Learn Through Work". This proposed project, which is part of Governor Hassan's Gateway to Work initiative and mirrors the NGA Team's recommendation, will focus on career readiness (Learn About Work) and work-based learning opportunities (Learn Through Work) for students ages 13-17 whose families are within 200% of poverty level. The project is designed to leverage existing structures by engaging NH's career and technical education (CTE) centers for program delivery. The Department of Health and Human Services, in partnership with the Department of Education, will release a competitive RFP to the NH Administrative Units (SAUs). CTE centers will submit proposals outlining how they will use funds effectively to achieve the project focus of career readiness and work-based learning opportunities.

DOE is requesting these Federal funds be budgeted as follows:

Class 072 – Grants to Schools – Federal – To cover the costs of wage subsidies, and/or a subsidized match, for youth employment, through internships, career awareness, and Personal Learning Plans (PLPs) to serve up to 187 students at \$10.00 per hour, up to 40 hours per week, up to a maximum of \$462,500. Also to cover the costs to provide afterschool, career awareness, and PLP development for up to 25 afterschool cohorts, per site, of 25 youth, through February 28, 2017, totaling no more than \$150,000.

These funds were not included in the FY 16/17 operating budget, as this funding opportunity was not known by nor available to the DOE at the time of budget completion. In the event that the Transfers from Other Agencies funds are not available, additional General Funds will not be requested to support this project.

We respectfully request your approval,



Virginia M. Barry, Ph.D
Commissioner of Education

S:/dcta/bvr/vrco/common/g&c/Gateway to Work

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH & HUMAN SERVICES
DIVISION OF FAMILY ASSISTANCE
STATE OFFICE PARK SOUTH
129 PLEASANT STREET
CONCORD, NH 03301**

**AGREEMENT TO PROVIDE FUNDING FOR THE
NEW HAMPSHIRE DEPARTMENT OF EDUCATION
GATEWAY TO WORK
AFTER SCHOOL CAREER READINESS**

**NEW HAMPSHIRE DEPARTMENT OF EDUCATION
101 PLEASANT STREET
CONCORD, NEW HAMPSHIRE 03301**

MEMORANDUM OF AGREEMENT (MOA)

Between

**New Hampshire Department of Health and Human Services
Division of Family Assistance
129 Pleasant Street
Concord NH 03301**

And

**New Hampshire Department of Education
101 Pleasant Street
Concord NH 03301**

This reflects Memorandum of Agreement between the NH Dept. of Health and Human Services (DHHS), and the NH Dept. of Education (DOE) for the purposes of the development of personalized learning plans and pathways in middle/high school, through the provision afterschool career readiness services for students, ages 13-17, who are below 200% of poverty level, by releasing a competitive RFP to the NH Administrative School Units (SAU) as official representatives of the 28 Career and Technical Centers (statewide coverage). The proposed design will directly link with the National Governor's Association Work-Based Learning Teams recommendations that youth focus on "Learn About Work" and "Learn Through Work". The purpose of this memorandum is to address the Gateway to Work initiatives proposed by the NH Governor's Office effective September 1, 2016 through February 28, 2017. The activities to be performed under this memorandum include the following:

1. NH Dept. of Education (DOE) will:

- 1.1. Through an RFP process, in collaboration with the NH Administrative School Units, expand utilization of the Career and Technical Centers, utilizing DHHS funding, not to exceed \$612,500 (six hundred twelve thousand five hundred dollars and zero cents) over a six month period, to students during afterschool, specifically to:
 - 1.1.1. Provide wage subsidies, and/or a subsidized match, to youth employment, through internship, career awareness, and Personal Learning Plans (PLP) to serve up to 187 students at \$10.00 per hour, up to 40 hours per week, for 6-12 weeks, totaling no more than \$462,500;
 - 1.1.2. Provide afterschool, career awareness and Personal Learning Plan development for up to 25 afterschool cohorts, per site, of 25 youth, from September 2016 through February 2017, up to 16 weeks for intake/eligibility certification, totaling no more than \$150,000;

Memorandum of Agreement
NH Department of Education
NH Department of Health & Human
Services – Division of Family Assistance

- 1.1.3. Ensure free access to after school career guidance and services to eligible students;
- 1.1.4. Create a statewide network to deliver services in concert with Gateway requirements;
- 1.1.5. Ensure linkages to existing after school programs to promote initiatives that are connected to workforce and economic development.
- 1.1.6. Ensure the following activities are occurring, for each sub-grantee, through the implementation of this agreement:
 - 1.1.6.1. Increasing knowledge and awareness of career opportunities through the provision of career assessment, career guidance & counseling, work-based learning activities (job shadow, internship, paid employment, etc.); exposure to, and knowledge of Career Pathway Plans of Study (CPPOS), where appropriate, that document secondary and postsecondary education connections.
 - 1.1.6.2. Making provisions for the delivery of Pre-Apprentice related instruction where appropriate;
 - 1.1.6.3. The opportunity to expose students to careers through activities such as employer site visits, industry representative speakers, review of local labor market information, tours of the NH Works system and their resource centers, etc.;
 - 1.1.6.4. The opportunity to experience job shadowing, internships, paid employment, etc.;
 - 1.1.6.5. Enabling students to explore and experience careers in NH priority areas of advanced manufacturing, IT, Healthcare, and other high labor need industry areas. The opportunity for participants to explore 3-4 career areas of interest that result in their ability to choose appropriate coursework within their school;
 - 1.1.6.6. Creation of Personalized Learning Plans (PLP), which allow students to choose/map the best classes in their individual schools, that will result in better preparing them for college, work and beyond. The PLP provides structure for learning and the creation of Individual Personalized Learning Plans, which would include, but not be limited to:
 - 1.1.6.6.1. Career Oriented Self-Assessments;
 - 1.1.6.6.2. Goals;
 - 1.1.6.6.3. Objectives;
 - 1.1.6.6.4. Statement of relevance of the goals and objectives to the overall PLP plan;

Memorandum of Agreement
NH Department of Education
NH Department of Health & Human
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- 1.1.6.6.5. Steps/Strategies;
- 1.1.6.6.6. Timeframe for each step;
- 1.1.6.6.7. Evaluation of each step;
- 1.1.6.6.8. Documentation of each step;
- 1.1.6.6.9. Evaluation of the PLP.
- 1.1.6.7. Portfolio of accomplishments, for all participants, to include, but not be limited to:
 - 1.1.6.7.1. A portfolio of accomplishment, such as:
 - 1.1.6.7.1.1. Self-assessment results;
 - 1.1.6.7.1.2. Personal Learning Plan;
 - 1.1.6.7.1.3. Letter of Recommendation from Instructor;
 - 1.1.6.7.1.4. Evidence of career education knowledge to include, but not be limited to:
 - 1.1.6.7.1.4.1. Personal reflections Journal;
 - 1.1.6.7.1.4.2. Evidence of research of 3-4 career areas explored;
 - 1.1.6.7.1.4.3. Public exhibition of learning;
- 1.1.6.8. For participants who engaged in work-based learning, to include, but not be limited to:
 - 1.1.6.8.1. Subsidized employment opportunities during after school;
 - 1.1.6.8.2. A letter of recommendation from the employer to each student (when appropriate);
 - 1.1.6.8.3. An employer evaluation of student participation, work behaviors and skill attainment which would include, but not be limited to:
 - 1.1.6.8.3.1. Showing up on time (attendance);
 - 1.1.6.8.3.2. Complying with program and employer requirements;
 - 1.1.6.8.3.3. Appropriate display of inter-group socialization and communication approaches;
 - 1.1.6.8.3.4. Progressing in their training based on the individual employment plan.

- 1.1.6.8.3.5. Supporting both subsidized and unsubsidized employment to the labor market.
- 1.2. Manage the utilization of funds provided to the NH School Administrative Units (SAU) via the DOE Grants Management System, in order to implement this agreement.
- 1.3. Verify the eligibility of participating students to ensure they are under 200% of the federal poverty line prior to acceptance into each program, via:
 - 1.3.1. An application process to identify that students are qualified eligible as a result of being in an existing low income program or category;
 - 1.3.1.1. Applicants that are currently receiving services for low income categories must verify their status through the NHES Front Door application process;
 - 1.3.2. If the family/student does not qualify under 1.3.1, eligibility will be verified through household wage income;
 - 1.3.2.1. Applicants that are not currently receiving services for low income categories must have a parent or guardian apply for NHHPP through the NH Easy application system online. Doing this will allow all applicants participate in the mandatory IEVS.
- 1.4. Monitor sub-grantees to ensure that the agreement is fully executed, to include, but not be limited to:
 - 1.4.1. All reports will indicate the specific program that services are being provided to the TANF funded groups; either after school program or employment.
 - 1.4.2. Providing both on-site visits and desk review/audit for each grantee, to:
 - 1.4.2.1. Ensure the presence of approved Department of Labor student employment documentation, through the use of established monitoring tools, for those receiving paid employment.
 - 1.4.2.2. Interview students for quality of service and identified expected outcomes, using established questionnaires;
 - 1.4.2.3. Review student portfolios to ensure work activities match with agreed-upon student outcomes;
 - 1.4.2.4. Verify wage matches individual time sheets;
 - 1.4.2.5. Review employer documented student performance as identified in the individualized portfolio;
 - 1.4.2.6. Review attendance records.
- 1.5. Ensure the activities are occurring, as noted in 1.1.5, for each sub-grantee, through the implementation of this agreement:

**Memorandum of Agreement
NH Department of Education
NH Department of Health & Human
Services – Division of Family Assistance**

- 1.6. Outcomes of program implementation are to include, but not be limited to:
 - 1.6.1. The development of an Personalized Learning Plan;
 - 1.6.2. Data and reporting elements that track:
 - 1.6.2.1. Student participation/engagement;
 - 1.6.2.2. Cost per student, related to program services provided.
 - 1.6.3. Number of students employed as a result of the project, to include:
 - 1.6.3.1. Total number of students who gained unsubsidized employment at the end of the contract period;
 - 1.6.3.2. Number of average hours worked;
 - 1.6.3.3. Hourly wage;
 - 1.6.3.4. Type of employment gained as identified through the Standard Occupational Code (SOC), through a survey of students.
 - 1.6.4. Where employment was obtained, to include:
 - 1.6.4.1. Employer name and address;
 - 1.6.4.2. Type of business.
 - 1.6.5. Total number of students that did not complete the program with specific reasons.
- 1.7. The NH Dept. of Education will coordinate and submit one invoice per semester/term to the NH Dept. of Health & Human Services, Division of Finance, of the funds that are committed, against the allocation from each of the participating NH School Administrative Units, and sub-grantees.
 - 1.7.1. Line item Description:
 - 1.7.1.1. Salaries;
 - 1.7.1.2. Benefits;
 - 1.7.1.3. Indirect costs;
 - 1.7.1.4. Insurance;
 - 1.7.1.5. Youth Wages;
 - 1.7.1.6. Tools of the trade;
 - 1.7.1.7. Transportation, to include, but not limited to:
 - 1.7.1.7.1. Bus passes/mileage reimbursement;
 - 1.7.1.7.2. Staff costs for visiting youth/employers at worksites;
 - 1.7.1.7.3. Youth transportation cost to and from youth sites, etc.;
 - 1.7.1.8. Clothes/uniforms needed for work;

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NH Department of Health & Human
Services – Division of Family Assistance

- 1.7.1.9. Work tools;
- 1.7.1.10. Hygiene products; etc.;
- 1.7.1.11. Office Supplies, specifically those that assisted youth in:
 - 1.7.1.11.1. Portfolio development;
 - 1.7.1.11.2. Career awareness resources, etc.

1.7.2. This invoice will include, but not be limited to:

- 1.7.2.1. Annual Allocation/ Budget Amount;
- 1.7.2.2. Previous Invoices;
- 1.7.2.3. Current Invoice;
- 1.7.2.4. Cumulated Totals;
- 1.7.2.5. Total completed to date;
- 1.7.2.6. Less previous payments;
- 1.7.2.7. Less payments requested but not received to date;
- 1.7.2.8. Total of request.

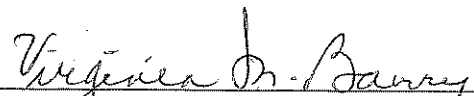
1.8. Equipment, Room Rental, Computer Labs, etc. are expected to be provided as in-kind and not to be provided under this Grant.

1.9. The NH Dept. of Education will participate in the ongoing efforts to evaluate the effectiveness of this program.

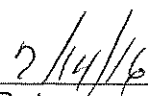
2. NH Dept. of Health & Human Services (DHHS) will:

- 2.1. Transfer funds to the NH Dept. of Education upon the receipt of an invoice with the appropriate forms attached, up to a maximum of \$612,500 (six hundred twelve thousand five hundred dollars and zero cents) over a six month period;
- 2.2. Coordinate with the NH Dept. of Education to determine the eligibility of applicants;
- 2.3. Participate in the review process that will result in the selection and distribution of funds to the sub-grantees among the NH School Administrative Units;
- 2.4. Provide consultation and technical assistance to the NH Dept. of Education and the NH School Administrative Units;
- 2.5. Coordinate with the NH Dept. of Education to develop effective procedures to evaluate program success.

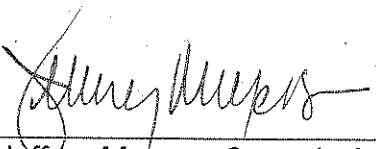
Memorandum of Agreement
NH Department of Education
NH Department of Health & Human
Services – Division of Family Assistance




Virginia M. Barry, Commissioner
NH Department of Education



Date



Jeffery Meyers, Commissioner
NH Department of Health and Human Services



Date



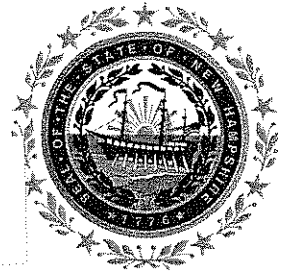
**New Hampshire
Employment
Security**

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We're working to keep New Hampshire working

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET
CONCORD, NH 03301-4857



**FIS 16-099
Replacement**

July 18, 2016

GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

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, NH 03301

REQUESTED ACTIONS

- Pursuant to RSA 14:30-a, VI, and contingent upon Fiscal Committee and Governor and Council approval of FIS 16-087, and contingent upon Governor and Council approval of a Memorandum of Understanding between Department of Health and Human Services and New Hampshire Employment Security at the August 24, 2016 meeting, authorize the New Hampshire Employment Security (NHES) to accept and expend \$477,930 in funds from the New Hampshire Department of Health and Human Services (NHDHHS) for the purpose of providing services under the Gateway To Work (Gateway) program beginning September 1, 2016 through February 28, 2017. 100% Agency Income (Federal Funds at origin). Funding to be budgeted as follows:

02-27-02-270010-80400000 EMPLOYMENT SECURITY		STATE FISCAL YEAR 2017		
Class/Object	Description	Current Appropriation	Requested Change	Revised Appropriation
010/500100	Personal Service-Permanent	12,667,820	50,498	12,718,318
011/501096	Personal Service-Unclassified	216,387	0	216,387
012/501097	Personal Service-Unclassified	96,149	0	96,149
013/501098	Personal Service-Unclassified	269,253	0	269,253
018/500106	Overtime	100,000	0	100,000
019/500105	Holiday Pay	999	0	999
020/500200	Current Expense	734,940	14,325	749,265
022/500248	Rents-Leases	485,840	3,900	489,740
023/500291	Utilities	550,676	9,358	560,034
024/500225	Maintenance Other Than B&G	159,500	14,076	173,576
026/500251	Organizational Dues	25,970	0	25,970
027/502799	Transfers To OIT	5,537,390	0	5,537,390
028/582814	Transfers To General Services	25,001	0	25,001
030/500311	Equipment New/Replacement	30,514	3,675	34,189
035/583514	Shared Services	31,996	0	31,996

NHES is a proud member of America's Workforce Network and NH Works. NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities

Telephone (603) 224-3311 Fax (603) 228-4145 TDD/ TTY Access: Relay NH 1-800-735-2964 Web site: www.nhes.nh.gov

037/500168	Technology-Hardware	2,500	0	2,500
038/509038	Technology-Software	1,011,528	0	1,011,528
039/500180	Telecommunications	432,535	7,941	440,476
040/500800	Indirect Costs	330,603	4,996	335,599
041/500801	Audit Fund Set Aside	25,000	0	25,000
042/500620	Additional Fringe Benefits	1,000,000	25,510	1,025,510
046/500464	Consultants	15,000	0	15,000
047/500240	Own Forces Maintenance	11,000	0	11,000
048/500226	Contractual Maintenance, B&G	231,500	2,339	233,839
049/584935	Transfers to Other Agencies	2,009,750	0	2,009,750
050/500109	Personal Service-Part Time	1,068,100	572	1,068,672
057/500535	Books, Periodicals	16,025	0	16,025
059/500117	Personal Service-Full Time Temp	1,608,484	192,463	1,800,947
060/500602	Benefits	8,161,135	124,489	8,285,624
061/500536	Unemployment Compensation	15,000	0	15,000
062/500538	Workers Compensation	100,000	0	100,000
066/500544	Employee training	10,000	0	10,000
070/500704	In-State Travel	116,911	10,867	127,778
080/500713	Out-Of State Travel	26,960	0	26,960
102/500731	Contracts for Program Services	125,000	0	125,000
103/500739	Contracts for Operations	227,300	12,921	240,221
229/500764	Sheriff Reimbursement	9,000	0	9,000
230/500765	Interpreter Services	15,000	0	15,000
	TOTALS	\$37,500,766	\$477,930	\$37,978,696

02-27-02-270010-80400000				
EMPLOYMENT SECURITY		STATE FISCAL YEAR 2017		
Class/Object	Description	Current Appropriation	Requested Change	Revised Appropriation
001/405303	Transfer from Other Agencies	258,056	0	258,056
001/484945	Transfer from Other Agencies	0	477,930	477,930
003/407549	Revolving Fund	11,938,523	0	11,938,523
007/406443	Agency Income	200,299	0	200,299
009/402338	Agency Income	587,051	0	587,051
000/404625	Federal Funds	24,516,837	0	24,516,837
	TOTALS	\$37,500,766	\$477,930	\$37,978,696

2. Pursuant to the provisions of RSA 124:15, authorize NHES to establish seven (7) full-time temporary, class 059 positions for the purpose of supporting the Gateway To Work program for period beginning September 1, 2016 through February 28, 2017. 100% Agency Income (Federal Funds at origin).

Full-Time Temporary Positions		
Classification:	Employment Counselor Specialist	Program Specialist I
Labor Grade:	19	19
Annual Salary Rate:	\$37,752	\$37,752
Position Count:	6	1

EXPLANATION

The above request is to accept and expend funds from the New Hampshire Department of Health and Human Services (NHDHHS) for the purpose of providing services under the Gateway To Work (Gateway) program.

The Gateway To Work (Gateway) program has been developed to address barriers to employment, such as low education levels, child care, transportation, and housing, to help individuals regain financial independence. Gateway is a collaborative work program among state agencies, including the Departments of Employment Security, Corrections, and Education, the Community College System and certain independent contractors providing case management services. The goal of the program is to prepare participants for long-term career opportunities and immediate engagement in employment. This approach supports the TANF program purpose of reducing the dependency of needy parents by promoting job preparation, work and marriage.

Gateway recognizes the importance of a two generational approach in programs designed to assist those parents involved in becoming self-sufficient. Families can achieve self-sufficiency by seeking and obtaining employment while working on money management skills. Parents are connected with childcare providers and begin to utilize early learning supports. Early learning supports encourage lifelong education that may have not been an option previously. Children who are connected to these services are more likely to achieve success in their own lives. Families eligible for Gateway include the following categories:

- Food Stamp (FS) recipient with at least one (1) dependent child under 18 years of age.
- New Hampshire Health Protection Program (NHPP) recipient with dependent child under 18 years of age.
- Any adult [under 200% of Federal Poverty Level (FPL)] with a dependent child under 18 years of age.
- FS recipient who is childless, under 24 years of age.
- NHHPP adult under the age of 24 who is childless.
- Any adult under the age of 24 (under 200% of FPL) who is childless.
- FS recipient between the ages of 24 to 64 who is childless (or child is 18 years of age or older).
- NHHPP adult between the ages of 24 to 64 who is childless.
- Any adult (under 200% of FPL) childless (or child is 18 years of age or older) and age 24 – 64.

NHES will act as the front door for the Gateway to Work program. To apply for the program, participants will contact NHES or report to the NHWorks American Job Center for an application packet. Designated staff will assist participants with questions, review applications for Gateway, and will issue an eligibility determination. All participants will be referred to an NHES case manager. Instructions will also be provided to assist participants to register in the Job Match System and to complete the vocational and job readiness assessments.

The case manager will be responsible to review the Job Match registration and assessment results with the participant. Based on the results, the case manager and participant will create an initial Career Plan. Participants that are found to be job ready and participants that are working with the Community College System for an apprenticeship will continue to work with the NHES case manager. Participants who are assessed as not job ready will be referred to the appropriate provider to receive the case management services necessary to assist them with the removal of barriers to self-sufficiency.

NHES is requesting authorization to accept and expend \$477,930 in funds from NHDHHS, and to budget the funds as follows:

Class 010 Personal Services, Permanent will be used to support a portion of existing full-time permanent staff involved in administering/overseeing the program.

Class 020 Current Expenses will be used to support the portion of operating costs associated with the positions involved in the program as well as costs associated with postage and bonds for the program.

Class 022 Rentals will be used to support the portion of operating costs associated with the positions involved in the program.

Class 023 Utilities will be used to support the portion of operating costs associated with the positions involved in the program.

Class 024 Maintenance, Other than Building & Grounds will be used to support the portion of operating costs associated with the positions involved in the program.

Class 030 Equipment will be used to support the portion of operating costs associated with the positions involved in the program.

Class 039 Telecommunications will be used to support the portion of operating costs associated with the positions involved in the program as well as cost associated with a toll-free line for the program.

Class 040 Indirect Costs will be used to cover indirect costs incurred under the program.

Class 042 Additional Fringe Benefits will be used to cover the program's share of additional fringe benefit costs.

Class 048 Maintenance, Building & Grounds will be used to support the portion of operating costs associated with the positions involved with the program.

Class 050 Personal Services – Part Time will be used to support a portion of one (1) position involved with the program.

Class 059 Personal Services – Full Time Temporary will be used to support a total of seven (7) positions responsible for providing direct services under the program.

Class 060 Benefits will be used to cover the benefits cost associated with the positions involved in the program.

Class 070 In-State Travel will be used to cover the travel-related costs associated with the positions involved with the program.

Class 103 Contracts for Operations will be used to support the portion of operating costs associated with the positions involved with the program.

The following information is provided in accordance with the Comptroller's instructional memorandum with respect to the acceptance of federal and other funds by which new positions are established:

1. List of personnel involved:

Classification	Position Count	Labor Grade
Employment Counselor Specialist	6	19
Program Specialist I	1	19

2. Nature, need, and duration:

The funds will be used for seven (7) full-time temporary positions and associated costs. The duration of these temporary positions is from September 1, 2016 through February 28, 2017.

3. Relationship to existing programs:

NHES funding for reemployment services consists of Wagner-Peyser funding (which has been static for many years), Reemployment Service and Eligibility Assessment funding, Trade Act funding and Jobs for Veterans State Grant funding (which can only be used for targeted populations receiving unemployment benefits). The funding for Gateway to Work will allow NHES to provide services to a population that is in need of reemployment services and does not fall within these categories. It will also assist with providing employers with job ready applicants to fill open positions.

4. Has a similar program been requested of the legislature and denied?

No.

5. Why wasn't funding included in NHES's budget request?

These funds were unanticipated at the time the SFY 2016/2017 biennium budget was established.

6. Can portions of these funds be utilized [for other purposes]?

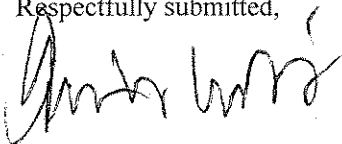
The amount of support required under the provisions of these funds will require all of the funds requested. These funds can only be used for the purpose of the Gateway To Work program.

7. Estimate the funds required to continue this position(s).

The seven (7) full-time temporary positions devoted to provide services under the Gateway To Work program will not be continued beyond the program need.

There are no General Funds required with this request. In the event that these funds become no longer available, General funds will not be requested to support these expenditures.

Respectfully submitted,



George N. Copadis
Commissioner

GNC/jdr
Attachments

STATE OF NEW HAMPSHIRE
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
 DIVISION of TRAVEL and TOURISM DEVELOPMENT
 172 Pembroke Road, Concord, New Hampshire 03301



Jeffrey J. Rose
 Commissioner

Victoria Cimino
 Director

TEL: 603-271-2665
 FAX: 603-271-6870
 TRAVEL GUIDE: 800-386-4664
 WEBSITE: www.visitnh.gov
 E-MAIL: travel@dred.state.nh.us

August 24, 2016

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 Executive Council
 State House
 Concord, New Hampshire 03301

Requested Action

Pursuant to RSA 9:16-a, authorize the Department of Resources and Economic Development, Division of Travel and Tourism to transfer funds within the Division of Travel and Tourism, as outlined below, in the amount of \$150,000 to reallocate direct Promotional and Marketing Funds in FY2017. Effective upon Fiscal Committee and Governor and Executive Council through June 30, 2017. Funding Source: 100% General Funds

Division of Travel and Tourism					
03-035-035-3520-36200000					
Fiscal Year 2017					
Class	Account	Description	Current Budget	Requested Action	Adjusted Budget
010	500100	Personal Services – Perm.	\$421,503.00	\$0	\$421,503.00
011	500126	Personal Services – Unclass.	\$99,227.00	\$0	\$99,227.00
018	500106	Overtime	\$3,600.00	\$0	\$3,600.00
020	500200	Current Expenses	\$36,806.45	\$0	\$36,806.45
022	500255	Rents-Leases Other than State	\$4,043.00	\$0	\$4,043.00
026	500251	Organizational Dues	\$14,500.00	\$0	\$14,500.00
029	500290	Intra-Agency Transfers	\$10,000.00	\$0	\$10,000.00
030	500301	Equipment New Replacement	\$1,000.00	\$0	\$1,000.00
039	500188	Telecommunications	\$13,700.00	\$0	\$13,700.00
049	500246	Transfer to Other State Agencies	\$200.00	\$0	\$200.00
060	500601	Benefits	\$291,975.00	\$0	\$291,975.00



069	500567	Promotional-Marketing Exp.	\$1,732,219.54	\$150,000.00	\$1,882,219.54
070	500704	In State Travel Reimbursement	\$8,650.00	\$0	\$8,650.00
075	500590	Grants Subsidies and Relief	\$1,663,701.85	(\$150,000.00)	\$1,513,701.85
080	500710	Out of State Travel Reimb.	\$24,600.00	\$0	\$24,600.00
			\$4,325,725.84	\$0.00	\$4,325,725.84

Explanation

The mission of the Division of Travel and Tourism Development (DTTD) is to promote New Hampshire as a preferred travel destination in order to increase visitor expenditures, business activity and employment throughout the state. DTTD's promotional activities are focused within eight key markets, both domestic and international. Efforts include integrated advertising campaigns, media/travel trade relations, digital/social media programming, publication development, and research/data collection.

RSA 78-A:26(b) requires an amount equal to 3.15% of the Meals and Rooms Tax net income (after the deduction of the Department of Revenue Administration's administrative costs and payments of principal and interest on school building aid bonds and notes) be credited to the Department of Resources and Economic Development, Division of Travel and Tourism. The final version of HB2 suspended RSA 78-A:26(b) and the Division's total Class 069 allocation decreased by \$500,000 leaving Class 075 disproportionate to the Division's overall budget.

The transfer will increase the FY2017 Class 069 appropriation for Promotional-Marketing Expense and decrease the Class 075 appropriation for Grants, Subsidies and Relief, Class 075 typically accounts for approximately nine percent of the Division's total budget. This transfer is in response to the Division's final budget allocation, dedicating eleven percent of the Division's total budget to Class 075 (rather than thirteen percent).

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions.

Does transfer involve continuing programs or one-time projects? The transfer involves the continuation of the Division of Travel and Tourism Development's promotional program.

Is this transfer required to maintain existing program level or will it increase the program level? This transfer will increase FY2017 Class 069 appropriation for Promotional-Marketing Expense.

Cite any requirements which make this program mandatory. In addition to several other outlined duties, RSA 12-A:43 requires the director of travel and tourism development to promote New Hampshire as a domestic and international travel destination in order to increase visitation and travel expenditures, business activity, and employment throughout the state.

Identify the source of funds on all accounts listed on this transfer. The source of funds for all accounts listed on this transfer is 100% general funds.

Will there be any effect on revenue if this transfer is approved or disapproved? Yes. DTTD utilizes promotional and marketing funds to promote travel and tourism in New Hampshire. Tourism is New Hampshire's second largest industry and is a key driver behind meals and rooms tax revenues.

Are funds expected to lapse if this transfer is not approved? No. Funds are not expected to lapse if the transfer is not approved.

Are personnel services involved? No personnel services are involved.

Respectfully submitted,



Jeffrey J. Rose, Commissioner
Department of Resources and Economic Development

QL201 Date 08/19/16
Time 03:08

Statement of Appropriations by Office

Fiscal Year 2017

Periods From 1 to 2 Page 103
Period Beg 07/01/16 End 08/31/16

Company 0010 General Fund
Agency 035 RESOURCES - ECON DEVEL DEPT OF
Organization 3620 DIVISION OF TRAVEL - TOURISM

BUR/DIV 3520 TRAVEL AND TOURISM
Sub-Org 001 DIVISION OF TRAVEL - TOURISM
Acct Unit 36200000

Class	Appropriation	Est Revenue	Expenditures	Revenue	Encumbrances	Transfers	Lapsed	Bal Fwd	Available	Rate
010	PERSONAL SERVICES PERM CLAS 421,503.00	0.00	59,895.20-	0.00	0.00	0.00	0.00	0.00	361,607.80	.14
011	PERSONAL SERVICES UNCLASSIF 99,227.00	0.00	13,597.76-	0.00	0.00	0.00	0.00	0.00	85,629.24	.13
018	OVERTIME 3,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00	0.00
020	CURRENT EXPENSES 35,475.00	0.00	3,509.25-	0.00	0.00	0.00	0.00	1,331.45	33,297.20	.09
022	RENTS-LEASES OTHER THAN STA 3,500.00	0.00	0.00	0.00	2,764.32-	0.00	0.00	543.00	1,278.68	.68
026	ORGANIZATIONAL DUES 14,500.00	0.00	1,125.00-	0.00	0.00	0.00	0.00	0.00	13,375.00	.07
029	INTRA-AGENCY TRANSFERS 10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
030	EQUIPMENT NEW REPLACEMENT 1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
039	TELECOMMUNICATIONS 13,700.00	0.00	744.95-	0.00	0.00	0.00	0.00	0.00	12,955.05	.05
049	TRANSFER TO OTHER STATE AGE 200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00
060	BENEFITS 291,975.00	0.00	40,700.69-	0.00	0.00	0.00	0.00	0.00	251,274.31	.13
069	PROMOTIONAL MARKETING EXP 1,480,000.00	0.00	65,221.73-	0.00	1,401,627.11-	0.00	0.00	252,219.54	265,370.70	.84
070	IN STATE TRAVEL REIMBURSEME 8,650.00	0.00	357.09-	0.00	0.00	0.00	0.00	0.00	8,292.91	.04
075	GRANTS SUBSIDIES AND RELIEF 1,000,000.00	0.00	153,093.71-	0.00	412,510.33-	0.00	0.00	663,701.85	1,098,097.81	.33
080	OUT OF STATE TRAVEL REIMB 24,600.00	0.00	16.10-	0.00	0.00	0.00	0.00	0.00	24,583.90	0.00
Sub-Org	3,407,930.00	0.00	338,261.48-	0.00	1,816,901.76-	0.00	0.00	917,795.84	2,170,562.60	



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

FIS 16 146

August 24, 2016

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 Executive Council
State House
Concord, New Hampshire 03301

Requested Action

Pursuant to RSA 9:16-a, authorize the Department of Resources and Economic Development, Division of Economic Development to transfer funds within the Division of Economic Development as outlined below, in the amount of \$100,000 to reallocate contracted Promotional and Marketing Funds in FY2017. Effective upon Fiscal Committee and Governor and Executive Council through June 30, 2017. Funding Source: 100% General Funds

Division of Economic Development					
03-035-035-3505-36000000					
Fiscal Year 2017					
Class	Account	Description	Current Budget	Requested Action	Adjusted Budget
10	500100	Personal Services – Perm.	813,437.00	0.00	813,437.00
11	500126	Personal Services – Unclass.	98,628.00	0.00	98,628.00
20	500200	Current Expenses	12,826.40	0.00	12,826.40
22	500255	Rents-Leases Other than State	5,573.90	0.00	5,573.90
26	500251	Organizational Dues	2,500.00	0.00	2,500.00
30	500301	Equipment New Replacement	36,696.00	0.00	36,696.00
39	500188	Telecommunications	19,418.00	0.00	19,418.00
60	500601	Benefits	422,158.00	0.00	422,158.00
69	500567	Promotional-Marketing Exp.	147,096.42	100,000.00	247,096.42
70	500704	In State Travel Reimbursement	12,700.00	0.00	12,700.00
80	500710	Out of State Travel Reimb.	71,100.00	0.00	71,100.00
102	500731	Contracts for Program Services	272,000.00	(100,000.00)	172,000.00
			1,914,133.72	0.00	1,914,133.72

Explanation

The transfer will increase the FY2017 Class 069 appropriation for Promotional-Marketing Expense by transferring from Class 102 Contracts for Program Services appropriations in the amount of \$100,000 in order to properly align total budgeted appropriations of \$200,000 to class 69 for contracted advertising and promotional services by Griffin, York and Krause d.b.a. GYK Antler (VC#155251) as approved by the Governor and Executive Council. The Division's FY 2017 budget included \$100,000 in the Class 102 line for the purpose of a workforce recruitment study on how to bring a skilled workforce to New Hampshire.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions.

Does transfer involve continuing programs or one-time projects? The transfer involves the continuation of the Division of Economic Development's advertising and promotional services program.

Is this transfer required to maintain existing program level or will it increase the program level? This transfer will increase FY2017 Class 069 appropriation for Promotional-Marketing Expense, which was the intended use of the \$100,000.

Cite any requirements which make this program mandatory. The Division's FY 2017 budget explicitly states that this \$100,000 is to be used for "a workforce recruitment study on how to bring a skilled workforce to New Hampshire," which is a marketing activity.

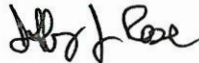
Identify the source of funds on all accounts listed on this transfer. The source of funds for all accounts listed on this transfer is 100% general funds.

Will there be any effect on revenue if this transfer is approved or disapproved? Yes. This program is intended to address challenges that New Hampshire companies experience in recruiting skilled workers. In many high-tech fields, there are shortages of qualified workers. This inhibits growth at many New Hampshire businesses. If these workforce challenges can be addressed, more businesses will grow, thereby increasing business tax revenues.

Are funds expected to lapse if this transfer is not approved? Yes. Funds are expected to lapse if the transfer is not approved.

Are personnel services involved? No personnel services are involved.

Respectfully submitted,



Jeffrey J. Rose, Commissioner
Department of Resources and Economic Development

QL201 Date 09/20/16
Time 03:03

Statement of Appropriations by Office

Fiscal Year 2017

Periods From 1 to 2 Page 14
Period Beg 07/01/16 End 08/31/16

Company 0010 General Fund
Agency 035 RESOURCES - ECON DEVEL DEPT OF
Organization 3600 ECONOMIC DEVELOPMENT ADMIN
BUR/DIV 1505 DIVISION OF ECONOMIC DEVELOPME
Sub-Org 001 ECONOMIC DEVELOPMENT ADMIN
Acct Unit 36000000

Class	Appropriation	Est Revenue	Expenditures	Revenue	Encumbrances	Transfers	Lapsed	Bal Fwd	Available Rate
004	INTRA AGENCY TRANSFERS 0.00	152,944.00-	0.00	14,250.74	0.00	0.00	0.00	0.00	138,693.26- 0.00
010	PERSONAL SERVICES PERM CLAS 813,437.00	0.00	122,881.18-	0.00	0.00	0.00	0.00	0.00	690,555.82 .15
011	PERSONAL SERVICES UNCLASSIF 98,628.00	0.00	13,597.76-	0.00	0.00	0.00	0.00	0.00	85,030.24 .13
020	CURRENT EXPENSES 12,582.00	0.00	1,099.28-	0.00	382.20-	0.00	0.00	244.40	11,344.92 .11
022	RENTS-LEASES OTHER THAN STA 5,000.00	0.00	750.00-	0.00	4,823.90-	0.00	0.00	573.90	0.00 1.00
026	ORGANIZATIONAL DUES 2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00 0.00
030	EQUIPMENT NEW REPLACEMENT 19,893.00	0.00	16,803.00-	0.00	0.00	0.00	0.00	16,803.00	19,893.00 .45
039	TELECOMMUNICATIONS 19,418.00	0.00	1,216.78-	0.00	0.00	0.00	0.00	0.00	18,201.22 .06
060	BENEFITS 422,158.00	0.00	62,537.91-	0.00	0.00	0.00	0.00	0.00	359,620.09 .14
069	PROMOTIONAL MARKETING EXP 100,000.00	0.00	59,346.42-	0.00	87,750.00-	0.00	0.00	47,096.42	0.00 1.00
070	IN STATE TRAVEL REIMBURSEME 12,700.00	0.00	477.66-	0.00	0.00	0.00	0.00	0.00	12,222.34 .03
080	OUT OF STATE TRAVEL REIMB 61,600.00	0.00	3,939.04-	0.00	0.00	0.00	0.00	9,500.00	67,150.96 .05
102	CONTRACTS FOR PROGRAM SERVI 272,000.00	0.00	110,750.00-	0.00	25,000.00-	0.00	0.00	0.00	136,250.00 .49
Sub-Org	1,839,916.00	152,944.00-	393,399.03-	14,250.74	117,956.10-	0.00	0.00	74,217.72	1,264,085.33
Organization	1,839,916.00	152,944.00-	393,399.03-	14,250.74	117,956.10-	0.00	0.00	74,217.72	1,264,085.33



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

172 Pembroke Road, Concord, New Hampshire 03302-1856

Jeffrey J. Rose
Commissioner

Victoria Cimino
Director

603-271-2665
FAX: 603-271-6870
TRAVEL GUIDE: 800-386-4664
WEBSITE: www.visitnh.gov
E-MAIL: travel@dred.state.nh.us

May 13, 2015

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

REQUESTED ACTION

Authorize the Department of Resources and Economic Development (DRED) to enter into a contract with Griffin, York and Krause d.b.a. GYK Antler (VC #155251), Manchester, New Hampshire, in the amount of \$10,000,000 for domestic and international advertising and promotional services for the period beginning July 1, 2015 through June 30, 2017, with the option to renew for one additional two year period upon consent of both parties and subject to Governor and Executive Council approval. 98.5% General Funds and 1.5% Park Funds

Funding for FY 2016 and FY 2017 is contingent upon availability and continued appropriation of funds, as follows, with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified:

	<u>FY16</u>	<u>FY17</u>
03-35-35-352010-36200000 Division of Travel - Tourism 069-500567 Promotional Marketing Exp.	\$1,200,000	\$1,200,000
03-35-35-352010-58740000 Travel – Tourism Dev Fund 069-500567 Promotional Marketing Exp.	\$3,625,000	\$3,525,000
03-35-35-350510-36000000 Economic Development Admin 069-500567 Promotional Marketing Exp.	\$100,000	\$200,000
03-35-35-351510-37010000 Parks Administration 069-500567 Promotional Marketing Exp.	\$75,000	\$75,000
<i>Totals:</i>	<u>\$5,000,000</u>	<u>\$5,000,000</u>

EXPLANATION

The Division of Travel and Tourism Development (DTTD) is charged with the promotion of New Hampshire as a domestic and international travel destination. In 2014, the state attracted more than 37 million visitors who spent \$5.1 billion, supporting 68,000 full- and part-time jobs and generating \$64.8 million in state and local tax revenues.

Year-round advertising and promotion is essential to the Division's efforts to increase travel to New Hampshire. Its Agency of Record provides the necessary resources for implementation, optimizing budget, building on experience, leveraging partnerships, and responding to changes within the travel environment.

DTTD issued an extensive Request for Proposals (RFP) for marketing and advertising agency services on January 23, 2015. Notice was sent to eighty-nine advertising agencies and the RFP was posted on visitnh.gov and admin.state.nh.us. Subsequently, seven vendors submitted formal written proposals on February 24, 2015.

A selection committee comprised of private/public tourism marketing professionals (Schedule # 2) reviewed and scored the proposals (Schedule #1), inviting three agencies to present to the committee in-person on April 8, 2015. Each agency was asked to demonstrate creative elements, elaborating on its written submission. GYK Antler was ultimately awarded the contract with DTTD. A composite score of both the written and the creative oral presentations is included as Schedule # 3.

GYK Antler is a Manchester-based, full-service marketing agency with a 40-year history of brand marketing and deep digital expertise. Its integrated team works synergistically across the following services:

- Strategy & Planning
- Branding & Design
- Content Creation
- Media Planning & Buying
- Video Production
- Social Media & Consumer Engagement
- Web & Mobile Development
- Experiential & Events
- Reporting & Analytics

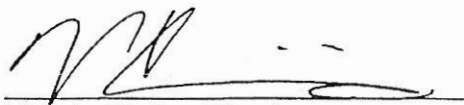
GYK Antler is of a size and caliber that can effectively absorb the DTTD account, having worked with the New Hampshire Lottery Commission for 30 years, the organization is extremely familiar with the process and protocol of working with state government.

In an effort to increase efficiencies, leverage budget, and continue to grow the New Hampshire brand, this contract includes two additional divisions of DRED, the Division of Parks and Recreation and the Division of Economic Development.

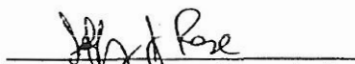
The Attorney General's office has reviewed and approved this contract as to form, substance and execution.

Respectfully submitted,

Concurred,



Victoria Cimino, Director
Division of Travel and Tourism Development



Jeffrey J. Rose, Commissioner
Department of Resources and Economic
Development



State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
 OFFICE OF THE COMMISSIONER
 25 Capitol Street – Room 120
 Concord, New Hampshire 03301

VICKI V. QUIRAM
 Commissioner
 (603)-271-3201

JOSEPH B. BOUCHARD
 Assistant Commissioner
 (603)-271-3204

July 25, 2016

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

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

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section to accept and expend State Administrative Expense (SAE) funds in the amount of \$129,422.00 approved by the Department of Agriculture (USDA), effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. **100% Federal Funds.**

2. Authorize the Department of Administrative Services, Bureau of Purchase and Property, Surplus Distribution Section, to budget and expend prior year funds in the amount of \$74,000.00 available from State Administrative Expense (SAE) grant that was not expended in state fiscal year 2016 which will be used to pay for equipment and expenses incurred during state fiscal year 2017, effective upon Governor and Council approval through June 30, 2017. **100% Federal Funds.**

Funds are to be budgeted in the account # 01-14-14-141510-81850000

<u>Class</u>	<u>Class Description</u>	<u>Current Adjusted Authorized FY 2017</u>	<u>Requested Action #1</u>	<u>Requested Action #2</u>	<u>Revised Adj. Authorized FY 2017</u>
000-404354	FEDERAL FUNDS	\$106,516.00	\$129,422.00	\$74,000.00	\$309,938.00
020-500200	CURRENT EXPENSES	\$84,326.00		\$50,877.00	\$135,203.00
030-500320	EQUIPMENT NEW/ REPLACEMENT	\$15,099.00	\$129,422.00	\$23,123.00	\$167,644.00
039-500180	TELECOMMUNICATIONS	\$668.00			\$668.00
041-500801	AUDIT FUND SET ASIDE	\$150.00			\$150.00
050-500117	PERSONAL SERVICE TEMP	\$2,000.00			\$2,000.00
060-500601	BENEFITS	\$153.00			\$153.00
080-500710	OUT-OF-STATE TRAVEL	\$4,120.00			\$4,120.00
	Total Expenditures	\$106,516.00	\$129,422.00	\$74,000.00	\$309,938.00

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
July 25, 2016
Page 2 of 2

EXPLANATION

The Federal Government through the U.S. Department of Agriculture (USDA) provides funding annually to states through the State Administrative Expense Fund (SAE) to provide food commodities to eligible schools, child and adult care facilities, and summer feeding programs. Locally, the program is administered, warehoused, and distributed by the Department of Administrative Services, Surplus Foods section.

The United States Department of Agriculture (USDA) has authorized a reallocation grant in the amount \$129,422.00 for Federal Fiscal Year 2017. The Department of Administrative Services, Surplus Foods section requests the use of these funds for vehicle replacement and upgrades to distribute food to eligible recipients throughout the state. These funds will be obligated by 9/30/2016 and fully expended by 9/30/2017.

The funds are to be budgeted as follows:

The funds in class 030 Equipment New Replacement will be used to replace one of our delivery trucks.

The Department of Administrative Services is requesting to budget and expend \$74,000.00 in grant funding available from federal fiscal year 2016 to be brought forward to state fiscal year 2017.

The funds are to be budgeted as follows:

The funds in class 020 Current Expenses will be used to pay for expenses such as fuel, warehouse supplies, office supplies, and maintenance of fleet vehicles.

The funds in class 030 Equipment New/Replacement will be used to replace the freezer units in one of the three warehouse freezers used to contain USDA commodities prior to distribution to schools and other recipient agencies.

Respectfully submitted,


Vicki V. Quiram
Commissioner

Notification Profile

Federal Agency 12350001\01 has certified an authorization to the following account:

Recipient ID	Account ID	Effective Date
3356339	201615N253544	07/14/2016

Increase/Decrease	Authorization Amount
INCREASE	\$129,422.00

You may use the Authorization Transaction Inquiry in the Inquiry menu to inquire on the authorization.



**Department of Administrative Services
Surplus Distribution Section State Administrative Expense**

Fiscal Situation: Account 01-14-14-141510-8185

Federal Funds Awarded:	
FFY 2016/17 Grant 10/1/15-9/30/17	\$342,833.00
FFY 2016/17 New Grant 10/1/15-9/30/17	\$129,422.00
	<hr/>
	\$472,255.00
Less State expenses on FFY 2016 Grant 10/1/15-6/30/16	\$200,397.37
	<hr/>
	\$200,397.37
Net Grant Funds Remaining	\$271,857.63
Less: SFY 17 State Appropriation including prior year encumbrances:	-\$106,516.00
Balance of Federal Funds Available	<hr/>
	\$165,341.63
This Request	<hr/> <hr/>
	\$129,422.00

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

FIS 16 139

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

August 8, 2016

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 amend Fiscal Item #15-233 paragraph one, approved by the Fiscal Committee on December 18, 2015 and Item #89 paragraph one, approved by the Governor and Executive Council on December 16, 2015 by extending the current end date only from September 30, 2016 to December 31, 2016 for a grant of \$955,095. This funding is for the purposes of establishing a Statewide Automated Victim Information and Notification Program (SAVIN), effective upon the date of Fiscal Committee and Governor and Executive Council approvals through December 31, 2016. No additional funds are involved in this time extension. 100% Federal Funds.
2. Contingent upon the approval of paragraph one, authorize the Department of Justice to amend Item #89 paragraph two, approved by the Governor and Executive Council on December 16, 2015, by extending the current end date of the subgrant to the N.H. Department of Safety (Vendor #177878-B001) in the amount of \$955,095 from September 30, 2016 to December 31, 2016 upon the date of Governor and Executive Council approval through December 31, 2016. No additional funds are involved in this time extension. 100% Federal Funds.

Funds are available in account #02-20-20-201510-1137, Department of Justice FY 11 SAVIN Grant.

EXPLANATION

The Statewide Automated Victim Information and Notification Program (SAVIN) grant and subgrant have been approved and amended by the Fiscal Committee and the Governor and Executive Council as follows:

<u>Fiscal Approval</u>	<u>G&C Approval</u>	<u>Description</u>
FIS 12-033 01/20/2012	#19 2/08/2012	Original Request
FIS 13-191 09/13/2013	#24 10/02/2013	Date Extension
FIS 14-143 09/26/2014	#52 10/01/2014	Date Extension
FIS 15-116 07/29/2015	#93 08/05/2015	Date Extension through 12/31/2015 continuing resolution.
FIS 15-233 12/18/2015	#89 12/16/2015	Date Extension from approval of SFY 16-17 budget.

The Department of Justice received approval from the Federal program to extend the project to December 31, 2016 in order to finalize the project which includes testing and approvals from the technology staff located at the Department of Safety.

The approval of this request will allow continuation of the work toward realization of victims' rights under NH RSA 21-M:8-k, *Rights of Crime Victims*. The program will lay the foundation for real-time notification to victims as to the status of their offender in the criminal justice system from arrest and prosecution through release from custody and post-conviction probation and parole hearings.

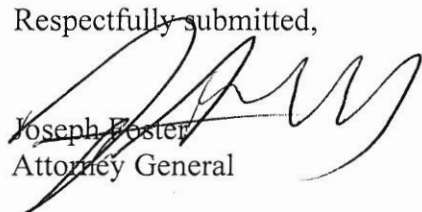
Funding under this project supports the construction and implementation of a subscription notification service component of the N.H. Department of Safety's established criminal information sharing system, J-One. The system will allow electronic information sharing between the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys and other agencies of the State's criminal justice system including those needing substantial technological updates to become compatible with J-One.

The process of designing and implementing the SAVIN system has been complicated. Because no such automated notification system existed in New Hampshire, there was an extensive period of design and redesign with the various stakeholders, and then testing to ensure that the system was going to operate according to their needs. At this point, the system can receive messages from the department of corrections and pass information on to victims via text messages, emails, or automated telephone calls. There is also a functioning web portal for victims and victim advocates to create and manage subscriptions and notification preferences. The software vendors for the judicial branch and the county corrections system are finalizing the design requirements to allow communication between those entities and SAVIN. It is anticipated that the system will be able to receive information from the judicial branch and transmit messages to victims by September 30, 2016, and from the county correctional facilities on or before December 31, 2016.

In the event that federal funds are no longer available, General Funds will not be requested to support this program.

Please let me know if you have any questions concerning this request. Your consideration is greatly appreciated.

Respectfully submitted,


Joseph Foster
Attorney General

JAF/shd
Enclosures

#1462580

STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
GRANT AWARD

Agency Name: NH Department of Safety	Vendor No.: 177878-B001
Program Name: Statewide Automated Victim Notification	Amount: \$ 955,095.00
Grant Start Date: 1/11/2012	State Grant Number: 20SAV11A
Grant End Date: 12/31/2016	Federal Grant Number: 2011-VN-CX-0014
Appropriation No.: 02-20-20-201510-1137-072-500576	

Head of Agency	Project Director	Fiscal Officer
John J. Barthelmes Commissioner 33 Hazen Drive Concord, NH 03301	Keith Lohmann Administrator 33 Hazen Drive Concord, NH 03301	Tammy Hoslo Administrator 33 Hazen Drive Concord, NH 03301

Federal Grant Name:	Statewide Automated Victim Notification Program
Federal Agency:	United States Department of Justice
Bureau/Office:	Office of Justice Programs
CFDA Number:	16.740

Purpose of Grant:	Victim Notification END DATE EXTENSION
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Financial Requirements:	See signed Program Conditions and Guidelines.
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Match Requirements:	No matching resources are required
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Reporting Requirements:	Monthly or quarterly Financial reports Annual performance report and audit Adherence to State and Federal guidelines and conditions
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Approval	Program Agency	NH Department of Justice
Name	John J. Barthelmes	Kathleen Carr
Title	Commissioner	Director of Administration
Date		

All terms of this grant award are not valid unless signed by both authorized parties.

NEW HAMPSHIRE
GEC-12/16/15 89
Becker

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

November 4, 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 amend Fiscal Item # 15-116 paragraph one, approved by the Fiscal Committee on July 29, 2015, and Item #93 paragraph one, approved by the Governor and Executive Council on August 5, 2015, by extending the current end date from December 31, 2015 to September 30, 2016 for a grant of \$955,095. This funding is for the purposes of establishing a Statewide Automated Victim Information and Notification Program (SAVIN), effective upon the date of Fiscal Committee and Governor and Executive Council approvals through September 30, 2016. No additional funds are involved in this time extension. 100% Federal Funds.
2. Contingent upon the approval of paragraph one, authorize the Department of Justice to amend Item # 93 paragraph two, approved by the Governor and Executive Council on August 5, 2015, by extending the current end date of the subgrant to the N.H. Department of Safety (Vendor #177878-B001) in the amount of \$955,095 from December 31, 2015 to September 30, 2016 upon the date of Governor and Executive Council approval through September 30, 2016. No additional funds are involved in this time extension. 100% Federal Funds.

Funds are available in account #02-20-20-201510-1137, Department of Justice FY 11 SAVIN Grant.

EXPLANATION

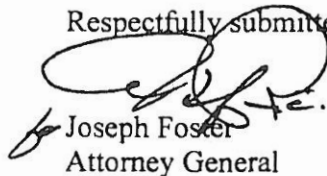
The approval of this request will allow continuation of the work toward realization of victims' rights under NH RSA 21-M:8-k, *Rights of Crime Victims*. The program will lay the foundation for real-time notification to victims as to the status of their offender in the criminal justice system from arrest and prosecution through release from custody and post-conviction probation and parole hearings.

Funding under this project supports the construction and implementation of a subscription notification service component of the N.H. Department of Safety's established criminal information sharing system, J-One. The system will allow electronic information sharing between the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys and other agencies of the State's criminal justice system including those needing substantial technological updates to become compatible with J-One.

In the event that federal funds are no longer available, General Funds will not be requested to support this program.

Please let me know if you have any questions concerning this request. Your consideration is greatly appreciated.

Respectfully submitted,



Joseph Foster
Attorney General

JAF/jeb
Enclosures

#1297097

G&C 8-5-15 #93
93
Beane ✓

JUL 09 '15 AM 11:03 DAS

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL

ANN M. RICE
DEPUTY ATTORNEY GENERAL



July 6, 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 **retroactively** amend Fiscal Item #14-143, approved by the Fiscal Committee on September 26, 2014 and approved by Governor and Executive Council on October 1, 2014, item #52, by extending the current end date from June 30, 2015 to a new end date of December 31, 2015. This funding is for the purposes of establishing a Statewide Automated Victim Information and Notification Program (SAVIN), for the period effective upon the Fiscal Committee and Governor and Executive Council approvals through December 31, 2015. No additional funds are involved in this time extension. 100% Federal Funds.
2. Contingent on the approval of paragraph one, authorize the Department of Justice to further **retroactively** amend item #52 approved by Governor and Executive Council on October 1, 2014 by extending the end date of the subgrant to the NH Department of Safety (vendor #177878-B001) in the amount of \$955,095.00 from the current end date of June 30, 2015, to a new end date of December 31, 2015, effective upon Governor and Executive Council approval. No additional funds are involved in this time extension. 100% Federal Funds.

Funds are available in account #02-20-20-201510-1137, Department of Justice FY 11 SAVIN Grant.

EXPLANATION

This request is retroactive because the beginning date July 1, 2015 associated with this request is in the new biennium. It is the policy of the Fiscal Committee to act only on items within the current biennium and this is the first meeting in the new biennium. This grant was not budgeted because it is considered a discretionary grant and will not likely be awarded in subsequent years.

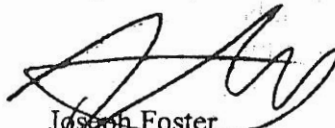
The approval of this request will allow the program to continue through December 31, 2015. The dual purpose is the prevention of crime and the realization of victims' rights under NH RSA 21-M:8-k, *Rights of Crime Victims*. The program will lay the foundation for real-time notification to victims as to the status of their offender in the criminal justice system, from arrest and prosecution through release from custody and post-conviction probation and parole hearings.

Funding under this project supports the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-One. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the State's criminal justice system, including those needing substantial technological updates to become compatible with J-One.

In the event that federal funds are no longer available, General Funds will not be requested to support this program.

Please let me know if you have any questions concerning this request. Your consideration is greatly appreciated.

Respectfully submitted,


Joseph Foster
Attorney General

JAF/jeb
Enclosures
#1231432

GEC 10/11/14 #52
52 Bear

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

September 3, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Her Excellency Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

Retrospective

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to amend Fiscal Item #13-191 approved by the Fiscal Committee on September 13, 2013 and Governor and Council on October 2, 2013, item #24, by extending the end date from September 30, 2014 to a new end date of June 30, 2015. This funding is for the purposes of establishing a Statewide Automated Victim Information and Notification Program (SAVIN) effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. No new funds are being requested. 100% Federal Funds.
2. Upon approval of Requested Action number one, authorize the Department of Justice to further amend item #24, approved by Governor and Council on October 2, 2013, by extending the end date only, with no increase in funding, of the sub grant to the NH Department of Safety (vendor #177878-B001) in the amount of \$955,095.00 from the previous end date of September 30, 2014, to a new end date of June 30, 2015, effective upon Governor and Council approval. No new funds are being requested. 100% Federal Funds.

Funds are available in account #02-20-20-201510-1137-072-500576, Department of Justice FY 11 SAVIN Grant.

EXPLANATION

In a previous item, the NH Department of Justice was given approval to accept and expend funding from the US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, to

implement a program entitled "Statewide Automated Victim and Information Notification Program." The purpose of the program is to assist crime victims through enhanced notification efforts. Through this action, the NH Department of Justice is seeking approval to extend the end date on that project so that we may meet the objectives of the program. Additional time is required as a result in delays in the development process, to include contracting with vendors and designing suitable program criteria.

The program's dual purpose is the prevention of crime and the realization of victims' rights under NH RSA 21-M:8-k, Rights of Crime Victims. The program will lay the foundation for real-time notification to victims whose offenders are involved in the criminal justice system at any and all points, from arrest and court events through release from custody and probation and parole hearings.

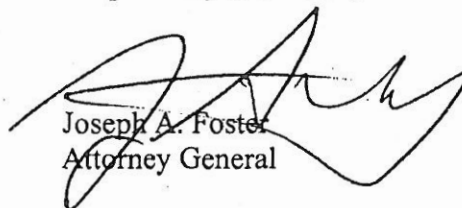
Funding under this project supports the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-One. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the state's criminal justice system, including those needing substantial technological updates to become compatible with J-One.

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

Please let me know if you have any questions concerning this request.

Your consideration is greatly appreciated.

Respectfully submitted,



Joseph A. Foster
Attorney General

JAF/jeb
#1085973

Fiscal FY 11
GEC #24 10/2/13

Gov. Council
10-2-13
#24

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JC TH A. FOSTER
A NEY GENERAL

ANN M. RICE
DEPUTY ATTORNEY GENERAL



August 15, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord NH 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to retroactively amend Fiscal Item # 12-033 approved by the Fiscal Committee on January 20, 2012, and Governor and Council on February 8, 2012, item #19, by extending the end date from June 30, 2013 to a new end date of September 30, 2014. This funding is for the purposes of establishing a Statewide Automated Victim Information and Notification Program (SAVIN), for the period effective upon the Fiscal Committee and Governor and Council approvals through September 30, 2014. No new funds are being requested. 100% Federal Funds.

2. Upon approval of paragraph number one, authorize the Department of Justice to retroactively amend item #19, approved by Governor and Council on February 8, 2012, by extending the end date only, with no increase in funding, of the sub grant to the NH Department of Safety (vendor #177878-B001) in the amount of \$955,095.00 from the original end date of June 30, 2013, to a new end date of September 30, 2014, effective upon Governor and Council approval. This is 100% Federal Funds.

Funds are available in account #02-20-20-201510-1137, Department of Justice FY 11 SAVIN Grant.

3. Upon approval of paragraph number one, authorize the Department of Justice to enter into a sub grant with the NH Department of Corrections (vendor #177896-B001) in the amount of \$8,247.28, to be used to support the development of the NH SAVIN system, from the period of Governor and Council approval through September 30, 2014, effective upon Governor and Council approval. This is 100% Federal Funds.

Funds are available in account #02-20-20-201510-1137, Department of Justice FY 11 SAVIN Grant.

EXPLANATION

This request is retroactive because the beginning date (July 1, 2013) associated with the request is in the new biennium. It is the policy of the Fiscal Committee to act only on items within the current biennium. This grant was awarded on September 7, 2011, with an original end date of September 30, 2013. As the biennium ended on June 30, 2013, we did not originally seek Fiscal Committee approval beyond that date. The federal grant has since been extended by the Office of Justice Programs to September 30, 2014.

The program's dual purpose is the prevention of crime and the realization of victims' rights under state statute NHRSA 21-M:8-k, Rights of Crime Victims. The program will lay the foundation for real-time notification to victims whose offenders are involved in the criminal justice system at any and all points, from arrest and court events through release from custody and probation and parole hearings.

Funding under this project supports the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-One. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the state's criminal justice system, including those needing substantial technological updates to become compatible with J-One.

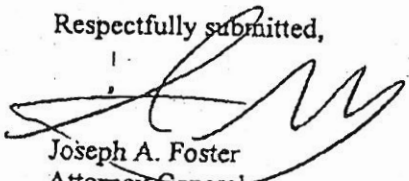
The new award to the NH Department of Corrections is the second of two small awards to the Department to assist with the staffing requirements of developing the SAVIN system in that agency.

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

Please let me know if you have any questions concerning this request.

Your consideration is greatly appreciated.

Respectfully submitted,


Joseph A. Foster
Attorney General

JAF/jeb
#937710

ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

*Gov. Council
2-8-12
#19*

MICHAEL A. DELANEY
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

December 28, 2011

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

*No activity #
per Tim B.*

His Excellency Governor John Lynch
And the Honorable Executive Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the US Department of Justice, Office of Justice Programs, in the amount of \$985,141.00, for the purposes of establishing a Statewide Automated Victim Information and Notification Program (SAVIN), for the period effective upon the Fiscal Committee and Governor and Council approvals through June 30, 2013. 100% Federal Funds.

Funds are to be budgeted in 02-20-20-201510-1137, Department of Justice, Grants Administration, entitled "FY 11 SAVIN Grant" as follows:

<u>Class</u>	<u>Description</u>	<u>SFY 2012</u>
040-500800	Indirect Costs	898
041-500801	Audit Fund Set Aside	985
072-500576	Grants to State Agencies - Fed.	983,258
Totals		<u>\$985,141</u>
 <u>Source of Funds:</u>		
000-404424	Federal Funds	\$985,141

2. Authorize the Department of Justice to enter into sub grants with the agencies listed below in the total amount of \$973,137 from the Statewide Automated Victim Information and Notification Program

(SAVIN) Program, to support their activities in the coordination and implementation of this Statewide initiative effective upon Governor and Council approval through June 30, 2013. 100% Federal Funds

Funding is available in account #02-20-20-200010-1137-072-500576, Department of Justice, entitled "FFY 11 SAVIN Grant."

	<u>Agency</u>	<u>Vendor #</u>	<u>Amount</u>	<u>PO#</u>
#126596-gnieder	NH Department of Corrections	177896-B001	\$ 18,042.00	1021516
#126597-gnieder	NH Department of Safety	177878-B001	\$955,095.00	1021517

EXPLANATION

The Department of Justice requests authorization to accept and expend this discretionary grant awarded under the project title "Statewide Automated Victim and Information Notification Program" from the US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

The program's dual purposes are the prevention of crime and the realization of victims' rights under NH RSA 21-M:8-k, *Rights of Crime Victims*. The program will lay the foundation for real-time notification to victims as their offenders progress through the criminal justice system, from arrest and court events through release from custody and probation and parole hearings.

With funding under this project, the sub grant awarded to the NH Department of Safety will be used to access the infrastructure of J-One, which allows information sharing among the different criminal justice agencies. Leveraging the technology, equipment, and expertise invested in J-One, SAVIN funding will be used by the Department of Safety for contracts, equipment, and supplies to design and implement an interfacing information system, specifically for bringing the information to victims via a subscription notification service. An additional sub grant to the NH Department of Corrections will support personnel costs of the Director of Victim Services Unit, which will assist in the planning and implementation of the system.

The system will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the State's criminal justice system, including those needing substantial technological updates to become compatible with J-One.

The funds are budgeted to support the activities as follows:

- Class 040 - Indirect Costs
- Class 041 - Audit Fund Set Aside
- Class 072 - Grants to the Department of Safety and the Department of Corrections for their activities related to the Project.

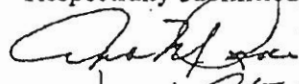
This discretionary grant was not included in the budget because the application was submitted on March 24, 2011, and we did not receive notification of the award until September 7, 2011.

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

Please let me know if you have any questions concerning this request.

Your consideration is greatly appreciated.

Respectfully submitted,


Deputy Attorney General
for Michael A. Delaney
Attorney General

MAD/jeb
#697356



State of New Hampshire

FIS 16 140

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

August 22, 2016

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 Department of Safety, Division of State Police, to accept and expend two (2) grants for a total of \$172,400.00 of Federal funds from the NH Highway Safety Agency, one entitled NH State Police Robotic Total Stations in the amount of \$135,000.00 for the NH State Police C.A.R. (Collision Analysis & Reconstruction) Unit and one entitled NH State Police C.A.R. Equipment in the amount of \$37,400.00 to purchase equipment to effectively investigate serious and fatal motor vehicle crashes. Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2016. Funding Source: 100% Agency Income.

Funds are to be budgeted in the account titled:

02-23-23-234010-22110000 Dept. of Safety – Division of State Police – Highway Safety Equipment and Training Grants
Amount: \$172,400.00

Class	Description	Current Adjusted		Revised Adjusted	
		Authorized	Requested Action	Authorized	
009-405921	Agency Income	\$ (281,311.51)	\$ (172,400.00)	\$ (453,711.51)	
018-500106	Overtime	\$ 2,000.00	\$ -	\$ 2,000.00	
019-500105	Holiday Pay	\$ 429.52	\$ -	\$ 429.52	
020-500221	Current Expenses	\$ 0.22	\$ -	\$ 0.22	
030-500311	Equipment	\$ 0.41	\$ 135,000.00	\$ 135,000.41	
037-500173	Technology - Hardware	\$ -	\$ 25,600.00	\$ 25,600.00	
038-500175	Technology - Software	\$ -	\$ 11,800.00	\$ 11,800.00	
039-500180	Telecommunications	\$ 0.60	\$ -	\$ 0.60	
040-500800	Indirect Cost	\$ 31,507.95	\$ -	\$ 31,507.95	
046-500465	Consultants	\$ 136,414.50	\$ -	\$ 136,414.50	
059-500117	Temp - Full Time	\$ 71,493.00	\$ -	\$ 71,493.00	
060-500602	Benefits	\$ 39,465.31	\$ -	\$ 39,465.31	
	Total	\$ 281,311.51	\$ 172,400.00	\$ 453,711.51	

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 22, 2016
Page 2 of 2

Explanation

The State Police Robotic Total Station grant will be used to fund the purchase of 5 total stations. The Robotic Total Stations are used by the C.A.R. Unit members to more effectively investigate serious and fatal motor vehicle crashes. It is anticipated that with the new equipment there will be a decrease of at least thirty (30) minutes in on-scene investigation time required, which will reduce secondary collisions and decrease traffic delays.

The State Police C.A.R. Equipment grant will be used to fund the purchase of advanced software and laptops which will help the CAR Unit investigate crashes more effectively and efficiently and be capable of creating final work product at a level compatible with the private sector defense experts. This will help enhance courtroom presentations and, in turn, bring higher prosecution success rates.

The funds are to be budgeted as follows:

Funds in class 030 are needed for the purchase of a Robotic Total Station to be used by the C.A.R. Unit members to more effectively investigate serious and fatal motor vehicle crashes.

Funds in class 037 are needed purchase laptops which will help the CAR Unit investigate crashes more effectively and efficiently.

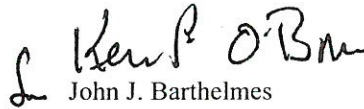
Funds in class 038 are needed to purchase the software licenses needed for the above mentioned laptops.

Funds in class 040 are not appropriated because indirect cost is not paid on equipment expenses.

Funds in class 041 are not appropriated because the department that receives the Federal grant from the federal granting agency is responsible for paying the audit fund set aside.

In the event that Agency Income becomes no longer available, General and/or Highway funds will not be requested to support this program.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

Department of Safety
Highway Safety Equipment and Training Grants
Fiscal Situation

02-23-23-234010-22110000

Federal Funds Awarded:

FFY 2016 Grant - NHSP Captain Posision - 10/1-9/30/2016	\$165,714.00
FFY 2016 Grant - VPN Installation Assistance - 10/1-9/30/2016	\$165,977.65
FFY 2016 Grant - NHSP Crash Records Management System 10/1-9/30/2016	\$109,960.50
FFY 2016 Grant - NHSP Robotic Total Stations	\$135,000.00
FFY 2016 Grant - NHSP C.A.R. Equipment	\$37,400.00
Total Grant Funds Awarded	\$614,052.15

Less: SFY 2016 Grant Expenditures	\$160,343.17
Less: SFY 2017 Currunt Adjusted Authorized	\$281,311.51

Remaining excess grant funds available to appropriate	\$172,397.47
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This Request	\$172,400.00
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CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State of New Hampshire
Office of Highway Safety
33 Hazen Drive, Room 109A
Concord, NH 03305

Date Received	Project Number
August 11, 2016	308-16S-092
Date Approved	PSP and Task #
August 11, 2016	16-02, 22

Part I

1. Project Title NH State Police Robotic Total Stations (5)	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
---	--

3. Applicant	
A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: August 15, 2016 Termination Date: September 30, 2016	Functional Area M6OT - 405d Impaired Driving Low CFDA# 20.616 Program Title Impaired Driving Countermeasures Grant Funding Source National Highway Traffic Safety Administratio
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment	\$101,250.00	\$101,250.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$101,250.00	\$101,250.00			

7. Local Benefit: It is anticipated that the federal share for local benefit will be:	0% (\$0.00)
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CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State of New Hampshire
Office of Highway Safety
33 Hazen Drive, Room 109A
Concord, NH 03305

Date Received August 11, 2016	Project Number 308-16S-092
Date Approved August 11, 2016	PSP and Task # 16-03, 01

Part I

<p>1. Project Title NH State Police Robotic Total Stations (5)</p>	<p>2. Type of Application (Check One)</p> <p><input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation</p>
--	--

3. Applicant	
<p>A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police</p>	<p>B. Address of Agency 33 Hazen Drive Concord NH 03305-0011</p>
<p>C. Government Unit (Check One)</p> <p><input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):</p>	<p>D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301</p>

<p>4. Contract Duration</p> <p>A. Contract Period</p> <p>Start Date: August 15, 2016 Termination Date: September 30, 2016</p>	<p>Functional Area PT - Police Traffic Services CFDA# 20.600 Program Title State & Community Highway Safety Funding Source National Highway Traffic Safety Administratio</p>
---	--

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds

Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment	\$33,750.00	\$33,750.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$33,750.00	\$33,750.00			

Local Benefit:

It is anticipated that the federal share for local benefit will be: 0% (\$0.00)

Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services	
*See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment Five (5) Robotic Total Stations @ \$27,000 each (to include data collectors, GPS, Prisms, tripods, software, and accessories, etc.)	\$135,000.00
*A Buy America non-availability waiver was submitted by the NHOHS and approved by NHTSA on July 29, 2016. The effective date to purchase this equipment is August 15, 2016 and expires September 30, 2016 as noted in the federal register.	
d. Indirect Costs and Audit Expense	
e. Contractual Services	
f. Travel Expenses	
Total	\$135,000.00

The In Kind Match For This Project = (\$8,437.50 402) (\$25,312.50 405D). This In Kind Match shall be met using salaries and benefits of C.A.R unit personnel.

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X Exec Maj David Parenteau for Col R. Quinn		5) Telephone Number 223-8813
B. Authorized Official		
1) Name Kevin O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X Kevin P O'Brien		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date August 11, 2016	2. Signature & Title John J. Barthelmes, Coordinator NH Office of Highway Safety
3. Federal Funds Obligated by this Agreement: \$135,000.00	

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

state of New Hampshire
Office of Highway Safety
33 Hazen Drive, Room 109A
Concord, NH 03305

For HSA Use Only

Date Received	Project Number
August 11, 2016	308-16S-093
Date Approved	PSP and Task #
August 11, 2016	16-02, 23

Part I

1. Project Title NH State Police C.A.R. Equipment	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
--	---

3. Applicant	
A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: August 15, 2016 Termination Date: September 30, 2016	Functional Area M6OT - 405d Impaired Driving Low CFDA# 20.616 Program Title Impaired Driving CountermeasuresGrant Funding Source National Highway Traffic Safety Administratio
---	---

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment	\$28,050.00	\$28,050.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$28,050.00	\$28,050.00			

Local Benefit: It is anticipated that the federal share for local benefit will be: <u>0%</u> (\$0.00)
--

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State of New Hampshire
Office of Highway Safety
33 Hazen Drive, Room 109A
Concord, NH 03305

Date Received August 11, 2016	Project Number 308-16S-093
Date Approved August 11, 2016	PSP and Task # 16-03, 01

Part I

1. Project Title NH State Police C.A.R. Equipment	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
--	---

3. Applicant	
A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration	Functional Area PT - Police Traffic Services
A. Contract Period	CFDA# 20.600
Start Date: August 15, 2016	Program Title State & Community Highway Safety
Termination Date: September 30, 2016	Funding Source National Highway Traffic Safety Administratio

6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment	\$9,350.00	\$9,350.00			
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$9,350.00	\$9,350.00			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: 0% (\$0.00)

Part II

BUDGET AND PERSONNEL DATA	
a. Personnel Services	
*See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment C.A.R (Collision Analysis and Reconstruction) Equipment = \$37,400.00 (includes 4 laptops with advanced 3D video cards, MS Office Professional Plus 2010 software, and 4 FARO/ARAS 360 HD software programs/ licenses, and training for 4 C.A.R unit members)	\$37,400.00
d. Indirect Costs and Audit Expense	
e. Contractual Services	
f. Travel Expenses	
Total	\$37,400.00

The In Kind Match For This Project = (\$2,337.50 402) (\$7,012.50 405D). This In Kind Match shall be met using salaries and benefits of C.A.R unit personnel.

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X <i>Exec Maj i l ad Parante for Col R. Quinn</i>		5) Telephone Number 223-8813
B. Authorized Official		
1) Name Kevin O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X <i>Kevin P O'Brien</i>		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date August 11, 2016	2. Signature & Title <i>John J. Barthelmes</i> John J. Barthelmes, Coordinator NH Office of Highway Safety
3. Federal Funds Obligated by this Agreement: \$37,400.00	

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

Date Received September 29, 2015	Project Number #300-16S-002
Date Approved September 29, 2015	PSP and Task # 16-08, 01

Part I

1. Project Title NH State Police Captain Position	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
--	---

3. Applicant A. Name of Agency DUNS Number 060340564 NH Department of Safety	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2015 Termination Date: September 30, 2016	Functional Area PA - Planning & Administration CFDA# 20.600 Program Title State & Community Highway Safety Funding Source National Highway Traffic Safety Administratio
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds

Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services	\$165,714.00	\$165,714.00			
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit					
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$165,714.00	\$165,714.00			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>0%</u> (<u>\$0.00</u>)
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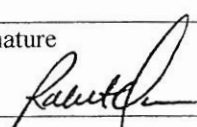
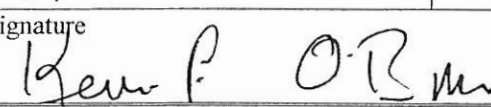
Part II

BUDGET AND PERSONNEL DATA


a. Personnel Services Salary	\$102,856.00	\$105,513.00	
	Holiday Pay	1,000.00	
	Overtime	2,000.00	
Benefits:		57,201.00	\$165,714.00
b. Current Expenses			
c. Equipment			
d. Indirect Costs and Audit Expense			
e. Contractual Services			
f. Travel Expenses			
* Total			\$165,714.00 *

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Robert L. Quinn	2) Title Director of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number
B. Authorized Official		
1) Name Kevin P. O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number

Part IV (For HSA Use Only)

1. Approval Date September 29, 2015	2. Signature & Title  John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$165,714.00	

**CONTRACTUAL AGREEMENT
FC HIGHWAY SAFETY PROJECT G NT**

For HSA Use Only

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

Date Received October 8, 2015	Project Number #310-16S-002
Date Approved October 8, 2015	PSP and Task # 16-04, 07

Part I

1. Project Title VPN Installation	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
--------------------------------------	---

3. Applicant	
A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2015 Termination Date: September 30, 2016	Functional Area K9 - 408 Data Program Incentive CFDA# 20.610 Program Title Traffic Safety Info System Improvements Grant Funding Source National Highway Traffic Safety Administration
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$18,951.65	\$18,951.65			
e. Contractual Services	\$147,026.00	\$147,026.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$165,977.65	\$165,977.65			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>0%</u> (\$0.00)

Part II

BUDGET AND PERSONNEL DATA

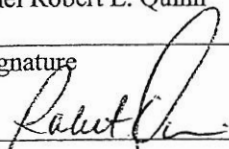
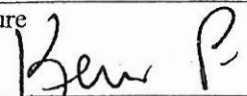
a. Personnel Services	
*See Proposed Solution (page 3) for explanation of pay rates	
b. Current Expenses	
c. Equipment	
d. Indirect Costs and Audit Expense Indirect costs @ 12.89 percent	\$ 18,951.65
e. Contractual Services VPN Installation Contractor (to provide assistance to county/local law enforcement for design, configuring, and deploying VPN)	\$147,026.00
f. Other Expenses	
Total	\$165,977.65

The In Kind Match For This Project = \$41,494.41 (408 funds)


The match requirement shall be met through salary and benefits cost analysis of agency personnel performing traffic records related work using state funds.

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X  10/5/15		5) Telephone Number 223-8813
B. Authorized Official		
1) Name Kevin O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature X  ORB		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 8, 2015	2. Signature & Title  John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$165,977.65	

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

State Of New Hampshire
Highway Safety Agency
78 Regional Drive, Building 2
Concord, NH 03301-8530

Date Received October 22, 2015	Project Number #310-16S-003
Date Approved October 22, 2015	PSP and Task # 16-04, 02

Part I

1. Project Title NH State Police CRMS Vendor 1	2. Type of Application (Check One) <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Revision <input type="checkbox"/> Continuation
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3. Applicant A. Name of Agency DUNS Number 060340564 NH Department of Safety Division of State Police	B. Address of Agency 33 Hazen Drive Concord NH 03305-0011
C. Government Unit (Check One) <input checked="" type="checkbox"/> State <input type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Other (specify):	D. Name Address of Governmental Unit State of New Hampshire Concord, NH 03301

4. Contract Duration A. Contract Period Start Date: October 1, 2015 Termination Date: September 30, 2016	Functional Area M3DA - 405c Data Program CFDA# 20.616 Program Title Traffic Safety Info System Improvement Grant Funding Source National Highway Traffic Safety Administratio
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6. Description of Project (Describe in detail in Schedule A) and Source of Funds

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs Audit	\$12,555.50	\$12,555.50			
e. Contractual Services	\$97,405.00	\$97,405.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$109,960.50	\$109,960.50			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100%</u> (<u>\$109,960.50</u>)
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Part II

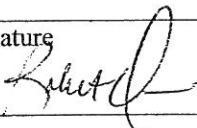

BUDGET AND PERSONNEL DATA	
a. Personnel Services	00
b. Current Expenses	
c. Equipment	
d. Indirect Costs and Audit Expense Indirect Cost: \$97,405.00 x 12.89 percent	\$12,555.50
e. Contractual Services Web-enabled CRMS System Development Contractor	\$97,405.00
f. Travel Expenses	
Total	\$109,960.50

The in kind match for this project = \$27,490.13 (405C Funds)

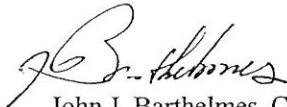
The match requirement shall be met through salary and benefits cost analysis of agency personnel performing traffic records related work using state funds.

Part III

Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grant which have been furnished (or will be furnished upon request) to the applicant.

A. Project Director		
1) Name Colonel Robert L. Quinn	2) Title Director, Division of State Police NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number 223-3850
B. Authorized Official		
1) Name Kevin P. O'Brien	2) Title Assistant Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03305
4) Signature X 		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 22, 2015	2. Signature & Title  John J. Barthelmes, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$109,960.50	

RM

FIS 16 143



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Robin H. Maddaus
Director

August 16, 2016

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 Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the NH Department of Corrections to establish one (1) temporary part-time Victim Witness Specialist, Labor Grade 26, in class 050, for the purpose of the Victim Offender Dialogue Coordinator/Trainer for the NH Department of Corrections Victim Services Division in support of the Victims of Crime Act sub grant, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2017. 100% Agency Income (federal funds at origin).
2. Authorize the NH Department of Corrections to accept and expend funds made available through a Victims of Crime Act sub grant from the NH Department of Justice in the amount of \$20,935.00 for assistance to crime victims and their families, effective from the date of the Governor and Executive Council approval through June 30, 2017. 100% Agency Income (federal funds at origin).

Funds are to be budgeted in an account, Victims Services Coordinator, Accounting Unit 02-46-46-460510-83380000 as follows:

Grant Title: Victims of Crime Act (VOCA)		SFY 2017	REQUESTED	SFY 2017
Account:	Description:	CURRENT	ACTION	ADJUSTED
010-500100	Personal Services Perm	168,377.00	0.00	168,377.00
020-500200	Current Expense	2,506.00	0.00	2,506.00
026-500251	Organizational Dues	650.00	0.00	650.00
039-500190	Telecommunications	209.00	0.00	209.00
042-500620	Additional Fringe Benefits	10,999.00	0.00	10,999.00
050-500109	Personal Services-Temp	0.00	17,500.00	17,500.00
060-500602	Benefits	78,082.00	1,339.00	79,421.00
066-500546	Employee Training	500.00	0.00	500.00
070-500704	In-State Travel	674.00	0.00	674.00
080-500710	Out Of State Travel	800.00	2,096.00	2,896.00
102-500731	Contracts For Program Services	14,500.00	0.00	14,500.00
Appropriations		277,297.00	20,935.00	298,232.00
Source of Funds:				
009-406390	Agency Income	(149,065.00)	(20,935.00)	(170,000.00)
	General Funds	(128,232.00)	0.00	(128,232.00)
Total Funds		(277,297.00)	(20,935.00)	(298,232.00)

EXPLANATION

Each state fiscal year the New Hampshire Department of Corrections (NHDOC) applies for a Victims of Crime Act (VOCA) sub grant administered by the New Hampshire Department of Justice (NHDOJ) to provide services to New Hampshire's victims of crime. This federal grant requires state match equivalent to 25% of federal funds or 20% of the budget. The match requirement may be met utilizing cash match, in-kind match, or a combination thereof. The SFY 2017 VOCA sub grant award supports 100% of the Salary and Benefits for the requested temporary part-time Victim Witness Specialist position and Out of State Travel for the Administrator of Victim Services or designee to attend annual victim services conference/training. General Fund appropriations will be utilized, in part, to fund the full-time Victim Witness Specialist position specifically assigned to the successful prevention and effective response to reports of sexual assault within the correctional facilities and General Funds also subsidizes the required VOCA match. The remaining match requirement will be met with in-kind match.

The VOCA grant provides ongoing direct services and other activities necessary to ensure quality direct services for crime victims and survivors, including:

- Notification of offender status changes
- Advocacy and support during reduced custody processes
- Accompaniment at Parole Board hearings
- Reasonable protection from offender intimidation and harassment
- Victim-offender dialogue (upon victim request)
- Restitution advocacy
- Public awareness and outreach
- Information and referral
- Evaluation of victim satisfaction with corrections-based services

The VOCA sub grant was included in the NHDOC SFY17 budget in the amount of \$149,065.00. This request to accept and expend will realign the budget to the SFY17 VOCA award of \$170,000.00 and extend one (1) temporary part-time Victim Witness Specialist position. This part-time position's established responsibilities will be as the Victim Offender Dialogue Coordinator/Trainer. Victim Offender Dialogue (VOD) is the means by which a victim/survivor initiated request to meet constructively with their offender to assist in recovery and healing. The role of the VOD facilitator is to provide a safe and structured format for the victim to have a

conversation with the offender which may include a discussion of the crime and feelings related to the offender's victimizing behavior.

The requested revised appropriations are to be expended as follows:

- | | |
|------------------------------------|--|
| Class 050 – Personal Services-Temp | Salary for a Temporary Part-Time Victim Witness Specialist, Position #TMPPT5166, LG 26, not to exceed 29 hours a week. |
| Class 060 – Benefits | Benefits to support a Temporary Part-Time Victim Witness Specialist. |
| Class 080 – Out of State Travel | Travel costs for Administrator of Victim Services and/or designee to attend annual training/conference. |

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.


- 1) List of personnel involved: One (1) temporary part-time Victim Witness Specialist.
- 2) Nature, Need, and Duration: This position would act as the Victim Offender Dialogue Coordinator/Trainer, under the direction of the NH Department of Corrections Victim Services Administrator, and will be responsible for the implementation of victim initiated requests for dialogue with the offender. This position would also provide essential training to members of NH DOC and the community on becoming VOD facilitators to improve the services offered to victims of crime. The VOCA funding for this position is currently available through June 30, 2017.
- 3) Relationship to existing agency programs: This position will provide support and enhance the services offered through the NH Department of Corrections Victim Services division.
- 4) Has a similar program been requested of the legislature and denied? No. This position was originally approved by the Fiscal Committee on 03/18/16, item FIS 16-036 and Governor and Council on 03/23/16, item #39. However, the Victim Services Unit experienced a change in program structure, stemming from new leadership and a thorough review of services provided to the victim population. It was determined that a delay in hiring for the part-time position was appropriate, in order to develop the framework for the new part-time position to be successfully integrated into the Victim Service Unit. In addition, the postponement of hiring allowed for the Department to ensure adherence to best practices models in serving the victim population.
- 5) Why wasn't funding included in the agency's budget request? The grant funds to support the position were unanticipated at the time the budget was created.
- 6) Can portions of the grant funds be utilized? Grant funds are being utilized for this position.
- 7) Estimate the funds required to continue the position: If grant funds are not continually made available, the position will not continue.

The VOCA grant award budget does not include Indirect Costs as this cost is not identified as part of the sub grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDOJ) to include Audit Fee Set Aside as part of their agency's budget.

All supplies purchased through this VOCA Grant will be the property of NH Department of Corrections at the completion of the project.

In the event that these grant funds no longer become available additional state general funds will not be requested to support this program.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "William L. Wrenn", with a long horizontal flourish extending to the right.

William L. Wrenn
Commissioner

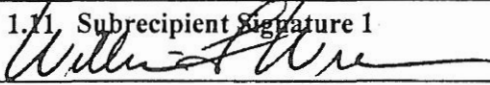
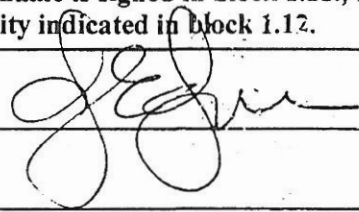
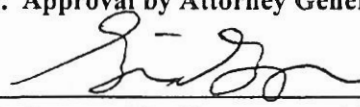
Fiscal Situation
Victim Services (Grant #2015-VA-GX-0007)
Accounting Unit 02-46-46-460510-8338

	Grant	General Fund	TOTAL APPROPRIATION
Total SFY 2017 VOCA Sub Grant Authorized	\$170,000.00		
LESS: SFY 2017 Current Appropriations	149,065.00	\$128,232.00	\$277,297.00
VOCA Grant Authorization Available	\$20,935.00		
This Request	20,935.00	\$0.00	20,935.00
SFY 2017 Revised Appropriations	\$170,000.00	\$128,232.00	\$298,232.00

GRANT AGREEMENT

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

I. Identification and Definitions.

1.1. State Agency Name Department of Justice		1.2. State Agency Address 33 Capitol Street, Concord, NH, 03301	
1.3. Subrecipient Name NH Department of Corrections		1.4. Subrecipient Address 105 Pleasant St., PO Box 1806, Concord, NH 03302	
1.5 Subrecipient Phone # (603) 271-1937	1.6. Account Number <i>08-22-2015-501-50575</i>	1.7. Completion Date 06/30/2017	1.8. Grant Limitation \$170,000
1.9. Grant Officer for State Agency Kathleen B. Carr		1.10. State Agency Telephone Number (603) 271-0110	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1 		1.12. Name & Title of Subrecipient Signor 1 William L. Wrenn, Commissioner	
Subrecipient Signature 2		Name & Title of Subrecipient Signor 2	
Subrecipient Signature 3		Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of <i>Merriamack</i> , on <i>04/20/16</i> before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal) <i>Commission Expires 08-22-2017</i>			
1.13.2. Name & Title of Notary Public or Justice of the Peace <i>Joan E. Jepson</i>			
1.14. State Agency Signature(s) <i>Kathleen Carr</i>		1.15. Name & Title of State Agency Signor(s) <i>Director of Administration</i>	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By:  Assistant Attorney General, On: <i>4/29/16</i>			
1.17. Approval by Governor and Council (if applicable) By: _____ On: <i>/ /</i>			

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

Subrecipient Initials *WLL* _____ Date *4/20/16*

SW



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Bob Mullen
Director

February 9, 2016

FISCAL COMMITTEE
PENDING _____
APPROVED March 18, 2016
ITEM # FIS 16-036

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

G & C
Pending _____
Approved March 23, 2016
Item # 39

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

REQUESTED ACTION

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the NH Department of Corrections to establish one (1) temporary part-time Victim Witness Specialist, Labor Grade 26, in class 050, for the purpose of the Victim Offender Dialogue Coordinator/Trainer for the NH Department of Corrections Victim Services Division in support of the Victims of Crime Act sub grant, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2016. 100% Agency Income (federal funds at origin).
2. Authorize the NH Department of Corrections to accept and expend funds made available through a Victims of Crime Act sub grant from the NH Department of Justice in the amount of \$16,512.00 for assistance to crime victims and their families, effective from the date of the Governor and Executive Council approval through June 30, 2016. 100% Agency Income (federal funds at origin).

Funds are to be budgeted in an account, Victims Services Coordinator, Accounting Unit 02-46-46-460510-83380000 as follows:

Grant Title: Victims of Crime Act (VOCA)		SFY 2016	REQUESTED	SFY 2016
Account:	Description:	CURRENT	ACTION	ADJUSTED
010-500100	Personal Services Perm	161,402.00	0.00	161,402.00
020-500200	Current Expense	2,457.00	0.00	2,457.00
026-500251	Organizational Dues	650.00	0.00	650.00
039-500190	Telecommunications	205.00	0.00	205.00
042-500620	Additional Fringe Benefits	10,762.00	0.00	10,762.00
050-500109	Personal Services-Temp	0.00	14,900.00	14,900.00
060-500602	Benefits	74,313.00	612.00	74,925.00
066-500546	Employee Training	500.00	0.00	500.00
070-500704	In-State Travel	642.00	0.00	642.00
080-500710	Out Of State Travel	800.00	1,000.00	1,800.00
102-500731	Contracts For Program Services	14,500.00	0.00	14,500.00
Appropriations		266,231.00	16,512.00	282,743.00
Source of Funds:				
009-406390	Agency Income	(142,688.00)	(16,512.00)	(159,200.00)
	General Funds	(123,543.00)	0.00	(123,543.00)
Total Funds		(266,231.00)	(16,512.00)	(282,743.00)

EXPLANATION

Each state fiscal year the New Hampshire Department of Corrections (NHDOC) applies for a Victims of Crime Act (VOCA) sub grant administered by the New Hampshire Department of Justice (NHDOJ) to provide services to New Hampshire's victims of crime. This federal grant requires state match equivalent to 25% of federal funds or 20% of the budget. The match requirement may be met utilizing cash match, in-kind match, or a combination thereof. The SFY 2016 VOCA sub grant award could potentially supply a maximum of 80% of Salary and Benefits for the NHDOC Administrator of Victim Services position and provide a maximum of 90% of the Salary and Benefits cost for the Program Assistant's position, 100% of the Salary and Benefits for the requested temporary part-time Victim Witness Specialist position, a portion of Current Expense, and Out of State Travel for the Administrator of Victim Services or designee to attend annual victim services conference/training. General Fund appropriations will be utilized, in part, to fund the full-time Victim Witness Specialist position specifically assigned to the successful prevention and effective response to reports of sexual assault within the correctional facilities and General Funds also subsidizes the required VOCA match. The remaining match requirement will be met with In Kind Match.

The VOCA grant provides ongoing direct services and other activities necessary to ensure quality direct services for crime victims and survivors, including:

- > Notification of offender status changes
- > Advocacy and support during reduced custody processes
- > Accompaniment at Parole Board hearings
- > Reasonable protection from offender intimidation and harassment
- > Victim-offender dialogue (upon victim request)
- > Restitution advocacy
- > Public awareness and outreach
- > Information and referral
- > Evaluation of victim satisfaction with corrections-based services

The VOCA sub grant was included in the NH Department of Corrections SFY16 budget in the amount of \$142,688.00. This request to accept and expend will realign the budget to the SFY16 VOCA award of \$159,200.00 and establish one (1) temporary part-time Victim Witness Specialist position. This position's established responsibilities will be as the Victim Offender Dialogue Coordinator/Trainer. Victim Offender Dialogue (VOD) is the means by which a victim/survivor initiated request to meet constructively with their offender to assist in recovery and healing. The role of the VOD facilitator is to provide a safe and structured format for the victim to have a conversation with the offender which may include a discussion of the crime and feelings related to the offender's victimizing behavior.

The requested revised appropriations are to be expended as follows:

- | | |
|------------------------------------|--|
| Class 050 – Personal Services-Temp | Salary for a Temporary Part-Time Victim Witness Specialist, Position #TMPPT5166, LG 26, not to exceed 29 hours a week. |
| Class 060 – Benefits | Benefits to support a Temporary Part-Time Victim Witness Specialist. |
| Class 080 – Out of State Travel | Travel costs for Administrator of Victim Services or designee to attend annual training/conference. |

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) List of personnel involved: One (1) temporary part-time Victim Witness Specialist.
- 2) Nature, Need, and Duration: This position would act as the Victim Offender Dialogue Coordinator/Trainer, under the direction of the NH Department of Corrections Victim Services Administrator, and will be responsible for the implementation of victim initiated requests for dialogue with the offender. This position would also provide essential training to members of NH DOC and the community on becoming VOD facilitators to improve the services offered to victims of crime. The VOCA funding for this position is currently available through June 30, 2016.
- 3) Relationship to existing agency programs: This position will provide support and enhance the services offered through the NH Department of Corrections Victim Services division.
- 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? The grant funds to support the position were unanticipated at the time the budget was created.
- 6) Can portions of the grant funds be utilized? Grant funds are being utilized for this position.
- 7) Estimate the funds required to continue the position: If grant funds are not continually made available, the position will not continue.

The VOCA grant award budget does not include Indirect Costs as this cost is not identified as part of the sub grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDOJ) to include Audit Fee Set Aside as part of their agency's budget.

All supplies purchased through this VOCA Grant will be the property of NH Department of Corrections at the completion of the project.

Source of Funds: 56% Agency Income, 44% General Funds.

In the event that these grant funds no longer become available additional state general funds will not be requested to support this program.

Respectfully Submitted,



William L. Wrenn
Commissioner



DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

August 18, 2016

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

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

REQUESTED ACTIONS

- 1. Pursuant to RSA 14:30-a VI, authorize the Department of Environmental Services (DES) to accept and expend \$321,195 in Federal Funds from the National Oceanic and Atmospheric Administration (NOAA) implement coastal hazards and resilience projects, effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. 100% Federal funds. Funding to be appropriated as follows:

Coastal Resilience
03-44-44-442010-12090000

Table with 5 columns: Class, Title, Current Budget, Requested Action, Revised Budget. Rows include Revenue (Federal Funds) and Expenditures (Indirect Costs, Audit Set Aside, Additional Fringe Benefits, Part Time Employees, Temporary Employees, Benefits, Contracts for Program, Total).

- 2. Pursuant to the provisions of RSA 124:15,I. authorize the Department of Environmental Services (DES) to establish one (1) full-time, temporary position effective upon Fiscal Committee approval through June 30, 2017. The position was approved by the Division of Personnel on July 8, 2016. A copy of the approval documentation is attached.

Classification	Environmental III
Position #	TEMPFT1027
Labor Grade	23
Salary Range:	\$44,480 - \$60,099

EXPLANATION

On an annual basis, the New Hampshire Coastal Program (NHCP), part of DES, can apply for competitive funding through NOAA to implement projects to improve coastal management. NHCP submitted two proposals in 2015 and both were awarded funding. The first project seeks to implement priority recommendations of the New Hampshire Coastal Risk and Hazards Commission (CRHC) at the state and local levels. This project will capitalize on the momentum of the CRHC as it releases its final report and recommendations this fall prior to its sunset in December 2016. The second project will assist the Town of Exeter in updating key policies and engaging the public by illustrating the benefits of climate adaptation.

The CRHC project will support coastal communities in becoming more resilient through the following actions: 1) strategically designed outreach to state agencies and municipalities about the CRHC recommendations; 2) supply expert technical assistance to implement municipal projects; and, 3) a coordinated effort to ensure that state agencies identify their vulnerable assets and necessary policy changes to improve preparedness. The Town of Exeter project's goals can be grouped into three categories: 1) municipal capacity-building to adapt to hazards such as increased flooding; 2) public outreach and communication that takes the needs of the residents into consideration; and, 3) the advancement of green infrastructure, low-impact development, and other effective means of adaptation.

The requested position will be the primary DES staff person implementing the two projects. This includes leading a state agency workgroup to implement CRHC recommendations, assisting agencies to conduct audits and inventories of vulnerable state assets, and overseeing contracts.

Expenditures itemized by Class included in this request are budgeted and described as follows:

Class 040, 041, 042, 060 *Indirect Costs, Audit Set Aside, Additional Fringe, and Benefits*— Funding in each of these classes is based on a percentage of personnel costs.

Class 50 *Part-Time Employees Salaries*— The funds in class 50 will be used for an existing staff position. These funds will be used to supplant funding of the following budgeted position.

Position #	Title	Account (03-44-44)	Funding Mix	Amount
42725	Environmental Program Manager	443010-9103	100% Federal	\$3,439

Class 59 *Temporary Employees Salaries* – The funds in class 59 will be used to fund the position described in the Requested Action.

Class 102 *Contracts for Program Services* – This is for contract work and for technical assistance to implement the projects.

The following is intended to address the seven questions required by the Fiscal Committee with respect to the acceptance of federal and other funds in which new positions are established or extended:

Q-1. List All Personnel by Classification, Labor Grade, and Salary:

See table above for the new temporary full-time personnel whose costs will be paid for with the acceptance of the federal funds.

Q-2. Explain the Nature, Need, and Duration of the Program:

The position subject to this request will be funded until June 30, 2017. The primary responsibility of the new position is to administer and implement hazards and resilience outcomes to benefit coastal New Hampshire. This requires a level of technical knowledge and skill that is consistent with the position classifications.

Q-3. What is the Relationship to Existing Programs?

The new position is needed to provide DES with specific and dedicated expertise to implement the complex and comprehensive recommendations of the CRHC. Although current DES personnel capably perform coastal resilience work in existing programs using existing funding, their workload is too great to absorb all the tasks required to fulfill the deliverables of the Federal grant.

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

No. This situation is unique and unprecedented.

Q-5. Why was this Program and Its Funding Not Included in the Operating Budget?

At the time that the State Operating Budget was being prepared, the CRHC was still developing its recommendations and, as such, any associated implementation needs were not apparent.

Q-6. Can any Portion of the Funds Be Utilized if Either, None, or Only Part of the Positions are Authorized?

No. NOAA approved the grant including the position as part of the funding award.

Q-7. What is the Estimate of the Amount of Funding Required to Continue the Positions in Future Years?

The position created with the grant funds will not be converted to permanent when the grant funds are expended. FY18 costs will be covered with grant funds as the grant expires March 30, 2018.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
Page 4 of 4

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

We respectfully request your approval.

A handwritten signature in black ink, appearing to read "Thomas S. Burack", written over a horizontal line.

Thomas S. Burack
Commissioner

**COASTAL RESILIENCE
FISCAL SITUATION FY17
03-44-44-442010-12090000**

Total Federal	\$321,195
Less Expenditures thru 6/30/16	\$0
Remaining Authorization to Budget	\$321,195
Less Current FY17 Budget Authorization	\$0
Total Available for Budgeting	\$321,195
REQUESTED ACTION	\$321,195
Available to Budget at a later date	\$0

Grant Award Number	<u>Award Amount</u>	<u>Expenses to 6/30/16</u>	<u>Balance</u>
NA16NOS4190156	\$249,994	\$0	\$249,994
NA16NOS4190157	\$71,201	\$0	\$71,201
TOTAL	\$321,195	\$0	\$321,195

FINANCIAL ASSISTANCE AWARD

GRANT COOPERATIVE AGREEMENT

RECIPIENT NAME
ENVIRONMENTAL SERVICES, NEW HAMPSHIRE DEPARTMENT OF

FEDERAL AWARD ID NUMBER

NA16NOS4190156

STREET ADDRESS
29 HAZEN DR

FEDERAL SHARE OF COST

\$249,994.00

CITY, STATE, ZIP CODE
CONCORD NH 03301-6510

RECIPIENT SHARE OF COST

\$0.00

AUTHORITY
16 U.S.C. 1456b

TOTAL ESTIMATED COST

\$249,994.00

CFDA NO. AND NAME
11.419 , Coastal Zone Management Administration Awards

PROJECT TITLE
NHCZM PSM FY16 - New Hampshire Setting SAIL: Acting on the Coastal Risks & Hazards Commission Science, Assessment, Implementation, and Legislation Recommendations

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS (DECEMBER 2014)
- R & D AWARD
- FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- BUREAU-SPECIFIC ADMINISTRATIVE STANDARD AWARD CONDITIONS
- SPECIAL AWARD CONDITIONS
- LINE ITEM BUDGET
- 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- MULTI-YEAR AWARD (PLEASE SEE THE MULTI-YEAR SPECIAL AWARD CONDITION.)
- DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS (REF:79 FR 78390 DECEMBER 30, 2014)
- OTHERS(S):

This award is being made under competitive Federal Funding Opportunity Number NOAA-NOS-OCM-2016-2004595 posted at Grants.gov on 10/13/2015.

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER Patty Mayo Grants Officer	DATE 07/21/2016
PRINTED NAME, PRINTED TITLE AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL Susan Carlson	DATE 07/29/2016

U. S. DEPARTMENT OF COMMERCE

FINANCIAL ASSISTANCE AWARD

GRANT COOPERATIVE AGREEMENT

FEDERAL AWARD ID NUMBER

NA16NOS4190157

RECIPIENT NAME
ENVIRONMENTAL SERVICES, NEW HAMPSHIRE DEPARTMENT OF

PERIOD OF PERFORMANCE
10/01/2016-03/31/2018

STREET ADDRESS
29 HAZEN DR

FEDERAL SHARE OF COST
\$71,201.00

CITY, STATE, ZIP CODE
CONCORD NH 03301-6510

RECIPIENT SHARE OF COST
\$0.00

AUTHORITY
16 U.S.C. 1456b

TOTAL ESTIMATED COST
\$71,201.00

CFDA NO. AND NAME
11.419 , Coastal Zone Management Administration Awards

PROJECT TITLE
NHCZM PSM FY16 - Incentivizing Resiliency through Implementation Plans in Seacoast New Hampshire's Fastest Growing Communities

This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS (DECEMBER 2014)
- R & D AWARD
- FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- BUREAU-SPECIFIC ADMINISTRATIVE STANDARD AWARD CONDITIONS
- SPECIAL AWARD CONDITIONS
- LINE ITEM BUDGET
- 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
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- MULTI-YEAR AWARD (PLEASE SEE THE MULTI-YEAR SPECIAL AWARD CONDITION.)
- DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS (REF:79 FR 78390 DECEMBER 30, 2014)
- OTHERS(S):

This award is being made under competitive Federal Funding Opportunity Number NOAA-NOS-OCM-2016-2004595 posted at Grants.gov on 10/13/2015.

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER Alan Conway Grants Officer	DATE 07/07/2016
PRINTED NAME, PRINTED TITLE AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL Susan Carlson	DATE 07/12/2016

SUPPLEMENTAL JOB DESCRIPTION

Classification: (FT TEMP) Environmental III

Function Code: 4096-442

Position Title: Coastal Resilience Specialist

Date Established: 07/08/16

Position Number: TMPFT1027

Date of Amendment: _____

SCOPE OF WORK: To provide technical assistance to state, regional, municipal and local organizations implementing climate resilience measures, gather and interpret environmental data relating to climate change and to report on findings and make recommendations for climate resiliency in the coastal area.

ACCOUNTABILITIES:

- Communicates the department's coastal climate resilience priorities and activities at the national, regional, state and local level.
- Provides technical assistance, outreach and meeting facilitation to federal and state agencies, municipalities, stakeholder organizations and individuals regarding coastal resiliency issues.
- Works with state agencies, municipalities and stakeholder organizations to identify and implement administrative rule, policy and program changes to improve climate resiliency and environmental management.
- Interprets and synthesizes environmental data using relational databases, models, GIS and statistical analysis to determine validity of data and relationship to climate resiliency measures and ecosystem services.
- Analyzes the ecological, biological, social, economic and historic environment of the area and evaluates the short-term and long-term benefits and losses resulting from proposed policies, activities and other changes; prepares appropriate reports and documentation.
- Works with project proponents to document the progress of climate adaptation projects toward the objective of climate resiliency improvement.
- Prepares and administers financial assistance agreements between the state and grantees.
- Develops grant proposals to support climate resiliency implementation activities. Implements activities in support of coastal program's hazards, secondary and cumulative impacts, and wetlands enhancement areas.
- Performs analysis of coastal resilience efforts to improve project implementation per CZMA Section 312 performance metrics.
- Continuously seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary and redundant actions.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in biology, chemistry, environmental sciences, environmental engineering, forestry, natural resources, water resources management or in a field closely related to environmental protection. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience as an environmental engineer or environmentalist in a professional environmental field related to water quality, environmental science, hydrology, geology, or biology.

License/Certification: Eligibility for a NH driver's license.

SPECIAL QUALIFICATIONS: Familiarity with tools for analysis of environmental data including GIS, relational databases, and computer models. Familiarity with social science methods and economic analysis. Excellent communications skills including written and oral communications. Experience giving presentations.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Signature

Date Reviewed

Supervisor: Environmentalist III, Position # 16669

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld
JD

7/8/16

Division of Personnel

Date Approved



State of New Hampshire

FIS 16 142

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

August 22, 2016

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 Safety (DOS), Division of State Police, to amend and reallocate Fiscal Item #FIS 15-242, approved by the Fiscal Committee on December 18, 2015, and by Governor and Council on December 16, 2015, Item #73, by extending the end date from September 30, 2016 to December 31, 2016 and to reallocate funds as shown below for the SAVIN Grant. This item was originally approved as Fiscal Item # FIS 14-034 on March 21, 2014 and as Governor and Council Item #66 on April 9, 2014. Effective upon Fiscal Committee and Governor and Council approval through December 31, 2016. Funding Source: 100% Agency Income.

2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to amend Fiscal Item #FIS 15-242, approved by the Fiscal Committee on December 18, 2015, and by Governor and Council on December 16, 2015, Item #73, by extending the end date from September 30, 2016 to December 31, 2016 for the purpose of retaining class 046 consultants. This item was originally approved as Fiscal Item # FIS 14-034 on March 21, 2014 and as Governor and Council Item #66 on April 9, 2014. Effective upon Fiscal Committee and Governor and Council approval through December 31, 2016. Funding Source: 100% Agency Income.

Funds are to be budgeted in the account titled:

02-23-23-234010-12440000 Dept. of Safety – Division of State Police – SAVIN Program

Class	Description	Current Adjusted		Revised Appropriation
		Authorized	Requested Action	
009-407085	Agency Income	\$ (405,095.00)	\$ -	\$ (405,095.00)
041-500800	Indirect Cost	\$ 90,207.00	\$ (90,207.00)	\$ -
046-500465	Consultants	\$ 314,888.00	\$ 90,207.00	\$ 405,095.00
	Total	\$ 405,095.00	\$ -	\$ 405,095.00

Explanation

This request is to amend the end date and to reallocate for a grant received through New Hampshire Department of Justice (NHDOJ) that ends on September 30, 2016. This item was previously amended and approved by the Fiscal Committee as Item #FIS-15-242 on December 18, 2015 and by Governor and Council as Item #73 on December 16, 2015; amended and approved by Fiscal Committee as Item #FIS-15-144 on July 29, 2015, and by Governor and Council as Item #79 on August 5, 2015; amended and approved as Fiscal Item # FIS-14-152 on September 26, 2014 and as Governor and Council Item #51 on October 1, 2014; and originally approved as Fiscal Item #FIS-14-034 on March 21, 2014 and by Governor and Council as Item #66 on April 9, 2014.

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 22, 2016
Page 2 of 2

The SAVIN Program grant is being used to fund the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-ONE. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the state's criminal justice system, including those needing substantial technological updates to become compatible with J-ONE.

The program's dual purpose is the prevention of crime and the realization of victim's rights under the state statute NHRSA 21-M:8-k, Rights of Crime Victims. The program will lay the foundation for real-time notification to victims whose offenders are involved in the criminal justice system at any and all points, from arrest and court events through release from custody and probation and parole hearing.

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

- 1) List of personnel involved: *Temporary consultants*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel in the development of the SAVIN automated victim notification system.*
- 3) Relationship to existing agency programs: *It expands the capacity to achieve missions within the Division of State Police and other projects directly related to the particular project.*
- 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? *It was unclear at that time that there would be a potential need for consultants to complete these tasks.*
- 6) Can portions of the grant funds be utilized? *This request is 100% federally funded.*
- 7) Estimate the funds required to continue this position(s): *The temporary consulting positions are estimated at \$405,095.00.*

In the event that Agency Income becomes no longer available General and/or Highway funds will not be requested to support this program.

Respectfully submitted,



John J. Barthelmes
Commissioner of Safety



Change Project Period GAN



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS



GRANT ADJUSTMENT NOTICE

- All Active
- Change Requested
- Approved
- Denied
- Draft
- Create Grant Adjustment

[Help/Frequently Asked Questions](#)

Grantee Information					
Grantee Name:	New Hampshire Department of Justice	Project Period:	10/01/2011 - 12/31/2016	GAN Number:	012
Grantee Address:	33 CAPITOL STREET CONCORD, 03301	Program Office:	BJA	Date:	07/06/2016
Grantee DUNS Number:	80-859-1127	Grant Manager:	Ludmila Hago		
Grantee EIN:	02-6000618	Application Number(s):	2011-H0918-NH-VN		
Vendor #:	026002618	Award Number:	2011-VN-CX-0014		
Project Title:	Statewide Automated Victim Information and Notification Program		Award Amount:	\$985,141.00	

Change Project Period					
Current Grant Period:	Month: <input type="text" value="60"/>	Day: <input type="text" value="26"/>	New Grant Period:	Month: <input type="text" value="63"/>	Day: <input type="text" value="28"/>
Project Start Date:	10/01/2011		*New Project Start Date:	10/01/2011	
Project End Date:	09/30/2016		*New Project End Date:	12/31/2016 *	

***Required Justification for Change Project Period:**

The State of New Hampshire Department of Justice respectfully requests a 90-day, no-cost extension of 2011-VN-CX-0014, from a current end date of 9/30/2016 to a new end date of 12/31/2016. We have made significant progress on the program, but because of delays in contracting and garnering end-user participation, the rollout has taken a bit longer than expected.

By 12/31/2016, it is expected that the system will include event notifications from the N*

Attachments:			
Filename:	User:	Timestamp:	Action:
NH SAVIN Program Implementation.xlsx	RFaretra3	06/02/2016 2:53 PM	<input type="button" value="Delete Attachment"/>
GAN request letter (6).pdf	RFaretra3	06/03/2016 3:33 PM	<input type="button" value="Delete Attachment"/>

Actions:

Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	07/06/2016 12:00 PM	View Note
Change Requested	EXTERNAL - External User	hagol	06/07/2016 10:55 AM	View Note
Change Requested	PO - Grant Manager	hagol	06/07/2016 10:55 AM	View Note
Submitted	PO - Grant Manager	RFaretra3	06/03/2016 3:35 PM	View Note
Draft	EXTERNAL - External User	RFaretra3	06/02/2016 2:58 PM	View Note
Draft	EXTERNAL - External User	RFaretra3	06/02/2016 2:48 PM	View Note
Draft	EXTERNAL - External User	RFaretra3	05/19/2016 9:59 AM	View Note
Draft	EXTERNAL - External User	RFaretra3	05/19/2016 9:25 AM	View Note



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 15-242

October 20, 2015

12-18-2015

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

GC # 73
12-16-2015

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 Safety (DOS), Division of State Police, to amend Fiscal Item #FIS 15-144 approved by the Fiscal Committee on July 29, 2015, and by Governor and Council on August 5, 2015, Item #79 by extending the end date only from December 31, 2015 to September 30, 2016 for the SAVIN Grant. This item was previously amended and approved by the Fiscal Committee as Item# FIS 14-152 on September 26, 2014, and as Governor and Council Item #51 on October 1, 2014, and amended and approved as Fiscal Item # FIS 14-034 on March 21, 2014 and by Governor and Council as Item #66 on April 9, 2014. Effective upon Fiscal Committee and Governor and Council approval. Funding Source: 100% Agency Income.

2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to amend Fiscal Item #FIS 15-144 approved by the Fiscal Committee on July 29, 2015, and by Governor and Council on August 5, 2015, Item #79 by extending the end date only from December 31, 2015 to September 30, 2016 for the purpose of retaining a class 046 consultant position. This item was previously amended and approved by the Fiscal Committee as Item# FIS 14-152 on September 26, 2014, and as Governor and Council Item #51 on October 1, 2014, and amended and approved as Fiscal Item # FIS 14-034 on March 21, 2014 and by Governor and Council as Item #66 on April 9, 2014. Effective upon Fiscal Committee and Governor and Council approval. Funding Source: 100% Agency Income.

Explanation

This request is to amend the end date only for a grant received through New Hampshire Department of Justice (NHDOJ) that ends on September 30, 2016 and as such is not budgeted in the 2016/2017 biennium budget.

The SAVIN Program grant is being used to fund the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-ONE. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the state's criminal justice system, including those needing substantial technological updates to become compatible with J-ONE.

The program's dual purpose is the prevention of crime and the realization of victim's rights under the state statute NHRSA 21-M:8-k, Rights of Crime Victims. The program will lay the foundation for real-time notification to victims whose offenders are involved in the criminal justice system at any and all points, from arrest and court events through release from custody and probation and parole hearing.

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


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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
October 20, 2015
Page 2 of 2

- 1) List of personnel involved: *Temporary consultants*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel in the development of the SAVIN automated victim notification system.*
- 3) Relationship to existing agency programs: *Expands the capacity to achieve missions within the Division of State Police and other projects directly related to the particular project.*
- 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? *It was unclear at that time that there would be a potential need for consultants to complete these tasks.*
- 6) Can portions of the grant funds be utilized? *This request is 100% federally funded.*
- 7) Estimate the funds required to continue this position(s): *The temporary consulting positions are estimated at \$954,140.00.*

In the event that Agency Income becomes no longer available General and/or Highway funds will not be requested to support this program.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

SP-ADMIN-07-2015-06



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 15-144
07-29-2015

July 13, 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

GC# 79
08-05-2015

Requested Action

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Safety (DOS), Division of State Police, to amend Fiscal Item #FIS14-152 approved on September 26, 2014, originally approved on March 21, 2014 (Item #FIS14-034) and Item #51 approved by Governor and Council on October 1, 2014, originally approved on April 9, 2014 (Item #66), by changing the end date only, with no increase in funding, retroactive from June 30, 2015, to a new end date of December 31, 2015 for the SAVIN grant. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2015 through December 31, 2015. Funding Source: 100% Agency Income.
2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to amend Fiscal Item #FIS14-152 approved on September 26, 2014, originally approved on March 21, 2014 (Item #FIS14-034) and Item #51 approved by Governor and Council on October 1, 2014, originally approved on April 9, 2014 (Item #66), by changing the end date only, with no increase in funding, retroactive from June 30, 2015 to a new end date of December 31, 2015 for the purpose of retaining a class 046 consultant position. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2015 through December 31, 2015. Funding Source: 100% Agency Income.

Funds are budgeted in the account titled:

02-23-23-234010-12440000 Dept. of Safety – Division of State Police – SAVIN Program
RSRC: 407085

Explanation

This item is retroactive as the first scheduled Fiscal Committee meeting for the new biennium occurs after the original requested end date for this grant. This request is to amend the end date only for a grant received through New Hampshire Department of Justice (NHDOJ) that ends on September 30, 2016 and as such is not budgeted in the 2016/2017 biennium budget.

The SAVIN Program grant is being used to fund the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-ONE. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the state's criminal justice system, including those needing substantial technological updates to become compatible with J-ONE.

The program's dual purpose is the prevention of crime and the realization of victim's rights under the state statute NHRSA 21-M:8-k, Rights of Crime Victims. The program will lay the foundation for real-time notification to victims whose offenders are

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
July 13, 2015
Page 2 of 2


involved in the criminal justice system at any and all points, from arrest and court events through release from custody and probation and parole hearing.

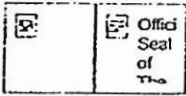
The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) List of personnel involved: *Temporary consultants*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel in the development of the SAVIN automated victim notification system.*
- 3) Relationship to existing agency programs: *Expands the capacity to achieve missions within the Division of State Police and other projects directly related to the particular project.*
- 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? *It was unclear at that time that there would be a potential need for consultants to complete these tasks.*
- 6) Can portions of the grant funds be utilized? *This request is 100% federally funded.*
- 7) Estimate the funds required to continue this position(s): *The temporary consulting positions are estimated at \$954,140.00.*

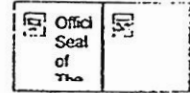
In the event that Agency Income becomes no longer available General and/or Highway funds will not be requested to support this program.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety



Change Project Period GAN



All Active
Change Requested



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
GRANT ADJUSTMENT NOTICE

Approved

Denied

Draft

Create Grant Adjustment

Help/Frequently Asked Questions

Grantee Information				
Grantee Name:	New Hampshire Department of Justice	Project Period:	10/01/2011 - 09/30/2016	GAN Number: 008
Grantee Address:	33 CAPITOL STREET CONCORD, 03301	Program Office:	BJA	Date: 05/15/2015
Grantee DUNS Number:	80-859-1127	Grant Manager:	Ludmila Hago	
Grantee EIN:	02-6000618	Application Number(s):	2011-H0918-NH-VN	
Vendor #:	026002618	Award Number:	2011-VN-CX-0014	
Project Title:	Statewide Automated Victim Information and Notification Program	Award Amount:	\$985,141.00	

Change Project Period				
Current Grant Period:	Month: 47 Day: 29	New Grant Period:	Month: 59 Day: 29	
Project Start Date:	10/01/2011	*New Project Start Date:	10/01/2011	
Project End Date:	09/30/2015	*New Project End Date:	09/30/2016	
*Required Justification for Change Project Period:				
The State of New Hampshire respectfully requests a 12-month 'no-cost' extension on our federal fiscal year 2011 Statewide Automated Victim Information and Notification (SAVIN) grant award, to September 30, 2016. The State has				
Attachments:				
Filename:	User:	Timestamp:	Action:	
SAVIN Status 2014-15.docx	RFaretra3	04/28/2015 12:12 PM	Delete Attachment	
Savin Program Implementation 20150421.pdf	RFaretra3	04/23/2015 12:06 PM	Delete Attachment	
Letter to Request end date extension (1).pdf	RFaretra3	04/28/2015 1:22 PM	Delete Attachment	
Actions:				
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Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	05/15/2015 12:00 PM	View Note
Submitted	PO - Grant Manager	RFaretra3	04/28/2015 1:49 PM	View Note



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

August 25, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Fiscal # FIS 14-152
09-26-2014

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

G+C # 51
10-01-2014

Requested Action

1. Pursuant to RSA 14:30-a, VI authorize the Department of Safety, Division of State Police, to amend Fiscal Item #FIS 14-034, to a grant from the NH Department of Justice (NHDOJ), approved on March 21, 2014 and Item #66, approved by Governor and Council on April 9, 2014, by changing the end date only, with no increase in funding, to a new end date of June 30, 2015. Funding Source: 100% Agency Income.

2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police (Division), to amend Fiscal Item #FIS 14-034, to establish class 046 consultant position, approved on March 21, 2014 and Item #66, approved by Governor and Council on April 9, 2014, by changing the end date only, with no increase in funding, to a new end date of June 30, 2015. Funding Source: 100% Agency Income.

Funds are budgeted in the account titled:

02-23-23-234010-12440000 Dept. of Safety - Division of State Police - SAVIN Program
RSRC: 407085

Explanation

This requested action is to amend the end date only for the Federal grant received through NHDOJ that ends on September 30, 2014 and as such is not budgeted in the 2014/2015 biennium budget. (An extension of this grant from NHDOJ to the Division is also an item for consideration by the Fiscal Committee on September 26, 2014, and further action expected by Governor and Council on October 1, 2014.) The Division received notification of the grant's extension on July 2, 2014, contingent upon approval by the US Department of Justice via a submitted request by NHDOJ. As a result of the Division's request being submitted for Fiscal Committee approval at its next meeting on September 26, 2014, subsequent action taken by the Governor and Council on October 1, 2014, is retroactive.

The SAVIN Program grant is being used to fund the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-ONE. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the state's criminal justice system, including those needing substantial technological updates to become compatible with J-ONE.

The program's dual purpose is the prevention of crime and the realization of victim's rights under the state statute NHRSA 21-M:2-k, Rights of Crime Victims. The program will lay the foundation for real-time notification to victims whose

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council


August 25, 2014

Page 2 of 2

offenders are involved in the criminal justice system at any and all points, from arrest and court events through release from custody and probation and parole hearing.

In the event that Agency Income becomes no longer available General and/or Highway funds will not be requested to support this program.

Respectfully Submitted,


John J. Barthelmes
Commissioner of Safety


 US DEPARTMENT OF JUSTICE
 OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	New Hampshire Department of Justice	Project Period:	-10/01/2011 - 09/30/2014
Grantee Address:	33 CAPITOL STREET CONCORD, 03301	Program Office:	BJA
Grantee DUNS Number:	80-859-1127	Grant Manager:	Erich Dietrich
Grantee EIN:	02-6000618	Application Number(s):	2011-H0918-NH-VN
Vendor #:	026002618	Award Number:	2011-VN-CX-0014
Project Title:	Statewide Automated Victim Information and Notification Program	Award Amount:	\$985,141.00
		GAN Number:	006
		Date:	07/02/2014

Change Project Period			
Current Grant Period:	Month: 35 Day: 29	New Grant Period:	Month: 47 Day: 29
Project Start Date:	10/01/2011	*New Project Start Date:	10/01/2011
Project End Date:	09/30/2014	*New Project End Date:	09/30/2015
*Required Justification for Change Project Period:			
<p>The State of New Hampshire is respectfully requesting a 12-month 'no-cost' extension on our federal fiscal year 2011 Statewide Automated Victim Information and Notification (SAVIN) grant award, to September 30, 2015. The State</p>			
Attachments:			
Filename:	User:	Timestamp:	
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Project Period GAN request letter.pdf	RFaretra3	06/13/2014 1:00 PM	
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Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	07/02/2014 12:00 PM
Submitted	PO - Grant Manager	RFaretra3	06/16/2014 8:20 AM
Draft	EXTERNAL - External User	RFaretra3	06/16/2014 8:19 AM
Draft	EXTERNAL - External User	RFaretra3	06/13/2014 1:10 PM
Draft	EXTERNAL - External User	RFaretra3	06/13/2014 12:55 PM

S. ADMIN-02-2014-02



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 14-034
03-21-2014

February 24, 2014

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

ENC # 66
04-09-2014

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 Safety, Division of State Police, to accept and expend a grant from the NH Department of Justice for the purpose of establishing a Statewide Automated Victim Information and Notification Program (SAVIN) in the amount of \$955,095.00. Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2014. Funding Source: 100% Agency Income.

2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to establish class 046 consultant positions for the purpose of establishing a Statewide Automated Victim Information and Notification Program (SAVIN). Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2014. Funding Source: 100% Agency Income.

Funds are to be budgeted in the account titled:

02-23-23-234010-12440000 Dept. of Safety -- Division of State Police -- SAVIN Program
RSRC: 407085
Amount: \$955,095.00

<u>Class</u>	<u>Description</u>	<u>Current Appropriation</u>	<u>Requested Action</u>	<u>Revised Appropriation</u>
009-407085	Agency Income	\$ -	\$ (955,095.00)	\$ (955,095.00)
040-500800	Indirect Cost	\$ -	\$ 90,207.00	\$ 90,207.00
046-500465	Consultants	\$ -	\$ 864,888.00	\$ 864,888.00
	Total	\$ -	\$ 955,095.00	\$ 955,095.00

Explanation

The SAVIN Program grant will be used to fund the construction and implementation of a subscription notification service component to the NH Department of Safety's established criminal information sharing system, J-ONE. The system is scheduled to connect to the state prison, the courts, and the county jails, and will be designed to allow for future inclusion of all police departments, county attorneys, and other agencies of the state's criminal justice system, including those needing substantial technological updates to become compatible with J-ONE.

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

February 24, 2014

Page 2 of 2

The program's dual purpose is the prevention of crime and the realization of victim's rights under the state statute NHRSA 21-M:8-k, Rights of Crime Victims. The program will lay the foundation for real-time notification to victims whose offenders are involved in the criminal justice system at any and all points, from arrest and court events through release from custody and probation and parole hearing.

The funds are to be budgeted as follows:

Funds in class 040 are needed to pay indirect costs to Administrative Services on all eligible expenses.

Funds in class 041 are not appropriated because the department that receives the Federal grant from the federal granting agency is responsible for paying the audit fund set aside.

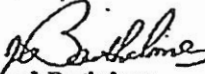
The funds in class 046 are needed for purpose of supporting the development of the SAVIN automated victim notification system.

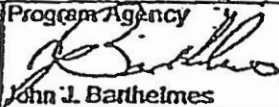
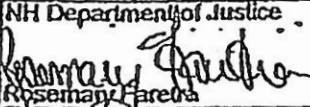
The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) List of personnel involved: *Temporary consultants.*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel in the development of the SAVIN automated victim notification system.*
- 3) Relationship to existing agency programs: *Expands the capacity to achieve missions within the Division of State Police and other projects directly related to the particular project.*
- 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? *It was unclear at that time that there would be a potential need for consultants to complete these tasks.*
- 6) Can portions of the grant funds be utilized? *This request is 100% federally funded.*
- 7) Estimate the funds required to continue this position(s): *The temporary consulting positions are estimated at \$954,140.00.*

In the event that Agency Income becomes no longer available General and/or Highway funds will not be requested to support this program.

Respectfully submitted,


John J. Barthelme
Commissioner of Safety

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name:	NH Department of Safety	Vendor No.: 177878-8001
Program Name:	Statewide Automated Victim Notification Program	Amount: \$ 955,095.00
Grant Start Date:	1/11/2012	State Grant Number: 2012SAV02
Grant End Date:	9/30/2014	Federal Grant Number: 2011-VN-CX-0014
Appropriation No.:	02-20-20-201510-1137-072-0576	
Head of Agency	Project Director	Fiscal Officer
John J. Barthelmes Commissioner 33 Hazen Drive Concord, NH 03301	Keith Lohmann Administrator	Wesley Colby Administrator
Federal Grant Name:	Statewide Automated Victim Notification Program	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.740	
Purpose of Grant:	Victim Notification Award End Date Extension	
Financial Requirements:	See signed Program Conditions and Guidelines.	
Match Requirements:	Match must be spent on program allowable activities.	
Reporting Requirements:	Monthly or quarterly financial reports Annual performance report and audit Adherence to State and Federal guidelines and conditions	
Approval	Program Agency	NH Department of Justice
Name	 John J. Barthelmes	 Rosemary Fares
Title	Commissioner - 10-22-13	Director of Administration
Date		10-18-13
All terms of this grant award are not valid unless signed by both authorized parties.		

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 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.

non-state funds

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.



State of New Hampshire

FIS 16 148

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

August 24, 2016

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 Safety (DOS), Division of State Police, to accept and expend \$347,004.00 of federal pass-through funds from NH Department of Justice for the purpose of hiring a State Police Detective Trooper and a part-time prosecutor. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2017. Funding Source: 100% Agency Income.
2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to establish one (1) temporary full-time State Police Detective Trooper (LG 21, D416), one (1) temporary part-time Attorney III (LG 30) to be assigned in the Division of State Police, Major Crime Unit, and to establish a class 046 in an effort to implement best practices in the investigations of adult sexual assault cases. Effective upon Fiscal Committee and Governor and Councils approval through June 30, 2017. Funding Source: 100% Agency Income.

Funds are to be budgeted in SFY2017 in the following account:

02-23-23-234010-33450000 Dept. of Safety – Division of State Police – NHDOJ Grants

Class	Description	Current Adjusted		Revised Appropriation
		Authorized	Requested Action	SFY 2017
009-407085	Agency Income	\$ (33,108.21)	\$ (347,004.00)	\$ (380,112.21)
018-500106	Overtime	\$ 23,203.09	\$ -	\$ 23,203.09
037-500173	Technology - Hardware	\$ -	\$ 1,000.00	\$ 1,000.00
039-500188	Telecommunications	\$ -	\$ 600.00	\$ 600.00
040-500800	Indirect Cost	\$ 3,780.07	\$ -	\$ 3,780.07
046-500460	Consultants	\$ -	\$ 15,969.00	\$ 15,969.00
050-500109	Part Time Salaries	\$ -	\$ 83,824.00	\$ 83,824.00
059-500117	Temp Full Time	\$ -	\$ 158,997.00	\$ 158,997.00
060-500606	Benefits	\$ 6,125.05	\$ 78,564.00	\$ 84,689.05
070-500705	In-State Travel	\$ -	\$ 8,050.00	\$ 8,050.00
	Total	\$ 33,108.21	\$ 347,004.00	\$ 380,112.21

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 24, 2016
Page 2 of 3

Explanation

These pass-through funds will provide for the development and implementation of a network of law enforcement personnel and prosecutors in six NH counties for the purpose of developing and improving best practices not only for the investigations of adult sexual assault cases by law enforcement, but also for increasing the successful prosecution of these cases in the NH courts. The goal is to share expertise between law enforcement and judicial personnel from all six participating counties in order to establish best practices that can be consistently and successfully used throughout the State of New Hampshire. All law enforcement and prosecutor offices seek to gain the necessary expertise to ensure that investigators collect all available evidence in these cases and that prosecutors consider all legal issues and maximize the legal strategies available. The result of this network is anticipated to not only help close the gap between the number of arrests and convictions in adult sexual assault cases, but also strengthen and improve the quality of those convictions, thus increasing the safety of both sexual assault victims and the public.

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

- 1) *List of personnel involved:* One (1) temporary full-time State Police Detective Trooper (LG 21, D416) position, one (1) temporary part-time Attorney III (LG 30) position and temporary consultants.
- 2) *Nature, Need, and Duration:* The State Police Detective Trooper and the Attorney III will be assigned in the State Police Major Crime Unit in an effort to implement best practices in the investigations of adult sexual assault case. These positions will remain as long as federal funds are available. The consultants are needed to pay County Attorney staff for assistance with statistics.
- 3) *Relationship to existing agency programs:* These positions will be part of the Division of State Police, Major Crime Unit, with the intention of not only assisting with, but also implementing best practices in the investigations of adult sexual cases.
- 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?* The positions consist of a temporary full-time position and a temporary part-time Attorney III position, which are 100% federally funded. At the time that the budget was prepared the Department was not aware of the need for these positions.
- 6) *Can portions of the grant funds be utilized?* These funds can only be utilized for the purpose of funding this temporary full-time position and part-time position and their related costs.
- 7) *Estimate the funds required to continue this position(s):* Based upon the 2016-2017 Collective Bargaining Agreement, within the pay scale for D416 – 40 hour wage schedule, the amount needed to fund the Detective Trooper position (LG 21, Step 8) for one year would be \$69,555.00 for salaries and an additional \$30,917.00 for benefits for a total of \$100,472.00. The hourly schedule for the part-time Attorney is to be determined. The temporary consulting positions are estimated at \$15,969.00.

Funds are to be budgeted as follows:

Funds in Class 037 are needed to pay for the purchase of a laptop for the State Police Detective.

Funds in Class 039 are needed to pay for the cell phone monthly charges for the State Police Detective.

Funds in Class 046 are needed to pay County Attorney staff for assistance with statistics.

Funds in Class 050 are needed to fund a temporary part-time prosecutor position (Attorney III) to work out of the State Police Major Crime Unit.

Funds in Class 059 are needed to fund a temporary full-time position (State Police Detective Trooper, LG 21) to work out of the State Police Major Crime Unit.

Funds in Class 060 are needed to pay the benefits associated with classes 050 and 059.

Funds in Class 070 are needed to pay for the vehicle mileage for the State Police Detective Trooper and the part-time Attorney III.

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


Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

August 24, 2016

Page 3 of 3

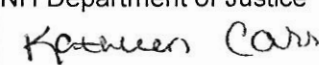
In the event that Agency Income funds become no longer available General and/or Highway funds will not be requested to support this program.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

**Department of Safety
NHDOJ Grants
Fiscal Situation**

Federal Funds Awarded:	
Operation Granite Hammer - 10/7/15-6/30/2017	\$150,000.00
Sexual Assault Justice Initiative Grant - 7/1/16-6/30/2017	\$347,005.00
Total Grant Funds Awarded	\$497,005.00
Less SFY 2016 expenses	<u>(\$116,891.89)</u>
Total	(\$116,891.89)
Net Grant Funds Remaining as of July 1, 2015 (SFY 2016)	\$380,113.11
Less SFY 2016 Appropriation including prior year encumbrances 02-23-23-234010-33450000	(\$33,108.21)
Excess grant funds available to appropriate	<u>\$347,004.90</u>
This Request	\$347,004.00

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name: Dept. of Safety-State Police	Vendor No.: 177878-B001	
Program Name: Sexual Assault Investigative Services	Amount: \$ 347,005.00	
Grant Start Date: 07/01/2016	State Grant Number: 2016SAJI03	
Grant End Date: 06/30/2017	Federal Grant Number: 2016-SI-AX-K001	
Appropriation No.: 02-20-20-201510-5202-072-500574		
Head of Agency	Project Director	Fiscal Officer
John J. Barthelmes Safety Commissioner 33 Hazen Drive Concord, NH 03305 603-223-3856	Lieutenant Scott Gilbert Commander, Major Crimes Dept. of Safety 33 Hazen Drive Concord, NH 03305	Administrator III Department of Safety Division of State Police Office (603)223-8355 Fax (603)271-0336
Federal Grant Name:	Sexual Assault Justice Initiative	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.017	
Purpose of Grant:	Sexual Assault Investigative Services	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	Match must be spent on program allowable activities.	
Program income Requirements:	Program Income must be reported and spent on program allowable activities.	
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.	
Approval	Program Agency	NH Department of Justice
Name	 John J. Barthelmes	 Kathleen B. Carr
Title	Safety Commissioner	Director of Administration
Date		8-3-16
All terms of this grant award are not valid unless signed by both authorized parties.		

STATE OF NEW HAMPSHIRE		
DEPARTMENT OF JUSTICE		
GRANT AWARD		
Agency Name:	NH Department of Safety	Vendor No.: 177878-B001
Program Name:	Edward Byrne Memorial JAG Program	Amount: \$ 60,000.00
Grant Start Date:	10/07/2015	State Grant Number: 2016JAG501
Grant End Date:	6/30/2017	Federal Grant Number: 2013-CD-BX-0024
Appropriation No.:	02-20-20-201510-4458-072-500576	
Head of Agency	Project Director	Fiscal Officer
John J. Barthelmes Commissioner Hazen Drive Concord, NH 03301	Tim Pifer Crime Lab Director 271-3573	Elizabeth Bielecki Director of Administration
Federal Grant Name:	Edward J. Byrne Memorial Justice Assistance Grant	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.738	
Purpose of Grant:	Targeted forensic lab services	
Financial Requirements:	Monthly or quarterly Financial reports Quarterly performance reports and audit Adherence to State and Federal guidelines and conditions	
Match Requirements:	None	
Reporting Requirements:	Monthly or quarterly Financial reports Annual performance report and audit Adherence to State and Federal guidelines and conditions	
Approval	Program Agency	NH Department of Justice
Name	John J. Barthelmes	Kathleen Carr
Title	Commissioner	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name: NH Department of Safety		Vendor No.: 177878-B001
Program Name Edward Byrne Memorial JAG Program		Amount: \$ 90,000.00
Grant Start Date: 10/07/2015	State Grant Number: 2016JAG500	
Grant End Date: 06/30/2017	Federal Grant Number: 2012-DJ-BX-0400	
Appropriation No.: 02-20-20-201510-4458-072-500576		
Head of Agency	Project Director	Fiscal Officer
John Barthelemes Commissioner 33 Hazen Drive Concord, NH 03301 603-223-8813	Robert L. Quinn Colonel	Elizabeth Bielecki Director of Administration
Federal Grant Name: Edward Byrne Memorial Justice Assistance Grant Program		
Federal Agency: United States Department of Justice		
Bureau/Office: Office of Justice Programs		
CFDA Number: 16.738		
Purpose of Grant: Drug Interdiction Activities		
Financial Requirements: See signed Program Conditions and Guidelines.		
Match Requirements: None.		
Reporting Requirements: Monthly or quarterly Financial reports Quarterly performance reports and audit Adherence to State and Federal guidelines and conditions		
Approval	Program Agency	NH Department of Justice
Name	John Barthelemes	Kathleen Carr
Title	Commissioner	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		

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.



State of New Hampshire

FIS 16 151

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

August 24, 2016

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 Safety, Division of Homeland Security and Emergency Management, to **retroactively** extend the end date of a subgrant from the New Hampshire Department of Education (NHDOE) from March 31, 2016 to a new end date of March 31, 2017 and to **retroactively** accept and expend \$114,661.00 of subgrant funds for the purpose of assisting NHDOE in completing the scope of the US Department of Education grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". Effective upon Fiscal Committee and Governor and Council approvals for the period of April 1, 2016 through March 31, 2017. Funding source: 100% Agency Income.
2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to **retroactively** amend Fiscal Item# FIS 15-266 originally approved by the Fiscal Committee on December 18, 2015 and by Governor and Council on December 16, 2015, item #67, by extending the end date **only** from March 31, 2016 to March 31, 2017, to continue four (4) temporary part-time, class 050 positions for the purpose of providing training and technical assistance directly to New Hampshire school districts and their stakeholders in support of the New Hampshire Department of Education's grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". Effective upon Fiscal Committee and Governor and Council approvals for the period of April 1, 2016 through March 31, 2017. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-236010-08590000 Dept. of Safety – Div. of Homeland Security & Emer Mgt–HSEM Agency Income-Grant

Class	Description	FY17 Current		Revised FY17	
		Adjusted	Authorized	Adjusted	Authorized
009-407036	Agency Income	\$0.00		(\$114,661.00)	(\$114,661.00)
020-500200	Current Expense	\$0.00		\$1,550.00	\$1,550.00
040-500800	Indirect Costs	\$0.00		\$13,111.00	\$13,111.00
050-500109	Personal Serv-Temp	\$0.00		\$91,950.00	\$91,950.00
060-500601	Benefits	\$0.00		\$7,050.00	\$7,050.00
070-502970	In State Travel	\$0.00		\$1,000.00	\$1,000.00
08590000 Totals		\$0.00		\$114,661.00	\$114,661.00

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

August 24, 2016

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Explanation

This request is **retroactive** due to an oversight by the Division as to the expiration of the first subgrant award and when the remaining subgrant funds were approved. The Department of Safety just recently installed a database that sends automatic notifications of expiring grants to ensure this does not reoccur. This request is not only to extend the end date and to accept and expend the remaining funds of the sub-grant from the NH Department of Education (NHDOE), but also to continue four (4) temporary positions to support NHDOE's federal grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". The additional funding places the year-to-date amount received from NHDOE in excess of \$100,000.00 necessitating Fiscal Committee approval.

This sub-grant will continue to fund four (4) temporary part-time positions that will provide, under the HSEM School Preparedness Program, training and technical assistance directly to New Hampshire school districts and their stakeholders. These positions will consist of one (1) School Program Coordinator (i.e., Program Specialist III), two (2) Emergency Management Trainers (i.e., two Field Representative IIs), and one (1) Program Assistant II. The School Program Coordinator and Emergency Management Trainers will be responsible for coordinating with NH school districts for developing, planning, training, evaluating, and conducting school safety and security assessments; working with school district administration stakeholders to provide training, guidance, and assistance to conduct workshops, training drills, and exercises at the local, state, and regional levels; working closely with local, state, and federal entities, as well as other state agencies, to develop exercise design documents to support this training; and working closely with the Federal Emergency Management Agency (FEMA), serving as agency liaisons for state and federal initiatives. In addition, the School Program Coordinator will not only be responsible for developing, analyzing, interpreting, and implementing school preparedness program policies in order to comply with state and federal laws as well as grant requirements, but will also supervise the staff responsible for implementing the HSEM School Preparedness Program. The fourth position, the Program Assistant II, will be responsible for performing record keeping and reporting duties, as well as performing other administrative support duties for the HSEM School Preparedness Program.

Funds are to be budgeted as follows:

Funds in Class 020 will be used for office supplies and costs associated with creating training materials, creating reports, etc.

Funds in Class 040 will be used for indirect costs.

Funds in Class 050 will be used to pay salaries of these four (4) current temporary part-time positions.

Funds in Class 060 will be used to pay the benefits associated with the temporary part-time positions and overtime.

Funds in Class 070 will be used for in-state travel associated with the scope of work.

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

1) *List of personnel involved:* Four (4) current temporary part-time positions: one (1) School Program Coordinator (i.e., Program Specialist III), two (2) Emergency Management Trainers (i.e., two Field Representative IIs), and one (1) Program Assistant II.

2) *Nature, need, and duration:* These positions are needed to assist the NH Department of Education with completing the scope of the grant from the US Department of Education entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire" through the end of the Memorandum of Agreement between HSEM and NH DOE in March 2017.

3) *Relationship to existing agency programs:* These positions will provide support to the HSEM School Preparedness Program.

4) *Has a similar program been requested of the legislature and denied?* No

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

August 24, 2016

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- 5) *Why wasn't funding included in the agency's budget request?* These funds were unanticipated at the time the budget was created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for these positions.
- 7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$91,000.00 for the duration of the MOA through March 31, 2017.

Respectfully submitted,


John J. Barthelmes
Commissioner

Homeland Security and Emergency Management
NH Department of Education Grant

Fiscal Situation: Account 02-23-23-236010-08590000

Federal Funds Awarded FY2016:

Developing Capacity to Improve Emergency Operations Plans in
New Hampshire \$215,170.00

Total Grant Funds Awarded \$215,170.00

Less expenses in FY 2016 \$100,508.29

Grant Funds Remaining \$114,661.71

This Request \$114,661.00

Becker, Doris

From: Leonard, Kyra
Sent: Wednesday, August 31, 2016 2:03 PM
To: Becker, Doris
Subject: FW: HSEM/DOE MOA
Attachments: Grant Award NCE - Dev. Cap. Improve EOP 001.tif; Developing Capacity to Improve Emergency Operations Plans__69_Approved_5-4-16.pdf; New MOA.PDF

Importance: High

Kyra Leonard
Administrator IV
NH Department of Safety
Division of Administration
603-223-8021
Kyra.Leonard@dos.nh.gov

From: Vaillancourt, Tammy [<mailto:Tammy.Vaillancourt@doe.nh.gov>]
Sent: Wednesday, August 31, 2016 1:04 PM
To: Leonard, Kyra
Cc: Clark, Amy C; Schoonmaker, Marjorie; Cheney, Leigh
Subject: HSEM/DOE MOA
Importance: High

Kyra –

Upon speaking to the Program staff relative to the MOA between DOE and HSEM, and with support of the attached Grant Award, HSEM is authorized to carryover excess funds from FY16 to FY17.

We will amend our in process MOA amendment (attached) to include this language and have signed by HSEM.

Tammy

Tammy Vaillancourt
CFO/Executive Project Manager
Department of Education
101 Pleasant Street
Concord, NH 03301-3860
(603)271-3833/ tammy.vaillancourt@doe.nh.gov

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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 15-266
12-18-2015*

November 17, 2015

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

*GC # 67
12-16-2015*

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 Safety, Division of Homeland Security and Emergency Management, to accept and expend the remainder of SFY 2016 sub-grant funds from the New Hampshire Department of Education (NHDOE) in an amount not to exceed \$77,170.00 for the purpose of assisting NHDOE in completing the scope of the US Department of Education grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". Effective upon Fiscal Committee and Governor and Council approvals through March 31, 2016. Funding source: 100% Agency Income.
2. Pursuant to RSA 124:15, and contingent on the approval of request number one and three, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to amend Fiscal Item# FIS 15-156 originally approved by the Fiscal Committee on August 26, 2015 and by Governor and Council on September 16, 2015, item #79, by extending the end date only from December 31, 2015 to March 31, 2016, to establish four (4) temporary part-time, class 050 positions for the purpose of providing training and technical assistance directly to New Hampshire school districts and their stakeholders in support of the New Hampshire Department of Education's grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". Effective upon Fiscal Committee and Governor and Council approvals. Funding source: 100% Agency Income.
3. Authorize the Department of Safety, Division of Homeland Security, to amend item #79 approved by Governor and Council on September 16, 2015 by extending the end date only from December 31, 2015 to March 31, 2016, to accept and expend a sub-grant from the New Hampshire Department of Education (NHDOE) in an amount not to exceed \$85,000.00 to for the purpose of assisting NHDOE in completing the scope of the US Department of Education grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". Effective upon Governor and Council approval. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-236010-08590000 Dept. of Safety - Div. of Homeland Security & Emer Mgt - HSEM Agency Income-Grant Class

<u>Class</u>	<u>Description</u>	<u>SFY 16 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised SFY 2016 Adjusted Authorized</u>
009-407036	Agency Income	(\$85,000.00)	(\$77,170.00)	(\$162,170.00)

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
November 17, 2015
Page 2 of 3

018-500106	Overtime	\$5,000.00	\$0.00	\$5,000.00
020-500200	Current Expense	\$6,500.00	\$0.00	\$6,500.00
030-500301	Equipment	\$1,000.00	\$0.00	\$1,000.00
040-500800	Indirect Costs	\$9,500.00	\$8,920.00	\$18,420.00
050-500109	Personal Serv - Temp	\$45,500.00	\$62,000.00	\$107,500.00
060-500601	Benefits	\$4,500.00	\$6,250.00	\$10,750.00
070-502970	In State Travel Reimbursement	\$6,000.00	\$0.00	\$6,000.00
080-500710	Out of State Travel Reimb	\$7,000.00	\$0.00	\$7,000.00
	08590000 Totals	\$85,000.00	\$77,170.00	\$162,170.00

Explanation

This request is not only to extend the previously approved end dates for accepting and expending a portion of the sub-grant from the NH Department of Education (NHDOE) and for establishing four temporary positions to support NHDOE's federal grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire", but also to accept and expend the remaining SFY2016 funds provided by this sub-grant. The additional funding places the year-to-date amount received from NHDOE in excess of \$100,000 necessitating Fiscal Committee approval.

This sub-grant will fund four (4) temporary part-time positions that will provide, under the HSEM School Preparedness Program, training and technical assistance directly to New Hampshire school districts, and their stakeholders. These positions will consist of one (1) School Program Coordinator (i.e., Program Specialist III), two (2) Emergency Management Trainers (i.e., Field Representative II), and one (1) Program Assistant II. The School Program Coordinator and Emergency Management Trainers will be responsible for coordinating with NH school districts for developing, planning, training, evaluating, and conducting school safety and security assessments; working with school district administration stakeholders to provide training, guidance, and assistance to conduct workshops, training drills, and exercises at the local, state, and regional levels; working closely with local, state, and federal entities, as well as other state agencies, to develop exercise design documents to support this training; and working closely with the Federal Emergency Management Agency (FEMA), serving as agency liaisons for state and federal initiatives. In addition, the School Program Coordinator will not only be responsible for developing, analyzing, interpreting, and implementing school preparedness program policies in order to comply with state and federal laws as well as grant requirements, but will also supervise the staff responsible for implementing the HSEM School Preparedness Program. The fourth position, the Program Assistant II will be responsible for performing record keeping and reporting duties, as well as performing other administrative support duties for the HSEM School Preparedness Program.

Class 018 – Overtime	Funds will be used for overtime associated with grant reporting and EOC activation.
Class 020 – Current Expense	Funds will be used for office supplies and costs associated with creating training materials, creating reports, etc.
Class 030 – Equipment	Funds will be used for equipment required to develop training materials and for training sessions.
Class 040 – Indirect Costs	Funds will be used for indirect costs.
Class 050 – Personal Serv-Temp	Funds will be used to pay salaries of four temporary part-time positions – 1 Program Specialist III – LG 21; 2 Field Representative II – LG 21; 1 Program Assistant II – LG 15.
Class 060 – Benefits	Funds will be used to pay the benefits associated with the temporary part-time positions and overtime.
Class 070 – In-State Travel	Funds will be used for in-state travel associate with the scope of work.
Class 080 – Out-of-State Travel	Funds will be used for out-of-state travel associated with working with federal entities.

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


1) *List of personnel involved:* Four (4) temporary part-time positions of one (1) School Program Coordinator, two (2) Emergency Management Trainers, and one (1) Program Assistant II.

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
November 17, 2015
Page 3 of 3

- 2) *Nature, Need, and Duration:* These positions are needed to assist the NH Department of Education with completing the scope of the grant from the US Department of Education entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire" through the end of the Memorandum of Agreement between HSEM and NH DOE in June 2017.
- 3) *Relationship to existing agency programs:* These positions will provide support to the HSEM School Preparedness Program.
- 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 created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for these positions.
- 7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$124,465.00 for the duration of the MOA through June 30, 2017.

Respectfully submitted,


John J. Barthelme
Commissioner

HSEM-HSEM-07-2015-01



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 15-156
08-26-2015*

August 4, 2015

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

*GC # 79
09-16-2015*

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

Requested Action

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to establish four (4) temporary part-time, class 050 positions for the purpose of providing training and technical assistance directly to New Hampshire school districts and their stakeholders in support of the New Hampshire Department of Education's grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". Effective upon Fiscal Committee and Governor and Council approvals through December 31, 2015. Funding source: 100% Agency Income.

2. Authorize the Department of Safety, Division of Homeland Security, to accept and expend a sub-grant from the New Hampshire Department of Education (NHDOE) in an amount not to exceed \$85,000.00 for the purpose of assisting NHDOE in completing the scope of the US Department of Education grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire". Effective upon Governor and Council approval through December 31, 2015. Funding source: 100% Agency Income.

Funds will be budgeted as follows:

02-23-23-236010-08590000 Dept. of Safety – Div. of Homeland Security & Emer Mgt – HSEM Agency Income-Grant

<u>Class</u>	<u>Description</u>	<u>SFY 16 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised SFY 2016 Adjusted Authorized</u>
009-407036	Agency Income	\$0.00	(\$85,000.00)	(\$85,000.00)
018-500106	Overtime	\$0.00	\$5,000.00	\$5,000.00
020-500200	Current Expense	\$0.00	\$6,500.00	\$6,500.00
030-500301	Equipment	\$0.00	\$1,000.00	\$1,000.00
040-500800	Indirect Costs	\$0.00	\$9,500.00	\$9,500.00
050-500109	Personal Serv - Temp	\$0.00	\$45,500.00	\$45,500.00
060-500601	Benefits	\$0.00	\$4,500.00	\$4,500.00
070-502970	In State Travel Reimbursement	\$0.00	\$6,000.00	\$6,000.00
080-500710	Out of State Travel Reimb	\$0.00	\$7,000.00	\$7,000.00
	08590000 Totals	\$0.00	\$85,000.00	\$85,000.00

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

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 4, 2015
Page 2 of 3

Explanation

This request is to accept and expend a sub-grant from the NH Department of Education (NHDOE) and to establish four temporary positions to support NHDOE's federal grant entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire".

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.) **This is a grant.**
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 four (4) temporary positions that have not been filled at this time. Details of these positions are provided below.**
7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied? **This grant would not be utilized.**

This sub-grant will fund four (4) temporary part-time positions that will provide, under the HSEM School Preparedness Program, training and technical assistance directly to New Hampshire school districts, and their stakeholders. These positions will consist of one (1) School Program Coordinator (i.e., Program Specialist III), two (2) Emergency Management Trainers (i.e., Field Representative II), and one (1) Program Assistant II. The School Program Coordinator and Emergency Management Trainers will be responsible for coordinating with NH school districts for developing, planning, training, evaluating, and conducting school safety and security assessments; working with school district administration stakeholders to provide training, guidance, and assistance to conduct workshops, training drills, and exercises at the local, state, and regional levels; working closely with local, state, and federal entities, as well as other state agencies, to develop exercise design documents to support this training; and working closely with the Federal Emergency Management Agency (FEMA), serving as agency liaisons for state and federal initiatives. In addition, the School Program Coordinator will not only be responsible for developing, analyzing, interpreting, and implementing school preparedness program policies in order to comply with state and federal laws as well as grant requirements, but will also supervise the staff responsible for implementing the HSEM School Preparedness Program. The fourth position, the Program Assistant II will be responsible for performing record keeping and reporting duties, as well as performing other administrative support duties for the HSEM School Preparedness Program.

Class 018 – Overtime	Funds will be used for overtime associated with grant reporting and EOC activation.
Class 020 – Current Expense	Funds will be used for office supplies and costs associated with creating training materials, creating reports, etc.
Class 030 – Equipment	Funds will be used for equipment required to develop training materials and for training sessions.

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

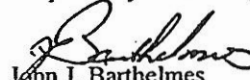
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
August 4, 2015
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Class 040 – Indirect Costs	Funds will be used for indirect costs.
Class 050 – Personal Serv-Temp	Funds will be used to pay salaries of four temporary part-time positions – 1 Program Specialist III – LG 21; 2 Field Representative II – LG 21; 1 Program Assistant II – LG 15.
Class 060 – Benefits	Funds will be used to pay the benefits associated with the temporary part-time positions.
Class 070 – In-State Travel	Funds will be used for in-state travel associate with the scope of work.
Class 080 – Out-of-State Travel	Funds will be used for out-of-state travel associated with working with federal entities.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 12, 1981.

- 1) *List of personnel involved:* Four (4) temporary part-time positions of one (1) School Program Coordinator, two (2) Emergency Management Trainers, and one (1) Program Assistant II.
- 2) *Nature, Need, and Duration:* These positions are needed to assist the NH Department of Education with completing the scope of the grant from the US Department of Education entitled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire" through the end of the Memorandum of Agreement between HSEM and NH DOE in June 2017.
- 3) *Relationship to existing agency programs:* These positions will provide support to the HSEM School Preparedness Program.
- 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 created.
- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for these positions.
- 7) *Estimate the funds required to continue this position:* Funds for these positions are estimated at \$124,465.00 for the duration of the MOA through June 30, 2017.

Respectfully submitted,


John J. Barthelmes
Commissioner

MEMORANDUM OF AGREEMENT

Between the Department of Education (DOE) and the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) for completion of the scope of a grant the DOE received from the US Department of Education titled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire".

This Memorandum of Agreement (MOA) outlines the responsibilities of the DOE and HSEM relative to the completion of the scope of the grant, the proposed schedule for the work and the funding provided by the DOE to HSEM.

WHEREAS, the DOE has been awarded a grant from the US Department of Education titled "Developing Capacity to Improve Emergency Operations Plans in New Hampshire".

WHEREAS, the DOE and HSEM have long been working collaboratively in providing school security and safety resources, including Emergency Operation Planning (EOP).

NOW THEREFORE, in order to meet the grant scope requirements, DOE and HSEM have agreed to complete the scope of services as described below.

SCOPE OF SERVICES

DEPARTMENT OF EDUCATION TASKS

Pre-grant Self-Assessment Data Collection

DOE has disseminated the *District Self-assessment Tool*, prepared and provided by the US Department of Education, to all of the State's SAU Superintendents. This tool is designed to determine the current status and quality of SAU-level EOPs across the State so that the specific SAU needs can be identified. Once the SAU needs are compiled, DOE and HSEM will be better able to understand the training and technical assistance to be provided.

Development and Population of SAU EOP Database

DOE will develop a database, using Microsoft Access, which will be populated with pertinent EOP information from each of the State's SAUs. The data will include, but not be limited to, SAU identification information, SAU emergency management contact information, EOP development date (if any), annual review date, evaluation of quality and notation of partner agreements. At the conclusion of the grant term, this database will be maintained by DOE staff.

Review of HSEM Prepared EOP Template

HSEM will be preparing an EOP template to be available for voluntary use by the SAUs. DOE will provide comments and approval of the final EOP template prior to dissemination to the SAUs and posting on the HSEM and DOE websites.

Coordination of Five Regional Training Sessions

DOE will coordinate the content, location and timing of the five regional EOP training sessions in cooperation with HSEM. DOE will be responsible for making all facility arrangements and coordinating announcements to the SAUs and their partners. DOE will also be responsible for supplying presentation equipment, meeting handouts and other required materials as needed by HSEM to complete the training.

Direct SAU Training and Technical Assistance

DOE will support HSEM staff efforts in providing training and technical assistance directly to the SAUs and their partners.

Post-grant Self-Assessment Data Collection

DOE will disseminate the District Self-assessment Tool, prepared and provided by the US Department of Education, but only to the SAU Superintendents that responded to the Pre-grant request. The purpose of collecting this data is to evaluate the success of the work completed by DOE and HSEM in improving the quality of SAU-level EOPs. This data will be provided to the US Department of Education which in turn will provide the data to the United States Congress.

HOMELAND SECURITY AND EMERGENCY MANAGEMENT TASKS

Temporary Part-time Staff

HSEM will hire part-time, temporary staff to complete the grant scope of services. Such staff would include an Emergency Management Specialist, two Field Representatives, and a Program Assistant to provide office support. The two Field Representatives and the Program Assistant would work on the order of 29 hours per week with the Emergency Management Specialist working 15 hours per week to oversee the grant work. HSEM shall notify DOE when staff are hired and provide contact information in a timely manner.

Development of EOP Template

HSEM shall develop an EOP template using readily available commercial software that encompasses the five mission areas of EOP's (and modeled to comply with Presidential Policy Directive 8 (PPD8)) while including those items specific to New Hampshire SAUs. The EOP template shall also include examples of Memorandum of Agreements for various common partners such as the local Fire and Police Departments, etc. The EOP template shall be reviewed and approved by the DOE prior to dissemination to the SAUs. The EOP template shall be made available as a permanent downloadable document on the HSEM and DOE websites once complete.

Completion of Five Regional Training Sessions

In coordination with DOE, HSEM will create an EOP development training session to be given at five regional locations to be determined by DOE. Training shall be provided to the SAUs and their partners

on how to complete the EOP development process focusing on both the HSEM-developed EOP template and the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center EOP Interactive Tools. Training shall also include discussions on the basic plan, functional annexes and threat- and hazard-specific annexes. HSEM shall provide staff to complete the training sessions. HSEM shall provide DOE with a list of required presentation equipment, meeting handouts and other materials needed to complete the training at least a week prior to each session.

Direct SAU Training and Technical Assistance

HSEM staff shall provide direct training and technical assistance to SAUs that make a request for such services. Direct training and technical assistance may include, but not be limited to, individual SAU on-site training sessions, creation of the individual SAU basic plan and annexes, coordination of partnering meetings, development of partnering agreements and finalization of the SAU EOPs. HSEM shall provide DOE with a monthly summary of SAUs for which they have provided training and technical assistance and a brief description of the services provided. The format and the required monthly submittal date of the summary will be developed by DOE and provided to HSEM.

EOP Content Development

HSEM, following authorization by DOE, may create EOP content materials in support of the SAU EOP development efforts. Such content materials may include information sheets on threat and hazard types, state of practice documents on EOP testing exercises and security assessment techniques. The EOP content materials shall be made available as a downloadable document on the HSEM and DOE websites once complete.

FUNDING

The DOE will provide funding in the amount of \$215,170 from Account # 06-56-56-563510-59880000-029-500290 to HSEM as follows, \$162,170.00 for FY 16 and \$53,000.00 for FY 17.

TERMINATION

Either party may terminate this agreement upon providing written notice to the other party, thirty (30) days prior to termination. Upon termination, HSEM will retain funds equal to that expended to the termination date. The remaining funds shall be returned to DOE.

DURATION

This agreement shall continue in effect from Governor and Council approval, but not before July 1, 2015, until June 30, 2017, unless terminated earlier by either party, or extended in writing by a subsequent agreement of the parties and acceptance by Governor and Council.

AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, which shall become effective on the date the Governor and Council of the State of New Hampshire approve this Agreement, but not

before July 1, 2015.

NH Department of Education

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

6/22/15
Date

NH Department of Safety

John J. Barthelmes
John J. Barthelmes
Commissioner

6/22/15
Date

Approved as to form, substance, and execution.

[Signature]
Department of Justice

6/26/15
Date

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.



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

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

Bureau of Rail and Transit
July 11, 2016

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 Transportation to Budget and Expend prior year carry-forward funds in the amount of \$580,745 from the Special Railroad Fund for the maintenance and repair of State-owned railroad lines effective upon Fiscal Committee and Governor and Council approval through June 30, 2017.

Funds are to be budgeted as follows: 100% Other Funds (Special Railroad Funds).

04-096-096-960010-2991 Special Railroad Fund	FY 2017 Budget	Requested Change	FY 2017 Revised Budget
Expenses:			
018 500106 Overtime	\$0	\$4,000	\$4,000
020 500241 Current Expense	\$0	\$15,000	\$15,000
022 500242 Rents-Leases Other than State	\$0	\$20,000	\$20,000
046 500463 Engineering Consultants	\$0	\$20,000	\$20,000
060 500601 Benefits	\$0	\$1,000	\$1,000
073 500579 Grants Non Federal	\$0	\$65,000	\$65,000
400 500871 Construction	\$219,854	\$455,745	\$675,599
Total	\$219,854	\$580,745	\$800,599
Source of Funds			
Revenue:			
009 407323 Agency Income	\$219,854	\$580,745	\$800,599
Total	\$219,854	\$580,745	\$800,599

2. Pursuant to RSA 228:69, I (b), authorize the Department of Transportation, Bureau of Rail & Transit, to expend an amount not to exceed \$580,745 from the Special Railroad Fund for maintenance and repair of State-owned railroad lines and bridges effective upon Fiscal Committee and Governor and Council approval through June 30, 2017.

EXPLANATION

RSA 228:68 establishes the Special Railroad Fund for the deposit of revenues produced on the state-owned railroad corridors through user fees paid by railroads, leases and fees paid by other landowners, and other revenues. This dedicated fund is required to comply with Federal regulations that require lease or other income on property acquired with Federal funds to be used to maintain those properties.

RSA 228:69, I (a) requires that 20 percent of the 2016 calendar year railroad user fees deposited in the Special Railroad Fund be paid to the cities and towns through which the state-owned railroad lines pass. These amounts will be paid out to the respective towns during fiscal year 2017.

RSA 228:69, I (b) authorizes the Department of Transportation to expend funds from the Special Railroad Fund on maintenance and repair of state-owned railroad lines. The Department will use these funds to continue repairs and maintenance activities including track, minor bridge and drainage projects on state-owned lines in 2017. The cost of engineering and construction administration will also be paid from these funds. The Special Railroad Fund receives revenues derived from railroad user fees, leases and crossing agreements, and a portion of the state railroad tax. The Department of Transportation, Bureau of Rail and Transit, will reimburse the railroads operating on the State-owned rail lines and other responsible parties for their infrastructure construction and maintenance expenses on the State-owned rail lines and bridges. The operating railroads on the State owned rail corridors and the estimated construction funds (400 500871) to be encumbered and expended on their operating lines are:

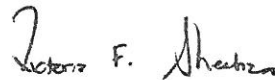
Department of Transportation	(Vendor 177927)	\$30,000
Plymouth & Lincoln Railroad	(Vendor 157711)	\$140,000
New Hampshire Central Railroad	(Vendor 157337)	\$30,000
Conway Scenic Railroad	(Vendor 154819)	\$140,000
New England Southern Railroad	(Vendor 161682)	\$40,000
Milford-Bennington Railroad	(Vendor 156441)	\$30,000
New England Central Railroad	(Vendor 160565)	\$20,000
<hr/>		
TOTAL CLASS 400		\$430,000

To resolve unanticipated events and circumstances on the State-owned rail lines, the estimated amounts listed above are subject to adjustment by the Administrator of the Bureau of Rail & Transit.

Consultant costs will be from statewide contracts; therefore, new consultants will not be contracted.

Your approval is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner

Attachment

Department of Transportation
Fiscal Situation Fiscal Year 2017
04-096-096-960010-2991

Special Railroad Fund

Estimated revenue budgeted YTD:	\$ -
Prior year carryforward revenue:	\$ 824,432
Estimated FY17 revenue:	<u>\$ 509,638</u>
Amount available to budget:	\$ 1,334,070
Less current FY17 budget authorization:	<u>\$ -</u>
Total available for budgeting:	\$ 1,334,070
Amount to be budgeted this request:	<u>\$ 580,745</u>
Amount available to budget with future requests:	<u>\$ 753,325</u>

Source of Non-Budgeted Revenue	Amount	Expenses through 6/30/16	Balance
Prior year carry forward	\$ 824,432	\$ -	\$ 824,432
Estimated FY17 revenue	\$ 509,638	\$ -	\$ 509,638
Totals	<u>\$ 1,334,070</u>	<u>\$ -</u>	<u>\$ 1,334,070</u>

Amounts from Statement of Appropriations for A/U 2991 Dated 7/1/2016



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

FIS 16 150



Thomas S. Burack, Commissioner

August 24, 2016

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:56, II, authorize the New Hampshire Department of Environmental Services (NHDES) to reclassify position number 12078 from Environmentalist III, Labor Grade 23 to Environmental Program Administrator, Labor Grade 35, effective upon the date of Fiscal Committee approval. 100% Alteration of Terrain Fee Funds.

EXPLANATION

NHDES hereby submits the August 19, 2016 approval of the Division of Personnel to reclassify position number 12078 from Environmentalist III, Labor Grade 23 to Environmental Program Administrator, Labor Grade 35. The Water Division within NHDES includes eight bureaus, three of which relate to Land Resource Management (LRM). The Wetlands Bureau, Alteration of Terrain Bureau and the Subsurface Systems Bureau are currently separate Bureaus which are proposed to be consolidated into a single LRM Bureau. This restructuring will increase the coordination, effectiveness and efficiency of the services NHDES provides to the public while ensuring compliance with state and federal mandates and the protection of the State's resources.

A highly integrated administrative structure is essential to ensuring the most efficient and successful approach to resource management. Accordingly, this newly consolidated NHDES Bureau will be led by an Environmental Program Administrator, with three Administrator IV positions and a Civil Engineer VI as direct reports. These administrators and technical experts will be expected to ensure that the new LRM Bureau addresses land development in a consistent, collaborative, and integrated manner, and meets all mandates to protect surface waters, shorelands and wetlands, including requirements that land development activities adequately control soil erosion and manage storm water runoff.

Currently, bureaus across the Water Division are variously under the direction of an Administrator IV (Labor Grade 33), an Environmental Program Administrator (Labor Grade 35), or an Environmental Engineering Administrator (Labor Grade 35). Due to the proposed new LRM Bureau's significant environmental and economic statewide impact, the technical complexity and scope of integrating all of the state and federal mandates, and the range and

DES Web site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-3503 • Fax: (603) 271-2867 • TDD Access: Relay NH 1-800-735-2964

The Honorable Neal M. Kurk, Chairman
August 24, 2016
Page 2

number of programs and staff required, it is appropriate to establish a Labor Grade 35 Environmental Program Administrator as the leader of this consolidated bureau. Labor Grade 35 Administrator classifications are currently assigned to the leadership positions of two other Water Division bureaus: the Winnepesaukee River Basin Program and the Dam Bureau.

This reclassification request is the first element to be approved by the Division of Personnel of a comprehensive proposal to restructure the bureaus within our Water Division related to land resource management. The planning of this reorganization effort has been underway for some three years and has included extensive evaluations, Lean analyses, and consultations with NHDES program staff, our customers, advisory groups and legislators. We have held numerous public outreach presentations across the state and we are currently working with a stakeholder group to identify metrics for management to ensure successful implementation and a smooth transition. This proposal reflects operational changes within our LRM programs that are already underway, and that have broad support from internal and external customers.

The difference in salary for the remainder of the fiscal year 2017 is estimated to be \$17,415.00. Sufficient funds are available for this increase.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully submitted,



Thomas S. Burack
Commissioner

Enclosure



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

VICKI V. QUIRAM
Commissioner
(603) 271-3201

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

August 19, 2016

Pamela Sopczyk, Human Resources Administrator
Dept. of Environmental Services
6 Hazen Dr.
Concord, NH 03301

Regarding: Request to reclassify position #12078 from Environmentalist III, labor grade 23 to Environmental Programs Administrator, labor grade 35.

Dear Ms. Sopczyk:

On June 18, 2016, we received a work unit request from you to review and reclassify this position to the title of Environmental Programs Administrator, labor grade 35. In your letter, you stated that this position would serve in the capacity of the Administrator of the new Land Resources Management Bureau being created through the consolidation of three currently separate bureaus in the Water Division – the Alteration of Terrain Bureau, the Subsurface Systems Bureau, and the Wetlands Bureau. The reorganization in your agency is taking place to increase the coordination, effectiveness and efficiency of the services provided to the public while ensuring compliance with federal and state mandates and the protection of the state's resources.

We agree with your request to reclassify position #12078; however, this decision is not final until the approval of the Fiscal Committee as well, per RSA 21-I:56 (II), because this is a request to increase the salary of a classified position beyond labor grade 34.

It will be your responsibility to bring the request for reclassification to Environmental Programs Administrator, labor grade 35 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. After receiving approval, you may proceed with requesting a waiver to recruit for this position. Thank you.

Very truly yours,

Jennifer J. Elberfeld,
Classification and Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION

P.O. BOX 1806
CONCORD, NH 03302-1806

603-271-5610 FAX: 603-271-5639
TDD Access: 1-800-735-2964

William L. Wrenn
Commissioner

Robin H. Maddaus
Director

August 19, 2016

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 Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Pursuant to the provisions of Chapter 276:219 Laws of 2015, the New Hampshire Department of Corrections respectfully requests permission to transfer appropriations in the amount of \$2,407.00 and establish new class lines in the Adult Basic Education account in support of the Corrections School District high school equivalency program, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2017. 100% Agency Income, (Federal Funds at origin).
2. Authorize the NH Department of Corrections to accept and expend funds made available through the Adult Basic Education (NHDOE Project #77015) in the amount of \$3,697.00 which will be utilized for instructional materials in support of the Corrections Special School District student high school equivalency program, effective upon the Governor and Executive Council approval through June 30, 2017. 100% Agency Income, (Federal Funds at origin).

Funds are to be budgeted in an account, Adult Basic Ed Grant: 02-46-46-460510-5962 Department of Corrections, Corrections Grant, Adult Basic Ed Grant as follows:

Project Name: Projects in Adult Basic Education Granite State High School
 Grant Title: Adult Basic Ed

Account:	Description:	SFY 2017 CURRENT	SFY 2017 ACTION #1	SFY 2017 ACTION #2	SFY 2017 ADJUSTED
020-500201	Current Expense	2,713.00	(2,213.00)	-	500.00
038-500175	Technology Software	-	-	1,275.00	1,275.00
050-500109	Part Time Salaries	37,551.00	(180.00)	-	37,371.00
057-500531	Books		2,407.00	2,422.00	4,829.00
060-500611	FICA (Temporary)	2,873.00	(14.00)	-	2,859.00
		43,137.00	-	3,697.00	46,834.00
Source of Funds:					
009-408153	Agency Income	(43,137.00)	-	(3,697.00)	(46,834.00)

EXPLANATION

The NH Department of Corrections (NHDOC) was awarded a SFY17 Adult Basic Education grant (ABE) administered through the NH Department of Education. The SFY17 ABE grant is being utilized to fund a part-time instructor and instructional materials in support of offenders at the Department's minimum security housing units, with the goal of achieving high school equivalency certificates. The Department of Corrections minimum Security housing units for male offenders encompass the Transitional Work Center and the North End House in Concord, NH and the Calumet House in Manchester, NH. Female minimum security offenders housed at the Shea Farm House in Concord, will also be supported by this academic program. The Corrections Special School District has seen an increase of students in the minimum security housing units attending the high school equivalency preparatory classes over the prior program year. The high school equivalency program will continue to provide both group and one-on-one instruction to student offenders in pursuit of obtaining a high school equivalency certificate or high school diploma. As a result of the Department of Education's change from the former GED exam to the new HiSET exam, the Corrections Special School District will purchase instructional and resource materials which aligns with the common core standards and the HiSET exam.

Also, as relates to the mission of the Granite State High School, Corrections Special School District, it is via the availability of educational opportunities for incarcerated individuals, that the New Hampshire Department of Corrections hopes to reduce recidivism within the State of New Hampshire. Therefore, this project will benefit not only the community within the prison, but the community at large as well.

The NH Department of Corrections included Adult Basic Education appropriations in the amount of \$43,137.00 in the SFY17 budget in anticipation of a sub grant from the NH Department of Education. NHDOC received a SFY17 ABE award in the amount of \$46,834.00. This request to transfer appropriations between classes and an additional \$3,697.00 in Adult Basic Education appropriations will align the budget with the SFY17 ABE award.

The requested revised funds are to be expended as follows:

Class 038 – Technology Software

- HiSET Preparation Software

Class 057 – Books

- Classic Books for low level readers, resume and basic accounting skills

The NH Department of Corrections Adult Basic Education grant award budget does not include Indirect Costs as this cost is not identified as part of the sub-grant award. Audit Fee Set Aside is not included in the grant budget as it is the responsibility of the direct recipient of the federal grant (NHDOE) to include Audit Fee Set Aside as part of their agency's budget. A Post Retirement class is not included in the NHDOC budget as personnel for this grant is a part time position and as such, a retirement pension is not a fringe benefit.

Source of Funds: 100% Agency Income - Pass-through grant from NH Department of Education.

In the event that these grant funds no longer become available state general funds will not be requested to support this program. A copy of the Grant Approval Memo is attached.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "William L. Wrenn", written over a horizontal line.

William L. Wrenn
Commissioner

Fiscal Situation
Adult Basic Ed (Grant Project # 77015)
Accounting Unit 02-46-46-460510-5962

	Grant
Total SFY 2017 ABE Sub Grant Authorized	\$46,834.00
LESS: SFY 2017 Current Appropriations	<u>43,137.00</u>
ABE Grant Authorization Available	\$3,697.00
This Request	<u>3,697.00</u>
 SFY 2017 Revised Appropriations	 \$46,834.00



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
Bureau of Adult Education
Tel. 603-271-6698

GRANT APPROVAL MEMO

DATE: July 1, 2015

SAU/RA#: 517

CFDA#: 84.002/State

PROJECT #: 77015

TO: NH Department of Corrections
105 Pleasant Street, 3rd Floor
PO Box 1806
Concord, NH 03302-1806

FROM: Bureau of Adult Education
21 South Fruit Street, Suite #20
Concord, NH 03301

PROJECT TITLE: ADULT BASIC EDUCATION AT GRANITE STATE HIGH SCHOOL

PROJECT PERIOD: Upon G&C approval through June 30, 2017

APPROVED AMOUNT: \$46,834.10

ART ELLISON, ADMINISTRATOR
BUREAU OF ADULT EDUCATION

Please enter the narrative and budget on the Grants Management System.

If you have any questions please do not hesitate to call.

AE:jc



State of New Hampshire

FIS 16 137

DEPARTMENT OF HEALTH AND HUMAN SERVICES
129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 FAX: 603-271-4912 TDD ACCESS: RELAY NH 1-800-735-2964

JEFFREY A. MEYERS
COMMISSIONER

August 25, 2016

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

REQUESTED ACTION

In accordance with the provisions of Senate Bill 466, Chapter 303:4 Laws of 2016, the Department hereby requests approval of its plan to reduce state general fund appropriations to the Sununu Youth Services Center (SYSC) by \$1,700,000 for the fiscal year ending June 30, 2017.

EXPLANATION

The Department of Health and Human Services was directed per Chapter 303:5, Laws of 2016 to develop a cost reduction plan for the Sununu Youth Services Center.

Those chapter laws provide:

303:5 Department of Health and Human Services; Reduction in Appropriation to the Sununu Youth Services Center; Reporting Requirement. On or before August 5, 2016, the department of health and human services shall submit for approval by the fiscal committee of the general court, a plan to reduce general fund appropriations to the Sununu youth services center as required by section 4 of this act. The department shall provide the committee with a status report relative to implementation of the budget reduction every 3 months thereafter. The plan shall include a proposal to achieve 1/2 of the budget reduction for fiscal year 2017 no later than January 1, 2017. If the department does not achieve 1/2 of the budget reduction for fiscal year 2017 by January 1, 2017, the department of health and human service's authority to transfer funds within and among accounting units of the department provided in 2015, 276:143 shall be suspended for the remainder of the biennium.

As described in the attached plan, the Department will meet the required reductions in two phases: Reduction Plan 1 outlines the reduction of \$850,000 by January 1, 2017, and Reduction Plan 2 outlines the plan for achieving the additional reduction of \$850,000 by June 30, 2017. The plan includes operational savings from vacant positions, eliminating overtime for residential staff, cost reductions in building and grounds maintenance, and reductions in provider payments and drug costs. The two-tiered reduction plan assumes census and staffing patterns remain constant through the remainder of the fiscal year. The maintenance reductions assume the same utilization of the campus buildings and grounds. Unforeseen increases in oil prices that affect heat costs or unforeseen building repairs, however, could require the Department to adjust its plan in order to achieve the required reductions. The same would be true were the census at the facility to materially increase.

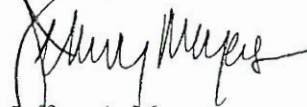
The Honorable Neal M. Kurk, Chairman

Page 2

August 25, 2016

The Department shall provide the committee with a status report relative to implementation of the budget reduction every 3 months as required by SB 466.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffery A. Meyers", written over a horizontal line.

Jeffery A. Meyers
Commissioner

cc: Her Excellency, Governor Margaret Wood Hassan
Members, Fiscal Committee
Legislative Budget Assistant
Mr. Brady Serafin, SYSC
Lorraine Bartlett, Director, DCYF

**Department of Health and Human Services
Sununu Youth Services (SYSC)
SB 466 Reduction Plan**

As of 8-2-16

Background

Sununu Youth Services Center (SYSC) serves youth ranging in age from 12 to 17. SYSC serves the states most unsafe/dangerous youth in a secure treatment facility. 65% of the youth being served at SYSC have involvement with illegal substances including a significant number with heroin/opioid use. 30% of the youth being served have involvement with gang activity. Youth currently being served at SYSC have on average 7 failed placements at other residential treatment facilities. They have multiple delinquent charges and have demonstrated an inability to be safely maintained in their home communities. Safety of the youth and safety of the community are key factors in the court's determination that a youth needs to be committed and/or detained at SYSC.

SYSC provides specific individualized services in an effort to rehabilitate these youth and support their integration back to the community in a healthy productive manner.

Services provided by SYSC include:

Clinical: Youth are afforded a full array of dental, medical, psychiatric and mental health services. Youth participate in individual and family therapy, medication management, evaluations, substance abuse treatment, 24 hour nursing care, access to dentist/hygienist and physician, diagnostic services, trauma informed care, psychotherapy, DBT and CBT.

Educational: SYSC has an accredited special education school. Youth participate in a fully accredited Jr. and Sr. High School program with both special and regular education needs being met. Youth are also provided a full array of vocational and transitional opportunities. Credit recovery and HI Set (GED) are also available.

Residential Care: Youth Counselors provide supervision, coaching, direction and support to youth at the facility in order for them to learn appropriate social skills, engage in restorative justice practices, prepare for independent living, participate in their permanency planning and treatment team meetings and acquire and develop job skills.

Spiritual Services: Youth are afforded the opportunity to practice their independent religious preference with spiritual guidance from number of community and facility based clergy.

The Sununu Campus, located on River Rd. in Manchester, consists of 17 buildings situated on 156 acres. Only a portion of the Campus is used for the SYSC program, although the SYSC budget includes all of the maintenance costs for the buildings and grounds on the Campus. The construction of SYSC was included in the 2003 capital budget and built with state funds and federal funds from the U.S. Department of Justice. The facility opened on April 3, 2006 and was built for a capacity for 144 beds, which was the anticipated future need at the time. Five of the buildings located on the Campus are used by the program. The Campus is also utilized by the State police and the Manchester police (including the horse barn). In addition, there are 25 non-Sununu Department of Health and Human Services staff seated in offices in the administration building.

Budget Info	Actual	Actual	FY 16-17 Budget Passed	
	FY 2014	FY 2015	FY 2016	FY 2017
General Fund	\$ 13,036,595	\$ 13,369,580	\$ 13,243,721	\$ 13,596,746
Total Funds:	\$ 14,329,097	\$ 14,275,945	\$ 13,972,211	\$ 14,339,108
Staff				
Classified	141	141	132	132
Unclassified	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Staff:	142	142	133	133

Staffing / Census history

Fiscal Year	Staff	Average Census
2010	180	63.4
2011	180	61.8
2012	152	60.1
2013	152	59.9
2014	142	60.3
2015	142	45
2016	133	61.6

SB 466 Law Requirements

The Department of Health and Human Services was directed per SB466 - Chapter 303:4 and 5, Laws of 2016 requires the following:

303:4 Department of Health and Human Services, Sununu Youth Services Center; Reduction in Appropriation. Amend 2015, 276:205 to read as follows:

276:205 Department of Health and Human Services, Sununu Youth Services Center; Reduction in Appropriation. The department of health and human services is hereby directed to reduce state general fund appropriations to the Sununu Youth Services Center by ~~[\$1,721,861]~~ \$700,000 for the fiscal year ending June 30, 2016, and by ~~[\$3,496,746]~~ \$1,700,000 for the fiscal year ending June 30, 2017. The department shall operate the Sununu Youth Services Center within the allotted budget, or may enter into contracts for operation of the Sununu Youth Services Center, including establishing necessary class lines, as long as total operating costs do not exceed ~~[\$10,100,000]~~ \$11,800,000 for the fiscal year ending June 30, 2017. The department shall lapse an additional \$1,850,000 in state general fund appropriations for the fiscal year ending June 30, 2017, which shall be in addition to any previously required or estimated lapse for said fiscal year.

303:5 Department of Health and Human Services; Reduction in Appropriation to the Sununu Youth Services Center; Reporting Requirement. On or before August 5, 2016, the department of health and human services shall submit for approval by the fiscal committee of the general court, a plan to reduce general fund appropriations to the Sununu youth services center as required by section 4 of this act. The department shall provide the committee with a status report relative to implementation of the budget reduction every 3 months thereafter. The plan shall include a

proposal to achieve 1/2 of the budget reduction for fiscal year 2017 no later than January 1, 2017. If the department does not achieve 1/2 of the budget reduction for fiscal year 2017 by January 1, 2017, the department of health and human service's authority to transfer funds within and among accounting units of the department provided in 2015, 276:143 shall be suspended for the remainder of the biennium.

Reduction Plan 1

The Department's plan for achieving the required reduction of \$850,000 by January 1, 2017 includes operational savings from vacant positions, cost reductions in building and grounds maintenance, and reductions in provider payments and drug costs. The summary is shown below:

	GF Reduction Amount
Salary & Benefits	\$ (421,200)
Maintenance	\$ (200,800)
Health Services	\$ (165,000)
Other	\$ (63,000)
Total	\$ (850,000)

- **Salary and benefits** will be achieved by holding seven (7) currently vacant positions for the remainder of the year. SYSC has made operational adjustments in staffing and programming to account for holding these and the positions noted above vacant to assure there is no detrimental impact on the safety and security of youth and staff.

Salary & Benefits					
	<u>Salary</u>	<u>Benefit</u>	<u>Hazard</u>	<u>Longevity</u>	<u>total</u>
7 vacant positions	\$ (279,623)	\$ (136,123)	\$ (2,454)	\$ (3,000)	\$ (421,200)
Salary Total	\$ (285,077)				
Benefit Total		\$ (136,123)			
		\$ (421,200)			

- **Maintenance reduction** is based on average spending over last three 3 years for heating, electricity and water and a reduction to the equipment budget for a total reduction of \$200,800. The maintenance budget has been underspent on average 20%.

	<u>Sum of EXP</u>	<u>Budget</u>	<u>surplus</u>	<u>% of budget</u>	
				<u>spent</u>	
FY 2014	\$ 669,419	\$ 845,284	\$ 175,865	79.19%	
FY 2015	\$ 657,679	\$ 902,189	\$ 244,510	72.90%	
FY 2016	\$ 677,927	\$ 744,598	\$ 66,671	86.34%	
				Average of 79.48%	3 years

- **Health Service reduction** is due to prescription drug and provider pricing being lower than when budget was created. In addition, policies and procedures around more efficiencies and ways to maximize cost saving while still providing the same level of care are being implemented. Reduction will total \$165,000.
- **Other reductions** to workers compensation and client benefits. These reductions are based on a review of prior year expenses. Reduction with total \$63,000.

Reduction Plan 2

The Department’s plan for achieving the additional reduction of \$850,000 by June 30, 2017 is summarized below:

	GF Reduction Amount
Salary & Benefits	\$ (331,508)
Overtime	\$ (269,395)
Health Services	\$ (68,493)
Maintenance	\$ (80,604)
Other	\$ (100,000)
Total	\$ (850,000)

- **Salary and benefits** will be achieved by holding four (4) currently vacant positions for the remainder of the year. SYSC has made operational adjustments in staffing and programming to account for holding these and the positions noted above vacant to assure there is no detrimental impact on the safety and security of youth and staff

Salary & Benefits					
	<u>Salary</u>	<u>Benefits</u>	<u>Hazard</u>	<u>Longevity</u>	<u>total</u>
4 vacant positions	\$ (213,772)	\$ (112,965)	\$ (2,371)	\$ (2,400)	\$ (331,508)
Salary Total	\$ (218,544)				
Benefit Total		\$ (112,965)			
		\$ (331,508)			

- **Overtime** has been eliminated for residential service staff.
- **Health Service** reduction is due to prescription drug and provider pricing being lower than when budget was created. In addition, policies and procedures around more efficiencies and ways to maximize cost saving while still providing the same level of care are being implemented. Reduction total \$68,493.
- **Maintenance** was further trimmed by \$80,604.

- **Other reductions** include \$100,000 for workers compensation.

Conclusion:

The two-tiered reduction plan as of 8-2-16 assumes census and staffing patterns remain constant through the remainder of the fiscal year. Overtime has been eliminated for residential staff, which if staffing or census changes, this reduction may pose difficulty in achieving but will be closely monitored. The maintenance reductions assume the same utilization of the campus buildings and grounds however increased heat costs, oil prices, or unforeseen building repairs would further complicate our ability to achieve this reduction.

See Appendix A for a detailed line by line comparison of the original budget and reductions.

APPENDIX A

SYSC REDUCTION PLAN FOR SB466

As of 8-2-16

					GENERAL FUND REDUCTIONS			
		SFY17 Adjusted Authorized	FEDERAL FUNDS	OTHER FUNDS	GENERAL FUNDS	Reduction #1	Reduction #2	Total Reduction
Personal Perm	010	6,869,672	0	381,679	6,487,993	(285,200)	(218,544)	(503,744)
Personal Unclass	012	66,685	0	0	66,685			0
Over Time	018	317,662	0	0	317,662		(269,395)	(269,395)
Holiday Pay	019	155,501	0	0	155,501			0
Current Expense	020	198,052	0	1,762	196,290			0
Food Institutions	021	212,064	0	115,993	96,071			0
Rents -Leases other than State	022	13,131	0	724	12,407			0
Heat-Electricity-Water	023	815,623	0	0	815,623	(160,000)	(80,605)	(240,605)
Maint Other than Build - Grnds	024	2,320	0	0	2,320			0
Organizational Dues	026	7	0	0	7			0
Equipment	030	44,174	0	0	44,174	(40,800)		(40,800)
Telecommunications	039	31,681	0	578	31,103			0
Indirect Costs	040	4,182	0	4,182	0			0
Additional Fringe Benefits	042	1,031	0	1,031	0			0
Own Forces Maint -Build-Grnds	047	7,109	0	0	7,109			0
Contractual Maint-Build- Grnds	048	54,464	0	0	54,464			0
Personal Temp	050	831,227	0	32,937	798,290			0
Calculated Benefits	060	3,861,658	0	211,132	3,650,526	(136,000)	(112,963)	(248,963)
Unemployment Compensation	061	42,946	0	0	42,946			0
Workers Compensation	062	335,151	0	0	335,151	(50,000)	(100,000)	(150,000)
Employee Training	066	2,648	0	233	2,415			0
In State Travel	070	2,691	0	61	2,630			0
Grants-Non Federal	073	0	0	0	0			0
Out of State Travel	080	144	0	0	144			0
Prescription Drug Expenses	100	215,374	0	0	215,374	(115,000)		(115,000)
Medical Payments to Providers	101	403,314	0	0	403,314	(50,000)	(68,493)	(118,493)
Client Benefits	523	33,296	0	0	33,296	(13,000)		(13,000)
Educational Supplies	537	18,023	0	3,724	14,299			0
Total		14,539,830	0	754,036	13,785,794	(850,000)	(850,000)	(1,700,000)

LBAO
08/08/16

ADDITIONAL REVENUES AND POSITIONS - BIENNIUM ENDING JUNE 30, 2017
Fiscal Committee Approvals Through Meeting of 08/05/16

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
								Full-Time	Part-Time	
FISCAL YEAR 2016										
16-035	March'16	Adjutant General's Department	RSA 14:30-a, VI	-	450,000	-	450,000	-	-	
		Adjutant General's Department Total		-	450,000	-	450,000	-	-	
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
15-263	Dec'15	Education, Department of	RSA 14:30-a, VI; RSA 124:15	-	763,462	-	763,462	1	-	Item allows for 1 temporary full time position (education consultant I)
		Education, Department of Total		-	3,434,586	-	3,434,586	1	-	
16-002	Jan'16	Energy and Planning, Office of	RSA 14:30-a, VI	-	300,000	-	300,000	-	-	
		Energy and Planning, Office of Total		-	300,000	-	300,000	-	-	
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. FIS 15-239 extends end date from 12/31/15 to 6/30/17.
16-010	Jan'16	Environmental Services, Department of	RSA 14:30-a, VI	-	127,420	-	127,420	-	-	
16-019	Feb'16	Environmental Services, Department of	RSA 14:30-a, VI	-	163,209	-	163,209	-	-	
16-026	Feb'16	Environmental Services, Department of	RSA 14:30-a, VI	-	-	75,000,000	75,000,000	-	-	
16-041	March'16	Environmental Services, Department of	RSA 14:30-a, VI	-	300,000	-	300,000	-	-	
16-084	May'16	Environmental Services, Department of	RSA 14:30-a, VI	-	-	285,000	285,000	-	-	
16-091	June'16	Environmental Services, Department of	RSA 14:30-a, VI	-	-	5,198,361	5,198,361	-	-	
16-092	June'16	Environmental Services, Department of	RSA 14:30-a, VI	-	-	50,000,000	50,000,000	-	-	
		Environmental Services, Department of Total		-	590,629	130,483,361	75,590,629	0	0	
15-213	Oct'15	Fish and Game Department	RSA 14:30-a, VI	-	595,800	-	595,800	-	-	
15-214	Oct'15	Fish and Game Department	RSA 14:30-a, VI	-	174,570	-	174,570	-	-	
16-003	Jan'16	Fish and Game Department	RSA 14:30-a, VI	-	29,359	10,000	39,359	-	-	
16-062	April'16	Fish and Game Department	RSA 14:30-a, VI; RSA 124:15	-	170,170	-	170,170	-	-	Establishes a class 046 consultant line to hire a consultant to develop and implement a web-based event manager service.
		Fish and Game Department Total		-	969,899	10,000	979,899	0	0	
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	-	-	
15-270	Dec'15	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	9,129,830	1,219,378	10,349,208	-	-	
16-029	Feb'16	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	1,557,555	61,714	1,619,269	-	-	
16-030	Feb'16	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	4,000	-	4,000	-	-	
16-031	Feb'16	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	(74,999)	(9,630)	(84,629)	-	-	
16-103	June'16	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	981,121	187,640	1,168,761	-	-	
		DHHS - Office of the Commissioner Total		-	11,721,657	1,493,430	13,215,087	-	-	
15-122	Aug'15	DHHS - Division of Children, Youth and Families	RSA 14:30-a, VI	-	219,342	-	219,342	-	-	

LBAO
08/08/16

ADDITIONAL REVENUES AND POSITIONS - BIENNIUM ENDING JUNE 30, 2017
Fiscal Committee Approvals Through Meeting of 08/05/16

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
								Full-Time	Part-Time	
		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	-	-	FIS 15-272 extends the end date from 12/31/15 to 6/30/17 and accepts additional funds (see below)
15-272	Dec'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	340,567	-	340,567	-	-	See above
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
15-224	Oct'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI; RSA 124:15	-	1,038,641	-	1,038,641	5	-	Item creates 5 temporary full-time positions (Toxicologist IV, 2 toxicologist II, public health program manager, and program specialist IV)
15-255	Dec'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	-	300,000	300,000	-	-	
15-264	Dec'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	120,522	-	120,522	-	-	
15-258	Dec'15	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	286,867	-	286,867	-	-	
16-011	Jan'16	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	309,247	-	309,247	-	-	
16-012	Jan'16	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	1,727,822	-	1,727,822	-	-	
16-020	Feb'16	DHHS - Division of Public Health Services	RSA 14:30-a, VI; RSA 124:15	-	678,574	-	678,574	2	-	Item establishes two full time temporary positions
16-021	Feb'16	DHHS - Division of Public Health Services	RSA 14:30-a, VI; RSA 124:15	-	466,012	-	466,012	2	-	Item establishes two full time temporary positions
		DHHS - Division of Public Health Services Total		-	9,884,103	300,000	10,184,103	9	-	
15-240	Dec'15	DHHS - Office of Human Services	RSA 14:30-a, VI; RSA 124:15	-	362,852	-	362,852	1	1	Item establishes 1 full time temporary position
		DHHS - Office of Human Services Total		-	362,852	-	362,852	1	1	
15-139	July'15	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	2,500,000	-	2,500,000	-	-	
15-215	Oct'15	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	2,231,951	-	2,231,951	-	-	
15-228	Oct'15	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	324,997	-	324,997	-	-	
16-004	Jan'16	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	4,083,670	-	4,083,670	-	-	
16-052	March'16	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	-	-	-	-	-	Item amends item 15-034 by reallocating federal funds between classes and extending the end date to 12/20/2016.
16-078	May '16	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	10,010,000	10,000,000	20,010,000	-	-	Additional drug rebate revenue and matching federal funds.
16-109	June'16	DHHS - Office of Medicaid Business and Policy	RSA 14:30-a, VI	-	7,912,306	23,803,994	31,716,300	-	-	Additional drug rebate revenue, matching federal funds and MET revenue.
		DHHS - Office of Medicaid Business and Policy Total		-	27,062,924	33,803,994	60,866,918	-	-	
16-045	March'16	Department of Information Technology	RSA 14:30-a, VI; RSA 124:15	-	-	120,000	120,000	-	-	Item provides approval for establishing consultant positions. Federal Funds from Homeland Security
		Department of Information Technology Total		-	-	120,000	120,000	-	-	
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. FIS 15-250 extends end date from 12/31/15 to 6/30/17.
15-118	July'15	Justice, Department of	RSA 124:15	-	-	-	-	-	-	Item establishes one part time program specialist IV position

LBAO
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ADDITIONAL REVENUES AND POSITIONS - BIENNIUM ENDING JUNE 30, 2017
Fiscal Committee Approvals Through Meeting of 08/05/16

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
								Full-Time	Part-Time	
15-194	Sept'15	Justice, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	138,902	138,902	-	1	Item establishes one temp full time planning analyst (LG 24) position and approval for establishing consultant position. FIS 15-247 extends the end date from 12/31/15 to 6/30/17 and accepts an additional \$138,902 of agency income.
15-216	Oct'15	Justice, Department of	RSA 14:30-a, VI	-	5,940,633	-	5,940,633	-	-	
15-246	Dec'15	Justice, Department of	RSA 14:30-a, VI	-	142,145	-	142,145	-	-	
15-248	Dec'15	Justice, Department of	RSA 14:30-a, VI	-	500,000	-	500,000	-	-	
15-267	Dec'15	Justice, Department of	RSA 14:30-a, VI	-	60,000	-	60,000	1	-	Establishes 1 drug prosecutor position
16-005	Jan'16	Justice, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	140,000	140,000	1	-	Establishes 1 victim witness specialist (LG 26) position
16-046	March'16	Justice, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	132,346	132,346	1	-	Establishes 1 Elder Abuse Prosecutor.
16-047	March'16	Justice, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	123,454	123,454	1	-	Establishes 1 victim witness specialist (LG 26) position
16-048	March'16	Justice, Department of	RSA 14:30-a, VI	-	399,622	-	399,622	-	-	
16-081	May '16	Justice, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	100,000	100,000	-	-	Hire a consultant to assist in investigation of potential claims regarding fraudulent marketing of opioid drugs. Consumer Protection Revolving Funds.
16-090	June'16	Justice, Department of	RSA 14:30-a, VI	-	-	59,313,582	59,313,582	-	-	
		Justice, Department of Total		-	7,148,577	59,948,284	67,096,861	4	1	
15-137	July'15	Pharmacy, Board of	RSA 124:15	-	-	-	-	-	-	Item extends the 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, FIS 15-273 extends end date through 3/31/16.
		Pharmacy, Board of Total		-	-	-	-	-	-	
16-055	March'16	Office of Professional Licensure and Certification	RSA 14:30-a, VI; RSA 124:15	-	-	452,084	452,084	1	-	Establishes 1 administrative assistant (LG 16) position and extends a administrator I (LG 27) through June 30, 2017.
		Office of Professional Licensure and Certification Total		-	-	452,084	452,084	1	-	
15-178	Aug'15	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	-	109,020	109,020	-	-	
15-179	Aug'15	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	-	189,276	189,276	-	-	
15-181	Aug'15	Resources and Economic Development, Department of	RSA 14:30-a, VI; RSA 124:15	-	319,848	-	319,848	-	-	Item provides approval for establishing consultant position of consortium manager. FIS 15-253 extends end date from 12/31/15 to 5/31/16
15-193	Sept'15	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	199,878	-	199,878	-	-	FIS 15-234 extends end date from 12/31/15 to 9/29/16
16-042	March'16	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	-	150,000	150,000	-	-	
16-079	May '16	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	-	215,000	215,000	-	-	Parks Fund. Purchase of camps at Umbagog.
		Resources and Economic Development, Department of Total		-	519,726	663,296	1,183,022	-	-	
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. FIS 15-242 extends end date from 12/31/15 to 9/30/16.
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. See FIS 15-249
15-249	Aug'15	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	(471,861)	-	(471,861)	-	-	Item extends end date for FIS 15-132 from 12/31/15 to 6/30/17 and reduces the amount to reflect what has been appropriated.

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ADDITIONAL REVENUES AND POSITIONS - BIENNIUM ENDING JUNE 30, 2017
Fiscal Committee Approvals Through Meeting of 08/05/16

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
								Full-Time	Part-Time	
15-164	Aug'15	Safety, Department of	RSA 14:30-a, VI	-	4,439,989	-	4,439,989	-	-	FIS 15-236 changes end date from 12/31/15 to 6/30/17
15-165	Aug'15	Safety, Department of	RSA 14:30-a, VI	-	2,237,568	-	2,237,568	-	-	FIS 15-237 changes end date from 12/31/15 to 6/30/17
15-166	Aug'15	Safety, Department of	RSA 14:30-a, VI	-	554,499	-	554,499	-	-	FIS 15-238 changes end date from 12/31/15 to 6/30/17
15-195	Sept'15	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	7,747,351	-	7,747,351	-	2	Item provides approval to establish 2 temporary positions. FIS 15-241 extends end date from 12/31/15 to 6/30/17.
15-217	Oct'15	Safety, Department of	RSA 14:30-a, VI	-	1,200,143	-	1,200,143	-	-	
15-218	Oct'15	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	165,714	165,714	1	-	Item provides approval to establish 1 temporary position (full-time State Police Captain)
15-235	Dec'15	Safety, Department of	RSA 14:30-a, VI	-	-	101,655	101,655	-	-	
15-265	Dec'15	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	165,975	165,975	-	-	Item provides approval to establish consultant positions
15-266	Dec'15	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	77,170	77,170	-	4	Item provides approval to establish 4 temporary part-time positions in class 50
16-016	Jan'16	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	257,346	257,346	2	-	Item provides approval to establish 2 temporary full-time hearings examiner prosecutor positions
16-022	Feb'16	Safety, Department of	RSA 14:30-a, VI	-	-	329,164	329,164	-	-	
16-023	Feb'16	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	109,960	109,960	-	-	Item provides approval to establish consultant positions
16-043	March'16	Safety, Department of	RSA 14:30-a, VI; RSA 124:15	-	756,812	-	756,812	-	1	Establishes 1 part-time program assistant II position.
		Safety, Department of Total		-	17,335,342	1,206,984	18,542,326	3	7	
15-177	Aug'15	Transportation, Department of	RSA 14:30-a, VI	-	-	750,000	750,000	-	-	FIS 15-254 extended end date from 12/31/15 to 6/30/16.
15-188	Sept'15	Transportation, Department of	RSA 14:30-a, VI	-	300,000	-	300,000	-	-	FIS 15-259 extends end date from 12/31/15 to 6/30/17
16-044	March'16	Transportation, Department of	RSA 14:30-a, VI	-	3,000,000	-	3,000,000	-	-	
16-062	April'16	Transportation, Department of	RSA 14:30-a, VI	-	200,000,000	-	200,000,000	-	-	Pursuant to RSA 6:13-d Authority to Borrow, the Department is requesting that the Treasurer borrow \$200,000,000 through a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan.
		Transportation, Department of Total		-	203,300,000	750,000	204,050,000	-	-	
16-100	June'16	Treasury	RSA 14:30-a, VI	-	-	500,000	500,000	-	-	
		Treasury, Total		-	-	500,000	500,000	-	-	
		FY 16 Total		-	285,924,170	229,873,389	515,797,559	19	12	
FISCAL YEAR 2017										
16-104	June'16	Administrative Services, Department of	RSA 14:30-a, VI	-	-	100,000	100,000	-	-	
16-123	August'16	Administrative Services, Department of	RSA 14:30-a, VI; RSA 21-I:30-c	-	-	725,400	725,400	-	-	
16-124	August'16	Administrative Services, Department of	RSA 14:30-a, VI; RSA 21-I:30-c	-	-	800,000	800,000	-	-	
		Administrative Services, Department of Total		-	-	1,625,400	1,625,400	-	-	
16-126	August'16	Justice, Department of	RSA 14:30-a, VI; RSA 124:15	-	-	108,223	108,223	1	-	Full-time temporary Drug Prosecutor.
		Justice, Department of Total		-	-	108,223	108,223	-	-	
	August'16	DHHS - Office of the Commissioner	RSA 14:30-a, VI; Chp. 276:143	-	813,000	160,965	973,965	-	-	
		DHHS - Office of the Commissioner Total		-	813,000	160,965	973,965	-	-	
16-107	June'16	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	941,245	-	941,245	-	-	

LBAO
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ADDITIONAL REVENUES AND POSITIONS - BIENNIUM ENDING JUNE 30, 2017
Fiscal Committee Approvals Through Meeting of 08/05/16

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
								Full-Time	Part-Time	
16-108	June '16	DHHS - Division of Public Health Services	RSA 14:30-a, VI; RSA 124:15	-	294,310	-	294,310	-	-	Extends 3 full-time temporary positions.
		DHHS - Division of Public Health Services Total		-	1,235,555	-	1,235,555			
	August '16	Resources and Economic Development, Department of	RSA 14:30-a, VI	-	-	150,000	150,000	-	-	
		Resources and Economic Development, Department of Total		-	-	150,000	150,000			
		FY 17 Total		-	2,048,555	2,044,588	4,093,143	1	-	



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

STEPHEN C. SMITH, CPA
Director, Audit Division
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September 6, 2016

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:

Andrew Charles: Effective September 2, 2016, a one step increase from grade K-2 to K-3.
Date of hire: June 8, 2015 Date of previous increment: June 8, 2016

Burmaa Nergui: Effective September 15, 2016, a one step increase from grade K-2 to K-3.
Date of hire: September 15, 2014 Date of previous increment: September 15, 2015

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Christopher M. Shea".

Christopher M. Shea
Deputy Legislative Budget Assistant

CMS/scs

JOINT LEGISLATIVE FACILITIES COMMITTEE
 LEGISLATIVE BRANCH
 DETAIL OF BALANCE OF FUNDS AVAILABLE
 FISCAL YEAR 2017
 As of 07/31/2016

Legislative Branch:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Senate:	1170							
Personal svcs. - members	011	601.00	6,600.00					7,201.00
Personal svcs. - nonclassi	016	111,461.43	1,795,811.00			124,828.84		1,782,443.59
Current expenses	020	26,415.06	40,000.00			364.11		66,050.95
Rents-Leases other than state	022	1,606.51	9,500.00			989.95		10,116.56
Equipment	030	2,372.00	2,000.00					4,372.00
Telecommunications	039	4,122.92	18,000.00					22,122.92
Legal svcs.& consultants	046	13,073.88	82,000.00			15,000.00		80,073.88
Personal svcs. - temp/app	050	50,597.90	22,673.00			1,617.75		71,653.15
Benefits	060	181,568.94	768,193.00			52,140.74		897,621.20
Employee training	066	1,500.00	500.00					2,000.00
Travel:								
In state	070	46,396.57	140,000.00			5,215.38		181,181.19
Out of state	080	10,523.15	3,000.00				900.00	12,623.15
President's discretionary fund	285	2,509.50	4,500.00			60.00		6,949.50
Contingency	289	500.00						500.00
Total		453,248.86	2,892,777.00	0.00	0.00	200,216.77	900.00	3,144,909.09

Legislative Branch - continued:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
House	1180							
Personal srvs. - members	011	11,386.00	85,000.00					96,386.00
Personal srvs. - nonclassi	016	93,210.77	1,738,287.00			121,616.54		1,709,881.23
Current expenses	020	25,924.02	55,000.00			1,761.19		79,162.83
Rents-Leases Other than State	022	2,075.72	4,500.00			278.71		6,297.01
Maint. Other than bldg/grnd	024	6,556.38	6,000.00					12,556.38
Equipment	030	33,586.47	10,000.00					43,586.47
Telecommunications	039	10,530.76	30,000.00					40,530.76
Consultants	046	119,155.00	80,000.00					199,155.00
Personal srvs. - temp/app	050	118,848.12	283,143.00			4,871.44		397,119.68
Benefits	060	387,545.10	910,409.00			48,462.40		1,249,491.70
Employee training	066	3,000.00	1,000.00					4,000.00
Travel:								
In state	070	532,216.93	1,000,000.00			24,166.37		1,508,050.56
Out of state	080	87,940.50	95,000.00			1,949.12		180,991.38
Speaker's special fund	286	8,888.28	10,000.00			131.90		18,756.38
Democratic Leader's Account	287	223.66	4,500.00			126.00		4,597.66
Republican Leader's Account	288	2,379.88	4,500.00					6,879.88
Total		1,443,467.59	4,317,339.00	0.00	0.00	203,363.67	0.00	5,557,442.92

Legislative Branch - continued:		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Visitor's Center:		1229						
Personal srvs. - nonclassi	016	26.45	113,646.00			8,475.00		105,197.45
Current Expenses	020	505.32	750.00			50.89		1,204.43
Equipment New/Replacement	030	60.02	400.00					460.02
Telecommunications	039	340.15	750.00					1,090.15
Personal srvs. - temp/app	050	0.00	57,747.00		(57,747.00)			0.00
Benefits	060	2,952.85	1,322.00		57,747.00	4,112.20		57,909.65
Total		3,884.79	174,615.00		0.00	12,638.09	0.00	165,861.70
Visitor's Ctr. Revolving Fund (G)		1230						
Souvenir Purchases	106	24,211.01	0.00			1,528.00		22,683.01
Revenue	2016	25,788.99	0.00	2,653.09	(B)			28,442.08
Total		50,000.00	0.00	2,653.09	0.00	1,528.00	0.00	51,125.09
Legislative Accounting:		1166						
Personal srvs. - nonclassi	016	5,003.74	231,896.00			17,506.52		219,393.22
Current expenses	020	1,690.37	2,000.00			91.92		3,598.45
Equipment New/Replacement	030	760.01	1,000.00			251.99		1,508.02
Telecommunications	039	597.98	750.00					1,347.98
Personal srvs. - temp/app	050	22,583.00	23,523.00					46,106.00
Benefits	060	7,921.04	84,144.00			5,945.61		86,119.43
Total		38,556.14	343,313.00		0.00	23,796.04	0.00	358,073.10
General Court Info. Systems:		4654						
Personal srvs. - nonclassi	016	17,250.75	360,226.00			26,554.52		350,922.23
Current expenses	020	14,119.58	39,200.00			3,789.82		49,529.76
Equipment New/Replacement	030	750.00	750.00					1,500.00
Technology - Hardware	037	28,574.73	50,700.00					79,274.73
Technology - Software	038	44,453.93	109,072.00			88.99		153,436.94
Telecommunications	039	1,173.26	2,500.00					3,673.26
Personal srvs. - temp/app	050	3,640.00	8,640.00					12,280.00
Benefits	060	32,867.12	194,900.00			13,500.10		214,267.02
Employee training	066	2,500.00	2,500.00					5,000.00
Total		145,329.37	768,488.00		0.00	43,933.43	0.00	869,883.94

Legislative Branch - continued:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Protective Services:	1164							
Personal srvs. - nonclassi	016	13,459.54	435,152.00			52,057.14		396,554.40
Current expenses	020	2,598.35	5,000.00			0.47		7,597.88
Equipment New/Replacement	030	3,250.39	2,500.00					5,750.39
Telecommunications	039	525.50	2,200.00			4.35		2,721.15
Personal srvs. - temp/app	050	1.00	1.00					2.00
Benefits	060	14,473.89	230,136.00			19,809.98		224,799.91
Total		34,308.67	674,989.00		0.00	71,871.94	0.00	637,425.73
Health Services:	1165							
Current expenses	020	953.57	1,600.00			89.40		2,464.17
Equipment New/Replacement	030	187.42	300.00					487.42
Telecommunications	039	106.45	350.00					456.45
Personal srvs. - temp/app	050	10,118.71	43,650.00			3,209.58		50,559.13
Benefits	060	5,042.15	3,339.00			245.53		8,135.62
Employee training	066	291.00	400.00					691.00
Total		16,699.30	49,639.00		0.00	3,544.51	0.00	62,793.79
Legislative Services:	1270							
Personal srvs. - nonclassi	016	9,450.90	1,769,532.00			132,013.62		1,646,969.28
Current expenses	020	4,346.24	19,000.00			807.21		22,539.03
Rents-Leases other than State	022	625.96	5,500.00			406.17		5,719.79
Equipment New/Replacement	030	2,625.00	3,000.00					5,625.00
Telecommunications	039	395.34	6,500.00					6,895.34
Personal srvs. - temp/app	050	10,798.69	26,472.00			2,844.81		34,425.88
Benefits	060	32,798.93	761,095.00			54,798.87		739,095.06
Employee training	066	1,322.00	1,500.00					2,822.00
Out of state Travel	080	6,283.34	10,000.00			962.02		15,321.32
Printing and binding	290	993.18	8,000.00			455.37		8,537.81
Total		69,639.58	2,610,599.00		0.00	192,288.07	0.00	2,487,950.51
Less estimated revenue	009/2045	409.68	-750.00	157.00		©		-183.32
Total		70,049.26	2,609,849.00	157.00	©	0.00	0.00	2,487,767.19

Legislative Branch - continued:		<u>Balance Forward</u>	<u>Appropriation</u>	<u>Income</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Encumb rances</u>	<u>Balance Available</u>
Budget Division:	1221							
Personal srvs. - nonclassi	016	219,510.78	892,545.00			56,392.56		1,055,663.22
Current expenses	020	5,957.68	10,000.00			117.03		15,840.65
Rents-Leases other than State	022	83.00	6,000.00			515.75		5,567.25
Organizational Dues	026	25.00	1,050.00					1,075.00
Equipment	030	9,446.00	2,500.00			395.00		11,551.00
Telecommunications	039	289.39	3,300.00					3,589.39
Consultants	046	13,690.60	15,000.00			1,352.75		27,337.85
Personal srvs. - temp/app	050	25,000.00	65,000.00					90,000.00
Benefits	060	171,677.41	384,217.00			24,016.27		531,878.14
Employee training	066	3,343.85	13,500.00					16,843.85
In state travel	070	380.00	500.00					880.00
Out of state travel	080	2,000.00	2,000.00					4,000.00
Total		451,403.71	1,395,612.00		0.00	82,789.36	0.00	1,764,226.35
Legislative Budget Assistant:								
Audit Division:	1222							
Personal srvs. - nonclassi	016	11,234.14	2,131,895.00			148,197.08		1,994,932.06
Current expenses	020	4,417.27	12,860.00			111.22		17,166.05
Rents-Leases other than State	022	2,476.00	100,000.00			97,524.00		4,952.00
Equipment	030	18,424.00	20,000.00					38,424.00
Telecommunications	039	864.28	2,500.00					3,364.28
Consultants	046	248,035.00	570,000.00			1,000.00		817,035.00
Personal srvs. - temp/app	050	8,500.00	10,000.00					18,500.00
Benefits	060	170,067.13	964,158.00			59,326.98		1,074,898.15
Employee training	066	874.05	25,000.00			1,353.20		24,520.85
In state travel	070	5,255.74	7,500.00			61.02		12,694.72
Out of state travel	080	140.22	100.00					240.22
Total		470,287.83	3,844,013.00	0.00	0.00	307,573.50	0.00	4,006,727.33
Less estimated revenue	006/1251	382,111.00	-664,519.00	0.00	0.00 (D)			-282,408.00
Total		852,398.83	3,179,494.00	0.00	0.00	307,573.50	0.00	3,724,319.33
Total		3,917,584.11	17,309,674.00	2,810.09	0.00	1,176,692.41	900.00	20,052,475.79

- (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

JOINT LEGISLATIVE FACILITIES COMMITTEE
 LEGISLATIVE BRANCH
 DETAIL OF BALANCE OF FUNDS AVAILABLE
 FISCAL YEAR 2017
 As of 08/31/2016

Legislative Branch:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Senate:	1170							
Personal srvs. - members	011	601.00	6,600.00					7,201.00
Personal srvs. - nonclassi	016	111,461.43	1,812,250.00			300,282.94		1,623,428.49
Current expenses	020	26,415.06	40,000.00			820.48		65,594.58
Rents-Leases other than state	022	1,606.51	9,500.00			1,648.40		9,458.11
Equipment	030	2,372.00	2,000.00			369.00		4,003.00
Telecommunications	039	4,122.92	18,000.00			2,252.20		19,870.72
Legal srvs. & consultants	046	13,073.88	82,000.00			15,000.00		80,073.88
Personal srvs. - temp/app	050	50,597.90	22,673.00			3,440.46		69,830.44
Benefits	060	181,568.94	771,505.00			115,062.73		838,011.21
Employee training	066	1,500.00	500.00					2,000.00
Travel:								
In state	070	46,396.57	140,000.00			8,340.90		178,055.67
Out of state	080	10,523.15	3,000.00			59.40	900.00	12,563.75
President's discretionary fund	285	2,509.50	4,500.00			129.95		6,879.55
Contingency	289	500.00						500.00
Total		453,248.86	2,912,528.00	0.00	0.00	447,406.46	900.00	2,917,470.40

Legislative Branch - continued:

	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
House	1180							
Personal svcs. - members	011	11,386.00	85,000.00					96,386.00
Personal svcs. - nonclassi	016	93,210.77	1,738,287.00			243,350.82		1,588,146.95
Current expenses	020	25,924.02	55,000.00			3,175.78		77,748.24
Rents-Leases Other than State	022	2,075.72	4,500.00			557.42		6,018.30
Maint. Other than bldg/grnd	024	6,556.38	6,000.00					12,556.38
Equipment	030	33,586.47	10,000.00					43,586.47
Telecommunications	039	10,530.76	30,000.00			3,682.56		36,848.20
Consultants	046	119,155.00	80,000.00					199,155.00
Personal svcs. - temp/app	050	118,848.12	283,143.00			8,941.96		393,049.16
Benefits	060	387,545.10	910,409.00			96,775.17		1,201,178.93
Employee training	066	3,000.00	1,000.00					4,000.00
Travel:								
In state	070	532,216.93	1,000,000.00			27,215.64		1,505,001.29
Out of state	080	87,940.50	95,000.00			8,346.05		174,594.45
Speaker's special fund	286	8,888.28	10,000.00			489.60		18,398.68
Democratic Leader's Account	287	223.66	4,500.00			126.00		4,597.66
Republican Leader's Account	288	2,379.88	4,500.00			539.43		6,340.45
Total		1,443,467.59	4,317,339.00	0.00	0.00	393,200.43	0.00	5,367,606.16

Legislative Branch - continued:

		<u>Balance Forward</u>	<u>Appropriation</u>	<u>Income</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Encumb rances</u>	<u>Balance Available</u>
Operations	1160							
Personal svcs. - nonclassi	016	36,420.53	247,607.00			32,631.08		251,396.45
Current expenses	020	3,749.92	2,000.00			60.80		5,689.12
Equipment New/Replacement	030	750.00	750.00			123.18		1,376.82
Telecommunications	039	1,563.97	7,500.00			273.50		8,790.47
Benefits	060	34,536.55	158,702.00			16,995.37		176,243.18
Total		<u>77,020.97</u>	<u>416,559.00</u>		<u>0.00</u>	<u>50,083.93</u>	<u>0.00</u>	<u>443,496.04</u>

Joint Expenses	8677							
Current expenses	020	3,500.61	48,000.00			631.70		50,868.91
Rents-Leases Other Than State	022	7,628.60	18,000.00			1,857.62		23,770.98
Organizational Dues	026	15,000.00	130,000.00			130,000.00		15,000.00
Equipment New/Replacement	030	751.00	1,000.00					1,751.00
Consultants	046	0.00	3,000.00					3,000.00
Transfer to Other State Agencies	049	0.00	3,000.00			3,000.00		0.00
Legislative Printing & Binding	290	112,011.50	280,000.00			17,935.14		374,076.36
Joint Orientation	291	2,000.00	11,000.00					13,000.00
Redistricting	292	2,000.00	2,000.00					4,000.00
Total		<u>142,891.71</u>	<u>496,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>153,424.46</u>	<u>0.00</u>	<u>485,467.25</u>
Less estimated Revenue		<u>-5,235.58</u>	<u>-9,000.00</u>	<u>398.00</u>	<u>(A)</u>			<u>-13,837.58</u>
Total		<u>137,656.13</u>	<u>487,000.00</u>	<u>398.00</u>	<u>0.00</u>	<u>153,424.46</u>	<u>0.00</u>	<u>471,629.67</u>

Joint Legislative Historical Committee	8870							
Current Expenses	020	32,626.10						32,626.10
Consultants	046	3,955.57	10,000.00		23,843.00	3,405.00		34,393.57
Flag Preservation Consultants	046	83,135.81				1,500.00		81,635.81
Flag Preservation Revenue	8870-3586	23,843.01		46.00	(23,843.00)			46.01
Total		<u>143,560.49</u>	<u>10,000.00</u>	<u>46.00</u>	<u>0.00</u>	<u>4,905.00</u>	<u>0.00</u>	<u>148,701.49</u>

Legislative Branch - continued:

		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Visitor's Center:	1229							
Personal srvs. - nonclassi	016	26.45	113,646.00			16,950.00		96,722.45
Current Expenses	020	505.32	750.00			76.27		1,179.05
Equipment New/Replacement	030	60.02	400.00					460.02
Telecommunications	039	340.15	750.00			67.80		1,022.35
Personal srvs. - temp/app	050	0.00	57,747.00		(57,747.00)			0.00
Benefits	060	2,952.85	1,322.00		57,747.00	8,224.31		53,797.54
Total		3,884.79	174,615.00		0.00	25,318.38	0.00	153,181.41

Visitor's Ctr. Revolving Fund (G)

	1230							
Souvenir Purchases	106	24,211.01	0.00		25,789.00	1,653.00		48,347.01
Revenue	2016	25,788.99	0.00	5,056.76	(25,789.00) (B)			5,056.75
Total		50,000.00	0.00	5,056.76	0.00	1,653.00	0.00	53,403.76

Legislative Accounting:

	1166							
Personal srvs. - nonclassi	016	5,003.74	231,896.00			35,013.04		201,886.70
Current expenses	020	1,690.37	2,000.00			117.32		3,573.05
Equipment New/Replacement	030	760.01	1,000.00			251.99		1,508.02
Telecommunications	039	597.98	750.00			108.20		1,239.78
Personal srvs. - temp/app	050	22,583.00	23,523.00					46,106.00
Benefits	060	7,921.04	84,144.00			11,891.12		80,173.92
Total		38,556.14	343,313.00		0.00	47,381.67	0.00	334,487.47

General Court Info. Systems:

	4654							
Personal srvs. - nonclassi	016	17,250.75	360,226.00			53,109.04		324,367.71
Current expenses	020	14,119.58	39,200.00			5,402.36		47,917.22
Equipment New/Replacement	030	750.00	750.00					1,500.00
Technology - Hardware	037	28,574.73	50,700.00					79,274.73
Technology - Software	038	44,453.93	109,072.00			4,257.98	375.46	148,892.49
Telecommunications	039	1,173.26	2,500.00			182.50		3,490.76
Personal srvs. - temp/app	050	3,640.00	8,640.00					12,280.00
Benefits	060	32,867.12	194,900.00			26,950.78		200,816.34
Employee training	066	2,500.00	2,500.00					5,000.00
Total		145,329.37	768,488.00		0.00	89,902.66	375.46	823,539.25

Legislative Branch - continued:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Protective Services:	1164							
Personal srvs. - nonclassi	016	13,459.54	435,152.00			87,756.28		360,855.26
Current expenses	020	2,598.35	5,000.00			1.82		7,596.53
Equipment New/Replacement	030	3,250.39	2,500.00					5,750.39
Telecommunications	039	525.50	2,200.00			254.25		2,471.25
Personal srvs. - temp/app	050	1.00	1.00					2.00
Benefits	060	14,473.89	230,136.00			35,793.90		208,815.99
Total		34,308.67	674,989.00		0.00	123,806.25	0.00	585,491.42
Health Services:	1165							
Current expenses	020	953.57	1,600.00			391.70		2,161.87
Equipment New/Replacement	030	187.42	300.00					487.42
Telecommunications	039	106.45	350.00			40.40		416.05
Personal srvs. - temp/app	050	10,118.71	43,650.00			5,252.04		48,516.67
Benefits	060	5,042.15	3,339.00			401.79		7,979.36
Employee training	066	291.00	400.00					691.00
Total		16,699.30	49,639.00		0.00	6,085.93	0.00	60,252.37
Legislative Services:	1270							
Personal srvs. - nonclassi	016	9,450.90	1,769,532.00			264,020.74		1,514,962.16
Current expenses	020	4,346.24	19,000.00			1,026.86		22,319.38
Rents-Leases other than State	022	625.96	5,500.00			812.34		5,313.62
Equipment New/Replacement	030	2,625.00	3,000.00					5,625.00
Telecommunications	039	395.34	6,500.00			1,012.80		5,882.54
Personal srvs. - temp/app	050	10,798.69	26,472.00			5,418.67		31,852.02
Benefits	060	32,798.93	761,095.00			109,053.56		684,840.37
Employee training	066	1,322.00	1,500.00					2,822.00
Out of state Travel	080	6,283.34	10,000.00			3,859.50		12,423.84
Printing and binding	290	993.18	8,000.00			1,329.34		7,663.84
Total		69,639.58	2,610,599.00		0.00	386,533.81	0.00	2,293,704.77
Less estimated revenue	009/2045	409.68	-750.00	222.00		©		-118.32
Total		70,049.26	2,609,849.00	222.00	©	0.00	0.00	2,293,586.45

Legislative Branch - continued:

		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Budget Division:	1221							
Personal srvs. - nonclassi	016	219,510.78	892,545.00			113,736.42		998,319.36
Current expenses	020	5,957.68	10,000.00			323.29		15,634.39
Rents-Leases other than State	022	83.00	6,000.00			595.75		5,487.25
Organizational Dues	026	25.00	1,050.00					1,075.00
Equipment	030	9,446.00	2,500.00			395.00		11,551.00
Telecommunications	039	289.39	3,300.00			488.12		3,101.27
Consultants	046	13,690.60	15,000.00			1,352.75		27,337.85
Personal srvs. - temp/app	050	25,000.00	65,000.00					90,000.00
Benefits	060	171,677.41	384,217.00			48,141.03		507,753.38
Employee training	066	3,343.85	13,500.00			754.77		16,089.08
In state travel	070	380.00	500.00					880.00
Out of state travel	080	2,000.00	2,000.00					4,000.00
Total		451,403.71	1,395,612.00		0.00	165,787.13	0.00	1,681,228.58

Legislative Budget Assistant:

Audit Division:	1222							
Personal srvs. - nonclassi	016	11,234.14	2,167,809.00			385,501.25		1,793,541.89
Current expenses	020	4,417.27	12,860.00			2,118.12		15,159.15
Rents-Leases other than State	022	2,476.00	100,000.00			97,524.00		4,952.00
Equipment	030	18,424.00	20,000.00					38,424.00
Telecommunications	039	864.28	2,500.00			271.20		3,093.08
Consultants	046	248,035.00	570,000.00			110,500.00		707,535.00
Personal srvs. - temp/app	050	8,500.00	10,000.00					18,500.00
Benefits	060	170,067.13	971,395.00			133,422.35		1,008,039.78
Employee training	066	874.05	25,000.00			1,353.20		24,520.85
In state travel	070	5,255.74	7,500.00			61.02		12,694.72
Out of state travel	080	140.22	100.00					240.22
Total		470,287.83	3,887,164.00	0.00	0.00	730,751.14	0.00	3,626,700.69
Less estimated revenue	006/1251	382,111.00	-664,519.00	0.00	0.00 (D)			-282,408.00
Total		852,398.83	3,222,645.00	0.00	0.00	730,751.14	0.00	3,344,292.69

Total		3,917,584.11	17,382,576.00	5,722.76	0.00	2,626,240.25	1,275.46	18,678,367.16
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- (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



FIS 16 132

STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION OF ECONOMIC DEVELOPMENT
172 Pembroke Road Concord, New Hampshire 03301

603-271-2591
www.nheconomy.com

August 8, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House, Room 102
107 North Main Street
Concord, New Hampshire 03301

INFORMATIONAL ITEM

Pursuant to RSA 162-N:9 the following is a report detailing activity for the Economic Revitalization Zones (ERZ) Tax Credit Program, as administered by the Department of Resources and Economic Development, for calendar year 2015.

Several new ERZs were applied for and received designation. A list of all ERZs in the state is attached.

- In 2015, a total of 21 new ERZs in 6 different communities were established. These include Barrington (7), Durham (2), Merrimack (1), Milton (1), Northwood (4) and Windham (6).
- The ERZ Tax Credit was actively utilized in 2015. Much of the interest is the result of promotional efforts of department staff and effective marketing on the part of the communities with ERZs. For 2015, 29 companies were approved for tax credits totaling \$825,000.00, of which \$583,781 could be used against 2015 business taxes. This is based on investments approximating \$75,784,285 which amounts to \$91.86 for every \$1.00 of tax credits awarded. The projects resulted in the creation of 552 jobs, with \$1,495 in tax credits awarded for every job.
- The 29 applicants requested a total of \$1,435,126 in tax credits. According to statute, \$825,000 is available for disbursement, thus applicants received a proportional share of the available amount (57.5%) for each award. Of the 29 applicants, two requested the maximum credit of \$240,000.
- In calendar year 2016, through July 1st, a total of 8 new ERZs were established in 3 communities: Antrim (1), Claremont (1), Hampton (4), Hudson (1) and Merrimack (1).

Sincerely,

Jeffrey J. Rose
Commissioner



Approved New Hampshire Economic Revitalization (ERZ) Zones NH Division of Economic Development

Revised 7/24/2016 64 Towns, 184 Zones

Allenstown

Contact: 603-485-4276

- 1) Suncook Economic Revitalization Zone (approved 4/11) (renewed 5/16)

Amherst

Contact: 603-673-6041

- 1) Route 101 ERZ (approved 9/12)
- 2) Route 101A ERZ (approved 9/12)
- 3) The Meeting Place ERZ (approved 9/12)
- 4) LaBelle Winery ERZ (approved 9/12)

Antrim

Contact: 603-588-6785

- 1) Antrim Mills Development, Map 1A Lot 170-1, Main Street & High Street (approved 2/06) (renewed 3/16)
- 2) 128 Concord Street (approved 9/14)
- 3) North Branch Area (approved 5/16)

Auburn

Contact: 603-483-5052

- 1) Wellington Business Park (approved 9/09) (renewed 3/16)

Barnstead

Contact: 603-269-4017

- 1) 72 South Barnstead Road (approved 5/11) (renewed 4/16)
- 2) Suncook River Realty Trust LLC, located at 27 Depot Street (approved 5/11) (renewed 4/16)

Barrington

Contact: 603-664-0195

- 1) Route 9 East and Route 125 South (approved 6/15)
- 2) Route 9 West and Route 125 North (approved 6/15)
- 3) Route 9 West and Route 125 South (approved 6/15)
- 4) Route 125 North and Tolend Road (approved 6/15)
- 5) Route 125 South and Pierce Road (approved 6/15)
- 6) Route 4 West (approved 6/15)
- 7) Redemption Road (approved 6/15)

Bedford

Contact: 603-472-5242

- 1) South River ERZ (approved 6/13)
- 2) Route 114 ERZ (approved 6/13)
- 3) Route 101 East ERZ (approved 6/13)
- 4) Route 101 Central ERZ (approved 6/13)
- 5) Route 101 West ERZ (approved 6/13)

Berlin

Contact: 603-752-7532

- 1) East Milan Road Sites: Maynesboro Industrial Park (approved 12/04) (renewed 3/16)
- 2) East Milan Road Sites: Potential land for industrial park expansion (approved 12/04) (renewed 3/16)

- 3) Downtown Berlin (approved 12/04) (renewed 3/16)
- 4) Route 110 Sites of the former Bass Show Building and adjacent properties (approved 12/04) (renewed 3/16)

Bow

Contact: 603-228-1187

- 1) Dow Road Limited Industrial Area (approved 3/12)
- 2) Bow Business Zone (approved 6/12)
- 3) South Street Area (approved 4/13)

Bristol

Contact: 603-744-3354

- 1) Town of Bristol ERZ 1 (approved 9/12)
- 2) Town of Bristol ERZ 2 (approved 9/12)

Chesterfield

Contact: 603-363-4624

- 1) Chesterfield Industrial Park (approved 4/10) (renewed 3/16)

Claremont

Contact: 603-542-7002

- 1) The Syd Clarke, Ashley Landing, and Riverbend Industrial Parks, and the River Road Tax Incremental Finance District (approved 6/05) (renewed 3/16)
- 2) Downtown TIF/ER Zone (approved 6/05) (renewed 3/16)
- 3) Claremont Airport (approved 7/09) (renewed 3/16)
- 4) Sugar River (approved 7/09) (renewed 3/16)
- 5) Maple Avenue (approved 2/16)

Colebrook

Contact: 603-237-4142

- 1) The Colebrook Business District (approved 3/05) (renewed 3/16)

Concord

Contact: 603-225-8595

- 1) Penacook Tax Increment Finance District (approved 8/11) (renewed 3/16)
- 2) Whitney Road Corridor (approved 2/13)

Conway

Contact: 603-447-3811

- 1) Technology Village (approved 7/10) (renewed 3/16)

Derry

Contact: 603-432-6100

- 1) Zone D – Downtown Area (approved 8/10) (renewed & expansion 5/16)
- 2) ERZ Area E, Route 28/Manchester Road (approved 8/10) (renewed 5/16)

Dover

Contact: 603-516-6008

- 1) Central Business District (approved 6/09) (renewed 3/16)
- 2) Industrial Park (approved 6/09) (renewed 3/16)
- 3) Locust Street (approved 6/09) (renewed 3/16)
- 4) Mast Road Site (approved 12/10) (renewed 3/16)
- 5) Sixth Street Site (approved 12/10) (renewed 3/16)

Durham

Contact: 603-868-5571

- 1) Durham Downtown Economic Revitalization Zone (approved 5/10) (renewed 3/16)
- 2) Technology Drive ERZ (approved 8/15)
- 3) Durham Business Park ERZ (approved 8/15)

Exeter

Contact: 603-778-0591

- 1) Epping Road Corridor (approved 2/12)

Farmington

Contact: 603-755-2774

- 1) 56 Davidson Rd., the former Collins Aikman site (approved 1/10) (renewed 3/16)
- 2) Sarah Greenfield Industrial Park (approved 1/13)
- 3) Main St. from Elm St. to Blouin St.; Central St. from Main St. to Lilac St. (approved 1/13)

Franklin

Contact: 603-934-3900

- 1) Franklin Industrial Park (Off of South Main Street) (approved 6/09) (renewed 3/16)

Gilford

Contact: 603-527-4700

- 1) State Route 11-A at 3 and 6 Sawmill Road (approved 2/06) (renewed 3/16)
- 2) Lakes business Park, Phase 2 (approved 7/11) (renewed 3/16)

Goffstown

Contact: 603-497-8990

- 1) Gentle Slopes Industrial Park (approved 4/10) (renewed 5/16)
- 2) Tatro Drive Industrial Park (approved 4/10) (renewed 5/16)
- 3) Pond View Industrial Park (approved 4/10) (renewed 5/16)
- 4) Benchmark Site (approved 4/10) (renewed 5/16)

Gorham

Contact: 603-466-3322

- 1) Glen Road Industrial Park (approved 4/08)
- 2) Lancaster Rd/B-G Rd/Fraser Papers District (approved 4/08)

Greenland

Contact: 603-431-7111

- 1) Route 33 Area (approved 1/14)

Hampton

Contact: 603-926-6766

- 1) Tide Mill Road Industrial Park (approved 3/16)
- 2) Liberty Lane ERZ (approved 6/16)
- 3) Merrill Industrial ERZ (approved 6/16)
- 4) Car Barn ERZ (approved 6/16)

Haverhill

Contact: 603787-6800

- 1) North Haverhill Water & Light District (approved 12/04) (renewed 3/16)
- 2) Woodsville Fire District (approved 12/04) (renewed 3/16)

Henniker

Contact: 603428-3221

- 1) Heavy Commercial Zone –CH, Old Concord Road (approved 7/12)

Hinsdale

Contact: 603-336-5710

- 1) Roadside Commercial District (approved 8/06) (renewed 3/16)
- 2) Commercial/Industrial District and Business District (approved 8/06) (renewed 3/16)

Hooksett*Contact: 603-485-8471*

- 1) Former Chinese Food Restaurant (approved 12/09) (renewed 7/16)
- 2) The Valley Industrial Park (approved 12/09) (renewed 7/16)
- 3) Exit 11 – W. River Rd., Hackett Hill Rd., and Cate Rd. (approved 12/09) (renewed 7/16)
- 4) Exit 10 – W. River Rd., Technology Dr., and Kimball Dr. (approved 12/09) (renewed 7/16)
- 5) Londonderry Turnpike – Londonderry Tpke., Eastpoint Dr., and Sutton Circle (approved 12/09) (renewed 7/16)

Hudson*Contact: 603-886-6024*

- 1) Clement Road Industrial Park (approved 11/08) (renewed 3/16)
- 2) Sagamore Industrial Park (approved 11/08) (renewed 3/16)
- 3) 267 Lowell Road (approved 4/13)
- 4) BAE Systems, 65 River Road (approved 3/16)

Jaffrey*Contact: 603-532-7880*

- 1) Drumlin Industrial Park – Airport – Millipore (approved 6/06 & 12/04) (renewed 3/16)
- 2) Stone Arch Bridge Industrial Park (approved 12/04) (renewed 3/16)
- 3) 39 Webster St. (approved 12/04) (renewed 3/16)
- 4) Elite Laundry Site, 4 Laundry Rd. (approved 8/13)

Keene*Contact: 603-357-9804*

- 1) Black Brook Corporate Park (approved 11/06) (renewed 3/16)
- 2) Black Brook North Park and other adjacent properties (approved 11/06) (renewed 3/16)

Laconia*Contact: 603-527-1270*

- 1) Lakes Business Park (approved 8/11) (renewed 3/16)
- 2) O'Shea Industrial Park (approved 11/11) (renewed 3/16)
- 3) Downtown District (approved 5/12)

Lancaster*Contact: 603-788-3391*

- 1) Bridge Street (approved 12/14)
- 2) Central Business District (approved 12/14)
- 3) North Main Street (approved 12/14)

Lincoln*Contact: 603-745-8527*

- 1) Industrial Park/Route 3 Corridor (approved 2/12)

Londonderry*Contact: 603-432-1100*

- 1) Pettengill Road (approved 7/09) (renewed 7/16)
- 2) Route 28/Jack Bridge/Page Road (approved 7/12)
- 3) Pettengill Road Expanded Area (approved 12/13)

Manchester*Contact: 603-624-6505*

- 1) Census Tracts 6, 14, 19, 25 & 26 (approved 12/04) (renewed 3/16)
- 2) Census Tracts 4 & 5 (approved 3/05) (renewed 3/16)
- 3) Census Tracts 2.01, 2.02, 3, 13, 15, 16, 17, 18, 20 & 21 (approved 3/09) (renewed 3/16)
- 4) East Industrial Park Drive Area (approved 11/14)
- 5) Sundial Avenue (approved 11/14)

Merrimack*Contact: 603-424-2331*

- 1) 6, 8, 10-21 Continental Boulevard (approved 12/10) (renewed 3/16)
- 2) Southern D.W. Highway Corridor (approved 4/16)
- 3) 526 & 534 DW Highway and 6 William Street (approved 5/12)
- 4) 360 DW Highway (approved 5/12)
- 5) Space Optics Research Labs (15 Caron St.) (approved 8/15)

Milford*Contact: 603-249-0620*

- 1) Economic Revitalization Zone (approved 10/11)
- 2) Powers Street Economic Revitalization Zone (approved 12/11)

Milton*Contact: 603-652-4501*

- 1) Former Ray's Marine site and downtown area sites (approved 3/15)

Nashua*Contact: 603-589-3098*

- 1) Census Tracts 105, 106, 107 & 108 (approved 10/06) (renewed 3/16)
- 2) Westwood Industrial Park, Tax lots H-575, H-576, H-633, H-634 & H-645 (approved 12/07) (renewed 3/16)
- 3) Spit Brook Rd. (approved 10/09) (renewed 3/16) (expansion, 5/16)
- 4) Southwood-Trafalgar (approved 10/09) (renewed 3/16)
- 5) Northeastern Boulevard (approved 7/10) (renewed 3/16)
- 6) Amherst Street (approved 7/10) (renewed 3/16)
- 7) Perimeter Road (approved 7/11) (renewed 3/16)
- 8) Southwood-Trafalgar, Tax Lots G-19, G-591, G-596 & G-597 (approved 2/13)

Newport*Contact: 603-863-6278*

- 1) North Main Street United Construction Site (approved 2/11) (renewed 3/16)
- 2) Bald Mountain TIF District (approved 2/11) (renewed 3/16)
- 3) Newport Mills (approved 2/11) (renewed 3/16)
- 4) Arlington Sample Brook Property (approved 3/11) (renewed (3/16)

New Boston*Contact: 603-487-2500*

- 1) Chestnut Hill Road, Map 15 Lot 32-5 (approved 12/14)

Newton*Contact: 603-382-4405*

- 1) Puzzle Lane Industrial Park (approved 12/09) (renewed 3/16)

Northfield*Contact: 603-286-7039*

- 1) Exit 19/Freudenberg (approved 6/13)

- 2) Route 140 (approved 6/13)
- 3) Scribner Road ERZ (approved 6/13)

Northwood

Contact: 603-942-5586

- 1) Northwood Central ERZ (approved 11/15)
- 2) South Narrows ERZ (approved 11/15)
- 3) Narrows ERZ (approved 11/15)
- 4) East End Business District ERZ (approved 11/15)

Northumberland

Contact: 603-636-1450

- 1) Commercial – Map U-01, U-02, U-03, U-07, R-03, R-05, R-06, R-08, R-18 (approved 3/06) (renewed 3/16)
- 2) Light Industrial – Map R-03, R-04, R-15, R-17 (approved 3/06) (renewed 3/16)
- 3) Heavy Industrial – Map U-02, U-05 (approved 3/06) (renewed 3/16)

Ossipee

Contact: 603-539-4181

- 1) Route 16 Ossipee Corridor (approved 10/13)
- 2) Center Ossipee Village (approved 10/13)

Peterborough

Contact: 603-924-8000

- 1) North Route 202 Business/Industrial District (approved 4/09) (renewed 5/16)
- 2) South Route 202 Business/Industrial District (approved 4/09) (renewed 5/16)

Pittsfield

Contact: 603-435-6773

- 1) Downtown Pittsfield (approved 9/09) (renewed 5/16)
- 2) Route 107 Corridor (approved 5/10) (renewed 5/16)

Plaistow

Contact: 603-382-5200

- 1) Town of Plaistow Economic Revitalization Zone (approved 9/09)

Portsmouth

Contact: 603-610-7220

- 1) High Liner Avenue (approved 9/09) (renewed 5/16)
- 2) Pease Tradeport (approved 10/09) (renewed 5/16)
- 3) Commerce Way Business Park (approved 7/10) (renewed 5/16)
- 4) Heritage-Constitution Industrial Park (approved 7/12)

Raymond

Contact: 603-895-4735

- 1) Exit 4 (approved 3/11) (renewed 3/16)
- 2) Exit 5 (approved 3/11) (renewed 3/16)
- 3) Southern Area of Old Southside Road (approved 3/11) (renewed 3/16)
- 4) Northern Area of Old Southside Road (approved 3/11) (renewed 3/16)
- 5) Chester Road (approved 3/11) (renewed 3/16)

Rochester

Contact: 603-335-7522

- 1) Granite State Business Park, Airport Dr. (approved 10/08) (renewed 4/16)
- 2) Granite Ridge Development District (approved 10/12)
- 3) Cochecho Revitalization Zone (approved 2/13)

- 4) Milton Road ERZ (approved 9/13)
- 5) Downtown Revitalization Zone (approved 4/14)
- 6) Gonic Mill Revitalization Zone (approved 4/14)

Salem

Contact: 603-890-2007

- 1) Former Cisco/Celestica Plant, 9 Northeastern Boulevard (approved 11/10) (renewed 3/16)
- 2) Depot Intersection Redevelopment Northwest, Tuscan Village (approved 5/11) (renewed 3/16)
- 3) Keewaydin Drive Extension (approved 5/11) (renewed 3/16)
- 4) West Side I-93 Exit 2 (approved 6/13)

Seabrook

Contact: 603-474-3311

- 1) Commercial Zone 2 – East (approved 1/13)
- 2) Commercial Zone 2 – West (approved 1/13)
- 3) Commercial Zone 3 – East (approved 1/13)
- 4) Commercial Zone 3 – West (approved 1/13)

Somersworth

Contact: 603-692-9502

- 1) Business and Historical Mill District (approved 5/09) (renewed 5/16)
- 2) Route 108 Transportation Corridor (approved 5/09) (renewed 5/16)

Stratham

Contact: 603-772-7391

- 1) Stratham Flexible/Mixed Use Development District (approved 12/14)
- 2) Stratham Industrial Zoning District (approved 12/14)

Swanzey

Contact: 603-352-7411

- 1) Swanzey Revenue Development District/Economic Revitalization Zone (SRDD/ERZ) (approved 2/10) (renewed 3/16)
- 2) Homestead Woolen Mills District/Economic Revitalization Zone (HWMD/ERZ) (approved 2/10) (renewed 3/16)

Walpole

Contact: 603-756-3672

- 1) Industrial Park Road Zone (approved 12/09) (renewed 5/16)
- 2) Meadows Along Main Commercial/Industrial Zone (approved 12/09) (renewed 5/16)
- 3) Whitcomb-Lane Construction Zone (approved 12/09) (renewed 5/16)
- 4) Walpole Downtown Commercial Zone (approved 12/09) (renewed 5/16)

Winchester

Contact: 603-239-4951

- 1) AC Lawrence Leather Tannery (approved 2/06) (renewed 3/16)

Windham

Contact: 603-432-3806

- 1) Rt. 111/Rt. 111A ERZ (approved 8/15)
- 2) Wall Street/Rt. 111 ERZ (approved 8/15)
- 3) Range Road ERZ (approved 8/15)
- 4) Village Center ERZ (approved 11/15)

- 5) Village Center North ERZ (approved 11/15)
- 6) Village Center South ERZ (approved 11/15)

Wolfeboro

Contact: 603-569-8161

- 1) Wolfeboro Business Park (approved 9/12)
- 2) ERZ #2 – Center Street (Route 28) Lehner Street & Pine Street (approved 6/13)



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

July 19, 2016

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

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

The Honorable Shawn Jasper, Speaker
New Hampshire House of Representatives
State House – Room 311
Concord, New Hampshire 03301

The Honorable Chuck Morse, President
New Hampshire Senate
State House – Room 302
Concord, New Hampshire 03301

The Honorable Chris Christensen, Chairman
Resources, Recreation and Development
Legislative Office Building – Room 305
Concord, New Hampshire 03301

The Honorable Jeb Bradley, Chairman
Energy and Natural Resources
State House – Room 100
Concord, New Hampshire 03301

INFORMATIONAL ITEM

In accordance with RSA 215-A:3, II-b, RSA 12-A:28, RSA 216-A:3-m, II, and Chapter 276:27, Laws of 2015, the Department of Resources and Economic Development (Department) reports the following transfers of funds for the quarter ending June 30, 2016.

• Account Titled “Trails Administration”

From: 03-35-35-351510-34140000-060	Benefits	\$ 857
To: 03-35-35-351510-34140000-010	Personal Services - Permanent	\$ 857

• Account Titled “Trails Acquisition”

From: 03-35-35-351510-35620000-033	Land Acquisition and Easements	\$100,000
To: 03-35-35-351510-35620000-020	Current Expenses	\$ 57,000
03-35-35-351510-35620000-022	Rents-Leases Other Than State	\$ 13,000
03-35-35-351510-35620000-030	Equipment New/Replacement	<u>\$ 30,000</u>
	Total:	<u>\$100,000</u>

• Account Titled “Parks Administration”

From: 03-35-35-351510-37010000-020	Current Expenses	\$ 300
03-35-35-351510-37010000-026	Organizational Dues	\$ 1,000
03-35-35-351510-37010000-030	Equipment New/Replacement	\$ 1,000
03-35-35-351510-37010000-049	Transfers to Other State Agencies	\$ 800
03-35-35-351510-37010000-057	Books Periodicals Subscriptions	<u>\$ 240</u>
	Total:	<u>\$ 3,340</u>

To:	03-35-35-351510-37010000-066	Employee Training	\$ 3,340
• Account Titled " <u>Cannon Mountain</u> "			
From:	03-35-35-351510-37030000-019	Holiday Pay	\$ 7,000
	03-35-35-351510-37030000-022	Rents-Leases Other Than State	\$ 80,000
	03-35-35-351510-37030000-024	Maintenance Other Than B&G	\$ 50,000
	03-35-35-351510-37030000-030	Equipment New/Replacement	\$ 40,000
	03-35-35-351510-37030000-103	Contracts for Op Services	\$ 2,500
		Total:	\$179,500
To:	03-35-35-351510-37030000-018	Overtime	\$ 9,500
	03-35-35-351510-37030000-039	Telecommunications	\$ 25,000
	03-35-35-351510-37030000-059	Temp Full Time	\$ 55,000
	03-35-35-351510-37030000-060	Benefits	\$ 75,000
	03-35-35-351510-37030000-103	Contracts for Program Services	\$ 15,000
		Total:	\$179,500
• Account Titled " <u>Ski School/Concession - Cannon</u> "			
From:	03-35-35-351510-37040000-020	Current Expenses	\$ 85,000
To:	03-35-35-351510-37040000-018	Overtime	\$ 1,500
	03-35-35-351510-37040000-106	Goods for Resale	\$ 83,500
		Total:	\$ 85,000
• Account Titled " <u>Service Parks</u> "			
From:	03-35-35-351510-37200000-010	Personal Services - Permanent	\$140,800
	03-35-35-351510-37200000-020	Current Expenses	\$ 275
	03-35-35-351510-37200000-037	Technology - Hardware	\$ 4,000
	03-35-35-351510-37200000-038	Technology – Software	\$ 2,000
		Total:	\$147,075
To:	03-35-35-351510-37200000-018	Overtime	\$ 800
	03-35-35-351510-37200000-020	Current Expenses	\$ 54,600
	03-35-35-351510-37200000-024	Maintenance Other Than B&G	\$ 1,000
	03-35-35-351510-37200000-026	Organizational Dues	\$ 675
	03-35-35-351510-37200000-030	Equipment New/Replacement	\$ 90,000
		Total:	\$147,075
• Account Titled " <u>Mt. Washington Commission</u> "			
From:	03-35-35-351510-37420000-022	Rents-Leases Other Than State	\$ 10,000
	03-35-35-351510-37420000-023	Heat Electricity Water	\$ 25,000
	03-35-35-351510-37420000-050	Personal Services – Temporary	\$ 70,000
	03-35-35-351515-37420000-059	Temp Full Time	\$ 41,000
		Total:	\$146,000
To:	03-35-35-351510-37420000-020	Current Expenses	\$ 10,000
	03-35-35-351510-37420000-039	Telecommunications	\$ 1,100
	03-35-35-351510-37420000-047	Own Forces Maintenance B&G	\$ 20,000
	03-35-35-351510-37420000-048	Contractual Maintenance B&G	\$ 3,500
	03-35-35-351510-37420000-059	Temp Full Time	\$ 26,000
	03-35-35-351510-37420000-106	Goods for Resale	\$ 85,400
		Total:	\$146,000
• Account Titled " <u>Hampton Meters</u> "			
From:	03-35-35-351510-73000000-020	Current Expenses	\$ 4,000

To: 03-35-35-351510-73000000-060 Benefits \$ 4,000

• Account Titled “Highway Welcome Centers”

From: 03-35-35-352015-59190000-010	Personal Services – Permanent	\$ 27,800
03-35-35-352015-59190000-018	Overtime	\$ 3,000
03-35-35-352015-59190000-020	Current Expenses	\$ 52,100
03-35-35-352015-59190000-022	Rents-Leases Other Than State	\$ 5,300
03-35-35-352015-59190000-023	Heat Electricity Water	\$ 24,900
03-35-35-352015-59190000-024	Maintenance Other Than B&G	\$ 185
03-35-35-352015-59190000-029	Intra-Agency Transfers	\$ 10,000
03-35-35-352015-59190000-030	Equipment New/Replacement	\$ 4,187
03-35-35-352015-59190000-039	Telecommunications	\$ 1,100
03-35-35-352015-59190000-047	Own Forces Maintenance B&G	\$ 1,292
03-35-35-352015-59190000-050	Personal Services – Temporary	\$ 7,600
03-35-35-352015-59190000-060	Benefits	\$ 17,000
03-35-35-352015-59190000-070	In-State Travel Reimbursement	\$ 1,500
03-35-35-352015-59190000-080	Out-of-State Travel Reimbursement	\$ 250
	Total:	\$156,214

To: 03-35-35-352015-59190000-018	Overtime	\$ 3
03-35-35-352015-59190000-019	Holiday	\$ 1,000
03-35-35-352015-59190000-022	Rents-Leases Other Than State	\$ 20,000
03-35-35-352015-59190000-029	Intro-Agency Transfers	\$ 1,292
03-35-35-352015-59190000-047	Own Forces Maintenance B&G	\$ 39,100
03-35-35-352015-59190000-048	Contractual Maintenance B&G	\$ 91,319
03-35-35-352015-59190000-070	In-State Travel Reimbursement	\$ 3,500
	Total:	\$156,214

• Account Titled “Turnpike Welcome Centers”

From: 03-35-35-352017-18720000-023	Heat Electricity Water	\$ 10,000
To: 03-35-35-352017-18720000-039	Telecommunications	\$ 1,000
03-35-35-352017-18720000-048	Contractual Maintenance B&G	\$ 9,000
	Total:	\$ 10,000

EXPLANATION

RSA 215-A:3, II-b, authorizes the Commissioner of the Department to transfer funds among the appropriations for the Bureau of Trails and to report such transfers on a quarterly basis to the Fiscal Committee of the General Court, the Governor and Executive Council, the Speaker of the House and Senate President, and the chairpersons of the Resources, Recreation and Development and the Energy and Natural Resources committees. The transfers reported above for the accounts titled “Trails Administration” and “Trails Acquisition” were necessary to adequately cover 4th quarter expenditures.

RSA 12-A:28, authorizes the Commissioner of the Department to transfer funds within and among the appropriations for the operation of Cannon Mountain and to report such transfers annually 60 days after the close of each fiscal year to the Fiscal Committee of the General Court and the Governor and Executive Council. Note: The Department reports quarterly on Cannon’s fund transfers to maintain consistency with its other transfer reporting. The transfers reported above for the accounts titled “Cannon Mountain” and “Ski School/Concession - Cannon” were necessary to adequately cover 4th quarter expenditures.

RSA 216-A:3-m, II, authorizes the Commissioner of the Department to transfer funds among the appropriations for the Division of Parks and Recreation and to report such transfers on a quarterly basis to the Fiscal Committee of the General Court, the Governor and Executive Council, the Speaker of the House and Senate President, and

the chairpersons of the Resources, Recreation and Development and the Energy and Natural Resources committees. The transfers reported above for the accounts titled "Parks Administration," "Service Parks," "Mt. Washington Commission" and "Hampton Meters" were necessary to adequately cover 4th quarter expenditures.


Chapter 276:27, Laws of 2015, authorizes the Commissioner of the Department to transfer funds among the appropriations for the Division of Travel and Tourism Development's Welcome Information Centers and to report such transfers on a quarterly basis to the Fiscal Committee of the General Court. The transfers reported above in accounts titled "Highway Welcome Centers" and "Turnpike Welcome Centers" were necessary in order to adequately cover 4th quarter expenditures.

Respectfully submitted,




Philip A. Bryce
Director – Parks and Recreation

Respectfully submitted,



Victoria Cimino
Director – Travel and Tourism Development

Concurred,



Jeffrey J. Rose
Commissioner

PAB/VC/JJR:lml

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

FIS 16 135

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

August 9, 2016

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

Her Excellency Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

INFORMATIONAL ITEM

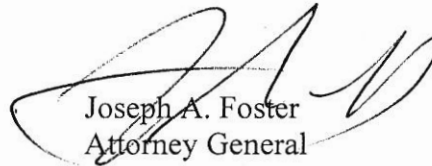
Pursuant to RSA 318-B:17-c, II, the Department of Justice respectfully submits a report on the grants provided by the Drug Forfeiture Fund. This fund consists of both judicial and administrative forfeitures of money and property seized in drug-related activity.

In accordance with RSA 318-B:17-b, after deductions, 10% of the money is forwarded to the Division of Drug and Alcohol Prevention and Recovery, 45% is returned to the agency responsible for the seizure, and the balance is deposited into the Drug Forfeiture Fund. Grants are then made from this fund to agencies for drug use prevention and enforcement purposes. Fiscal Year 2016 activity for this account is summarized as follows and detailed in the attached report:

FY16 Beginning Balance	FY16 Revenue Received	FY16 Expense 030 Equipment	FY16 Expense 068 Remuneration	FY16 Ending Balance
\$510,350	\$277,280	(\$53,389)	(\$114,053)	\$620,188

In accordance with our statutory responsibilities, we respectfully submit this annual report on the Drug Forfeiture Fund. Please let me know if you have any questions regarding this informational item.

Respectfully submitted,



Joseph A. Foster
Attorney General

Enc.

#1475149

Appendix A

Department of Justice Disbursement of Drug Forfeitures Fiscal Year 2016

DTR DATE	Seizing Agency(s)	Purpose	Total Revenue	Paid For Returns/ Buy\$/Other	Always 45%	Always 10%	Remaining 45% Shared	
					Forfeiture Fund	Paid to DHHS	DTF Share/ Restitution	Paid To Local PD
07/13/15	DTF	Restitution	\$ 852.31				852.31	
07/20/15	Strafford County DTF	Forfeiture	\$ 2,935.00		\$ 1,320.75	\$ 293.50		\$ 1,320.75
07/24/15	Manchester PD	Forfeiture	\$ 5,590.00		\$ 2,515.50	\$ 559.00		\$ 2,515.50
07/27/15	DTF	Restitution	\$ 838.65				\$ 838.65	
08/10/15	Lebanon PD	Forfeiture	\$ 1,580.00		\$ 711.00	\$ 158.00		\$ 711.00
08/13/15	NH State Police	Forfeiture	\$ 1,270.00		\$ 571.50	\$ 127.00		\$ 571.50
08/14/15	Berlin PD	Forfeiture	\$ 5,230.00		\$ 2,353.50	\$ 523.00		\$ 2,353.50
08/18/15	DTF	Restitution	\$ 846.08				\$ 846.08	
08/18/15	Strafford County DTF	Forfeiture	\$ 1,195.00		\$ 537.75	\$ 119.50		\$ 537.75
08/21/15	Laconia PD	Forfeiture	\$ 9,940.00		\$ 4,473.00	\$ 994.00		\$ 4,473.00
08/24/15	DTF	Restitution	\$ 126.00				\$ 126.00	
08/25/15	DTF	Restitution	\$ 1,272.96				\$ 1,272.96	
09/02/15	Nashua PD	Forfeiture	\$ 8,000.00		\$ 3,600.00	\$ 800.00		\$ 3,600.00
09/04/15	DTF	Restitution	\$ 328.00				\$ 328.00	
09/15/15	DTF	Restitution	\$ 34.20				\$ 34.20	
09/15/15	DTF	Restitution	\$ 113.95				\$ 113.95	
09/15/15	DTF	Restitution	\$ 187.47				\$ 187.47	
09/15/15	DTF	Forfeiture	\$ 210.00				\$ 210.00	
09/15/15	Pelham PD & NH State Police	Forfeiture	\$ 9,850.00		\$ 4,432.50	\$ 985.00		\$ 4,432.50
09/21/15	DTF	Restitution	\$ 962.05				\$ 962.05	
09/22/15	DTF	Buy\$	\$ 60.00	\$ 60.00				
09/28/15	DTF	Restitution	\$ 1,016.05				\$ 1,016.05	
10/07/15	Laconia PD	Forfeiture	\$ 2,722.00		\$ 1,224.90	\$ 272.20		\$ 1,224.90
10/13/15	DTF	Restitution	\$ 523.16				\$ 523.16	
10/22/15	NH State Police	Forfeiture	\$ 19,195.00		\$ 8,637.75	\$ 1,919.50		\$ 8,637.75
10/23/15	Manchester PD	Forfeiture	\$ 1,696.00		\$ 763.20	\$ 169.60		\$ 763.20
10/26/15	Belmont PD	Forfeiture	\$ 2,130.00		\$ 958.50	\$ 213.00		\$ 958.50
10/27/15	DTF	Restitution	\$ 794.75				\$ 794.75	
11/02/15	Strafford Cty DTF	Forfeiture	\$ 3,425.00		\$ 1,541.25	\$ 342.50		\$ 1,541.25
11/04/15	DTF	Forfeiture	\$ 2,629.00		\$ 1,183.05	\$ 262.90		\$ 1,183.05
11/10/15	DTF	Restitution	\$ 677.66				\$ 677.66	
11/12/15	Plaistow PD	Forfeiture	\$ 1,000.00		\$ 450.00	\$ 100.00		\$ 450.00
11/13/15	Vehicle Safety Accessories	DTF/RDTF		\$ 594.98				
11/20/15	Restitution	Restitution	\$ 398.02				\$ 398.02	
11/20/15	Restitution	Restitution	\$ 34.19				\$ 34.19	
11/25/15	Belknap Cty Sheriff	Forfeiture	\$ 2,006.00		\$ 902.70	\$ 200.60		\$ 902.70
12/1/15	Bow PD	Forfeiture	\$ 3,305.00	\$ 600.00	\$ 1,217.25	\$ 270.50		\$ 1,217.25
12/11/15	DTF	Restitution	\$ 64.42				\$ 64.42	
12/11/15	Laconia Pd	Forfeiture	\$ 6,473.00		\$ 2,912.85	\$ 647.30		\$ 2,912.85
12/11/15	DTF	Buy\$ Return	\$ 15.00	\$ 15.00				
12/11/15	DTF	Forfeiture	\$ 2,755.00		\$ 2,755.00			
12/14/15	DTF	Restitution	\$ 903.89				\$ 903.89	
12/14/15	DTF	Restitution	\$ 190.18				\$ 190.18	
12/14/15	Surplus Auction	Vehicle	\$ 22,880.00		\$ 22,880.00			
12/17/15	Manchester PD	Forfeiture	\$ 3,750.00		\$ 1,687.50	\$ 375.00		\$ 1,687.50
12/17/15	Manchester PD	Forfeiture	\$ 3,660.00		\$ 1,647.00	\$ 366.00		\$ 1,647.00
12/17/15	Manchester PD	Forfeiture	\$ 2,778.00		\$ 1,250.10	\$ 277.80		\$ 1,250.10
12/22/15	Plaistow PD	Forfeiture	\$ 2,985.00		\$ 1,343.25	\$ 298.50		\$ 1,343.25
12/22/15	DTF	Forfeiture	\$ 3,813.00		\$ 1,715.85	\$ 381.30	\$ 1,715.85	
12/29/15	DTF	Restitution	\$ 34.19				\$ 34.19	
12/29/15	DTF	Restitution	\$ 449.76				\$ 449.76	
12/29/15	DTF	Restitution	\$ 1,280.00				\$ 1,280.00	
01/04/16	Bow PD	Forfeiture	\$ 1,414.00		\$ 636.30	\$ 141.40		\$ 636.30

DTR DATE	Seizing Agency(s)	Purpose	Total Revenue	Paid For Returns/ Buy\$/Other	Always 45%	Always 10%	Remaining 45% Shared	
					Forfeiture Fund	Paid to DHHS	DTF Share/ Restitution	Paid To Local
01/11/16	DTF	Restitution	\$ 1,000.55				\$ 1,000.55	
01/21/16	DTF	Restitution	\$ 34.19				\$ 34.19	
01/21/16	DTF	Restitution	\$ 451.07				\$ 451.07	
02/02/16	Rochester PD	Forfeiture	\$ 1,828.00		\$ 822.60	\$ 182.80		\$ 822.60
02/10/16	DTF	Restitution	\$ 595.53				\$ 595.53	
02/10/16	Vehicle Purchase	DTF/RDTF		\$ 24,580.00				
02/11/16	Manchester PD	Forfeiture	\$ 3,169.00		\$ 1,426.05	\$ 316.90		\$ 1,426.05
02/11/16	Manchester PD	Forfeiture	\$ 16,237.00		\$ 7,306.65	\$ 1,623.70		\$ 7,306.65
02/18/16	Gilford PD	Forfeiture	\$ 2,615.00		\$ 1,176.75	\$ 261.50		\$ 1,176.75
02/22/16	DTF	Restitution	\$ 34.19				\$ 34.19	
02/22/16	DTF	Restitution	\$ 34.19				\$ 34.19	
02/22/16	DTF	Restitution	\$ 264.20				\$ 264.20	
02/22/16	DTF	Restitution	\$ 50.00				\$ 50.00	
03/07/16	Keene PD	Forfeiture	\$ 1,085.00		\$ 488.25	\$ 108.50		\$ 488.25
03/07/16	25% Newport, 10% Claremont, 10% Sullivan County	Forfeiture	\$ 4,722.00	\$ 175.00	\$ 2,046.15	\$ 454.70		\$ 2,046.15
03/07/16	DTF/ Claremont PD	Forfeiture	\$ 1,477.00	\$ 738.50	\$ 332.32	\$ 73.85		\$ 332.33
03/14/16	DTF	Restitution	\$ 1,234.05				\$ 1,234.05	
03/15/16	Vehicle Safety Accessories	DTF/RDTF		\$ 639.58				
03/16/16	DTF	Restitution	\$ 50.00				\$ 50.00	
03/17/16	DTF	Restitution	\$ 160.00				\$ 160.00	
03/18/16	Manchester PD	Forfeiture	\$ 5,605.00		\$ 2,522.25	\$ 560.50		\$ 2,522.25
03/18/16	Manchester PD	Forfeiture	\$ 6,548.00		\$ 2,946.60	\$ 654.80		\$ 2,946.60
03/23/16	DTF	Restitution	\$ 34.19				\$ 34.19	
03/28/16	DTF	Restitution	\$ 439.44				\$ 439.44	
03/28/16	DTF	Restitution	\$ 85.47				\$ 85.47	
04/01/16	DTF	Restitution	\$ 34.20				\$ 34.20	
04/01/16	DTF	Restitution	\$ 500.00				\$ 500.00	
04/11/16	Manchester PD	Forfeiture	\$ 10,948.00		\$ 4,926.60	\$ 1,094.80		\$ 4,926.60
04/11/16	Manchester PD	Forfeiture	\$ 4,307.06		\$ 1,938.17	\$ 430.71		\$ 1,938.18
04/12/16	DTF	Restitution	\$ 50.00				\$ 50.00	
04/12/16	DTF	Restitution	\$ 697.68				\$ 697.68	
04/13/16	NH State Police	Forfeiture	\$ 4,728.00		\$ 2,127.60	\$ 472.80		\$ 2,127.60
04/13/16	NH State Police	Forfeiture	\$ 1,320.00		\$ 594.00	\$ 132.00		\$ 594.00
04/13/16	NH State Police	Forfeiture	\$ 2,658.00		\$ 1,196.10	\$ 265.80		\$ 1,196.10
04/13/16	NH State Police	Forfeiture	\$ 5,140.00		\$ 2,313.00	\$ 514.00		\$ 2,313.00
04/19/16	Lebanon PD	Forfeiture	\$ 2,980.00		\$ 1,341.00	\$ 298.00		\$ 1,341.00
04/22/16	DTF	Forfeiture-Buy\$	\$ 1,786.00	\$ 100.00	\$ 758.70	\$ 168.60	\$ 758.70	
04/25/16	Rochester PD	Forfeiture	\$ 6,661.00		\$ 2,997.45	\$ 666.10		\$ 2,997.45
04/27/16	DTF	Restitution	\$ 669.25				\$ 669.25	
05/09/16	4535	DTF/RDTF		\$ 465.85				
05/10/16	DTF	Restitution	\$ 80.00				\$ 80.00	
05/11/16	DTF	Forfeiture	\$ 655.00	\$ 189.24	\$ 465.76			
05/11/16	DTF	Restitution	\$ 388.06				\$ 388.06	
05/18/16	DTF	Restitution	\$ 50.00				\$ 50.00	
05/23/16	DTF	Restitution	\$ 523.38				\$ 523.38	
05/24/16	DTF	Buy\$ Return	\$ 40.00	\$ 40.00				
05/24/16	DTF	Buy\$ Return	\$ 200.00	\$ 200.00				
05/24/16	DTF-11.25% to go to Plymouth Pd, Grafton County Sheriff, NH State Police & Liquor Enforcement	Forfeiture	\$ 1,560.00		\$ 702.00	\$ 156.00		\$ 702.00
05/24/16	DTF-11.25% to go to Plymouth Pd, Grafton County Sheriff, NH State Police & Liquor Enforcement	Forfeiture	\$ 2,735.00		\$ 1,230.75	\$ 273.50		\$ 1,230.75
05/26/16	DTF	Restitution	\$ 33.46				\$ 33.46	

DTR DATE	Seizing Agency(s)	Purpose	Total Revenue	Paid For Returns/ Buy\$/Other	Always 45%	Always 10%	Remaining 45% Shared	
					Forfeiture Fund	Paid to DHHS	DTF Share/ Restitution	Paid To Local PD
05/31/16	Vehicle Safety Accessories	DTF/RDTF		\$ 38.00				
06/08/16	4535	DTF/RDTF		\$ 406.50				
06/10/16	DTF	Buy\$	\$ 20.00	\$ 20.00				
06/10/16	DTF-50% Merrimack County Sheriff, 50% Franklin PD	Forfeiture	\$ 3,624.00		\$ 1,630.80	\$ 362.40		\$ 1,630.80
06/13/16	Vehicle Purchase			\$ 25,416.00				
06/15/16	DTF	Restitution	\$ 50.00				\$ 50.00	
06/15/16	DTF	Restitution	\$ 1,309.63				\$ 1,309.63	
06/15/16	DTF	Restitution	\$ 50.00				\$ 50.00	
06/16/16	Manchester PD	Forfeiture	\$ 2,000.00		\$ 900.00	\$ 200.00		\$ 900.00
06/16/16	Manchester PD	Forfeiture	\$ 3,650.00		\$ 1,642.50	\$ 365.00		\$ 1,642.50
06/17/16	Conway PD	Forfeiture	\$ 1,760.00		\$ 792.00	\$ 176.00		\$ 792.00
06/17/16	New Durham PD	Forfeiture	\$ 1,880.00		\$ 846.00	\$ 188.00		\$ 846.00
06/23/16	Vehicle Safety Accessories	DTF/RDTF		\$ 288.07				
06/23/16	Vehicle Safety Accessories	DTF/RDTF		\$ 959.94				
06/28/16	Surplus Auction	Vehicle	\$ 4,620.00		\$ 4,620.00			
06/28/16	Surplus Auction	Vehicle	\$ 2,420.00		\$ 2,420.00			
06/28/16	Surplus Auction	Vehicle	\$ 4,400.00		\$ 4,400.00			
06/28/16	Surplus Auction	Vehicle	\$ 8,580.00		\$ 8,580.00			
YTD			\$ 277,279.73	\$ 55,526.66	\$ 139,712.00	\$ 20,798.06	\$ 23,515.22	\$ 91,116.71

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

FIS 16 136

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

August 8, 2016

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

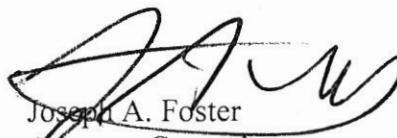
INFORMATIONAL ITEM

Dear Chairman Kurk:

Pursuant to RSA 21-M:5, VI we submit the attached report of litigation expenditures for the period of July 1, 2015 through June 30, 2016.

Please let me know if you have any questions regarding this informational item.

Respectfully submitted,


Joseph A. Foster
Attorney General

#1474680

Department of Justice Litigation Fiscal Year 2016 Budget and Expenditures

Budget Information	
Fiscal Year 2016 Authorized Budget:	\$350,000.00
Balance Forward From Fiscal Year 2015:	\$259,586.00
Accept and Expend Approval FIS 15-212 October 16, 2015	\$600,000.00
Accept and Expend Approval FIS 15-January 18, 2016 16-001	\$1,000,000.00
Total Available	\$2,209,586.00

Expense Information		
Case Number	Job Description	Expense
201194161	Doe, John (RSA 651-B, DJ Petition)	\$2,223.70
2016118749	State v. Nathaniel Smith (a/k/a Death of Michael Pittman)	\$2,268.54
2014112213	Staples, Frank v. NH State Prison, Warden, et al	\$2,287.50
201087277	Belsito Communications, Inc. dba 1st Responder & Brian K. Blackden v.	\$2,514.05
2013104472	Riley, Kasey; State v.	\$2,650.00
2014112244	Reed, Barbara v. NH Department of Health and Human Services	\$2,793.40
2015117372	State v. Adrien Stillwell (a/k/a Death of Michael Pittman)	\$2,850.63
2014108193	Sykioone, Tha, et al v. State of NH DHHS	\$2,887.50
201189257	Lockwood, Julie V. DES	\$3,461.00
2015112693	Tobacco NPM 2015	\$3,500.00
2014110022	Tatum Michael; State V.	\$3,900.00
2015117072	State v. Tommy Page (a/k/a Death of Shawn Sylvester)	\$4,525.66
200975320	Brown, Robert State V.	\$4,530.61
2013105955	Barry, Daniel v. NH DHHS, et al	\$6,404.11
201190463	Barnaby, Anthony; State v.	\$6,785.79
2015114444	State v. Kerry Bridges	\$6,796.13
201192433.00	Cass, Celina; Death of	\$7,685.00
2014110390	AG v. Tri-County Community Action Program Complaint to Recover Damages	\$9,194.87
2014110126	Shannon, Jr, Wayne, et al v. Strafford County Sheriff's Dept., et al	\$9,570.46
2013105419	State v. Cheryl Garand	\$9,895.60
2013103239	XTL-NH, Inc. v. NHSLC and EXEL, Inc.	\$10,038.00
2014110023	Wolusky, Tristan; State v.	\$10,688.67
2015117390	Mittersill Trademark	\$12,683.00
201190466	Caplin, David; State v.	\$15,722.71
2016118085	U.S. v. Anthem, Case No. 1:16-cv-01493-JDB ANTITRUST	\$16,504.24
201297206	Dannible, Shannon; In Re:	\$17,450.00
2015116961	State v. Michael Younge (a/k/a Death of Michael Pittman)	\$19,187.86
2014110288	Harbor Homes Inc. V. State DHHS; Nicholas Toumpas	\$24,581.55
201299283	White Mnt Communications (Supr	\$38,703.59
2013106587	Lawrence, Wendy, Estate of (Michael Rand, Administrator) v. Chad	\$47,685.47
2015116720	US DOL Investigation - DOC	\$61,013.50
2015113933	US DOL INVESTIGATION - Liquor Commission	\$70,142.03
2014111657	St. Joseph Hospital v. NH Department of Revenue	\$109,160.31
2014110499	Kibby, Nathaniel; State v.	\$135,213.94
201190148.3	Amanda D fka Ellsworth, Barry, et al. v. N.H. Governor, et al.	\$203,761.31
2015113776	US DOL Investigation Of E911	\$245,323.31
2014110846	Fair Labor Standards Compliance Audit	\$1,071,386.51
Miscellaneous	Litigation Invoices Under \$2,000	\$59,419.61
Total:		<u>\$2,265,390.16</u>



William F. Dwyer
STATE TREASURER

**THE STATE OF NEW HAMPSHIRE
STATE TREASURY**

25 CAPITOL STREET, ROOM 121
CONCORD, N.H. 03301
603-271-2621
FAX 603-271-3922
E-mail: bdwyer@treasury.state.nh.us
TDD Access: Relay NH 1-800-735-2964

August 23, 2016

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

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


INFORMATIONAL ITEM

Pursuant to RSA 6-B:2, VII, I request that you accept the attached quarterly report of the New Hampshire State Treasury for the period ended June 30, 2016.

EXPLANATION

I am pleased to present the second quarter (calendar year 2016) Quarterly Balance Report, summarizing the total amount of funds in the State Treasury, the amount belonging to each separate fund, the funds on deposit, investments held, and the net interest income earned thereon for all of fiscal year 2016. The mission of the New Hampshire State Treasury is to deliver professional financial management services to state government, the legislature, and New Hampshire citizens.

Respectfully requested,


William F. Dwyer
State Treasurer

CC: Vicki V. Quiram, Commissioner, Department of Administrative Services

Attachment: Treasury Quarterly Balance Report – June 30, 2016



Treasury Quarterly Balance Report

June 30, 2016 (Q4, FY16)

RSA 6-B:2 (VII)

General Ledger by Separate Fund

General Fund	\$	560,513,437
Liquor	\$	(11,575,641)
Lottery	\$	2,578,606
Racing/Gaming	\$	363,525
Highway	\$	88,499,958
Turnpike	\$	153,214,374
DES-SRF	\$	257,465,478
Fish & Game	\$	7,419,270
Capital Fund	\$	5,190,559
Education	\$	(39,972,073)
Employee Benefit	\$	39,960,552
<u>Sub-total</u>	\$	<u>1,063,658,046</u>
T&A*	\$	311,358,048
PEAP*	\$	<u>18,267,431</u>
<u>TOTAL</u>	\$	<u>1,393,283,525</u> **

Deposits and Investments Held

Funds on Deposit	\$276,886,655
Investments Held	\$1,102,336,506
<u>TOTAL</u>	<u>\$ 1,379,223,161</u> **
<u>Net Interest Income</u>	\$ 755,856.56
<u>FY16 Interest Income</u>	\$ 2,056,295.82

*Trust and Agency Accounts (T&A) and Pre-escheat Abandoned Property (PEAP) securities are not reported in the General Ledger.

** The variance between the two totals results from timing differences between accounting entries and actual cash transactions, as well as the reporting of certain enterprise funds. The State Treasury reconciles NHFIRST cash activity to Bank Statements.

The State of New Hampshire
ADMINISTRATIVE OFFICE OF THE COURTS

Christopher Keating
Director

Two Charles Doe Drive
Concord, NH 03301
(603) 271-2521
Fax: (603) 513-5454
eMail: aoc@courts.state.nh.us
TTY/TDD Relay: (800) 735-2964

August 29, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House, Room 102
Concord, NH 03301

William F. Dwyer, State Treasurer
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 Treasurer 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, 2015 through June 30, 2016.

Please let me know if you have any questions concerning this report.

Sincerely,



Christopher Keating
Director

CK:llm.



Administrative Office of the Courts

Christopher M. Keating, Director

IT Dedicated Fund Annual Report

August 29, 2016

Executive Summary

This is the seventh annual report of the NH Judicial Branch IT Dedicated Fund since the fund's inception on July 1, 2009 (FY 2010). See Attachment A for a copy of RSA 490:26-h. The legislature created the judicial branch information technology fund to provide for the "maintenance and infrastructure renewal of judicial branch information technology, including both hardware and software." 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 information center.

Fund Origin

In 2010 the fund was originated with an anticipated annual maximum revenue amount of \$1,500,000.

History

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 by an anticipated \$1,300,000, to address the increases in fund expenditures related to our significant increase in the use of technology. Unfortunately, every year since inception the 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 has been aggravated by the fact that FY 2016 was a planned periodic peak renewal year. That is, payments for upgrade cycles for several components came due in FY 2016, creating a spike in planned payments. We had anticipated that the 2013 changes would yield an additional \$1.3 MM in IT dedicated fund revenue, bringing total revenues to the fund of \$3.1 MM annually. However, in FY 2016 the fund took in \$2.43 MM in revenue, a shortfall of \$670,000. This shortfall is reflected in the projected revenue in Figure 2 and in the FY 2016 actual revenue in Appendix B of this FY 2016 report.

Future

We will address this issue in two ways. First, we will continue careful management of the fund, which yielded a surplus in FY 2016 of nearly \$416,000 which we are able to carry forward for use in FY 2017. 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.

IT Dedicated Fund Revenue and Disbursements

Prior to the creation of the IT Dedicated Fund, the judicial branch relied solely on general funds to provide the hardware, software and maintenance needed to support the electronic infrastructure of the courts. As the courts expanded their reliance on information technology to improve accuracy, efficiency, and access to justice, the legislature recognized the need for a dedicated funding source to maintain existing systems as well as fund improvements and advances in technology to keep pace with ever-increasing expectations for faster service and opportunities for greater efficiencies.

The original legislation directed 14% of entry (filing) fees from courts and 1/6 (16.67%) of penalty assessments (24% of the fine or \$2, whichever is more) from the courts to the fund. This yielded a little over \$1.4MM in the first year (FY 2010). With the implementation of e-Court and its corresponding increased demand on IT resources to support it, the law was amended on July 1, 2013 to increase the percentage of entry fees from 14% to 30%. Concurrently, many entry fees were increased (by approximately 25% on average). The combined effect was intended to generate \$3.1 MM annually for the fund. However, the fund fell short of that goal by approximately \$532,000 in FY 2014, and by approximately \$683,000 in FY 2015. Penalty assessment revenue improved slightly in FY2016, but entry fee revenue continued to decline. The net effect is a FY 2016 shortfall of approximately \$670,000. Projecting further, revenue is expected to fall short of its goal in FY 2017 by over \$750,000.

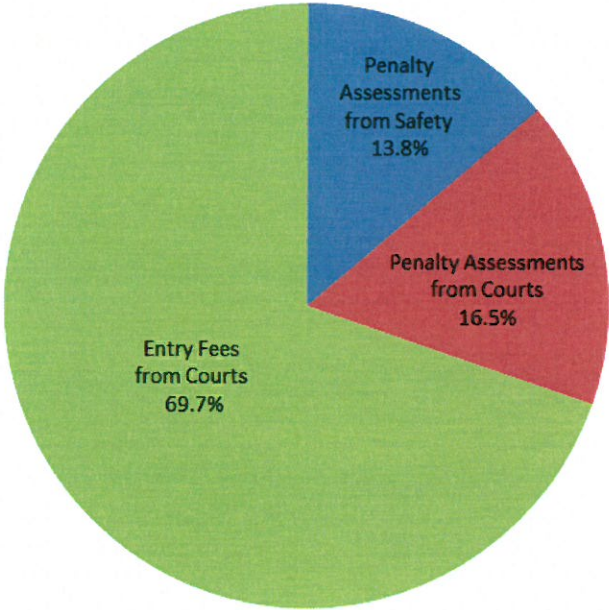
Revenue

There are two main sources of revenue in the IT dedicated fund: penalty assessments and entry fees. During FY2016, penalty assessments on motor vehicle violations paid directly to the Department of Safety through plea-by-mail accounted for \$334,682, penalty assessments on other fines collected by the court accounted for \$399,923. The collection of penalty assessments has shifted slightly during FY2016 between the court and Department of Safety, due to a change in Department of Safety's Uniform Fine Schedule that took effect January 1, 2016 that allowed some violations that had

previously been "Must Appear", to be answered as "Plea by Mail." This in effect allows more fines and penalty assessments to be collected by Department of Safety than by the courts. Entry fees collected by the courts contributed \$1,693,259 to the fund.

Figure 1

IT Dedicated Fund Sources of Revenue – FY 2016
Total Revenue: \$2,427,864

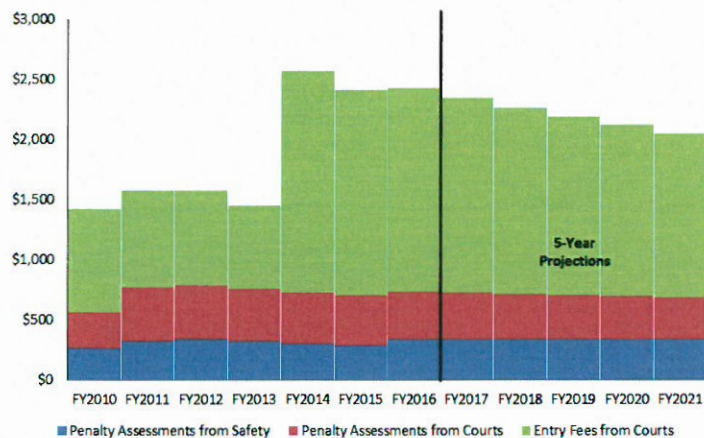


Source: Revenue Source Summary of Unrestricted Revenues Recognized Report

Despite the increase at the start of FY2014 in entry fees as well as in the percentage of those fees that are directed to the IT dedicated fund, revenues generated by those fees have seen a steady decline over the last several years, and are projected to continue to do so over the next five years. Penalty assessments collected by the Department of Safety and by the courts have also declined steadily from FY2012 through FY2015, but not as sharply as entry fee revenues. As mentioned previously, penalty assessment revenue increased slightly in FY2016, but not enough to offset the overall declining trend in IT Dedicated Fund revenues. These trends are expected to continue over the next five years, as the chart in Figure 2 shows.

Figure 2

IT Dedicated Fund Sources of Revenues – History and Projections (\$ thousands)



Sources: Actual Data (FY2010 thru FY2016) – Detailed Transaction Register Reports, Odyssey Financial Reports
Projected Data (FY2017 thru FY2021) – Administrative Office of the Courts

Disbursements

The IT dedicated fund incurs expenses in nine general categories:

- **Server/Disk Infrastructure**
This comprises the cost to renew and maintain a server virtualization framework (ie, a virtual version of physical servers).
- **Infrastructure Upgrade Cycle**
This encompasses maintaining an industry-accepted hardware upgrade cycle for court system staff. Examples of hardware include workstations, monitors, printers, court audio recording equipment, videoconferencing equipment, and satellite court servers. See Attachment B for the upgrade cycles.
- **Network Infrastructure**
This encompasses maintaining an industry-accepted network hardware upgrade cycle, which allows the courts, the Trial Court Center, and the Administrative Office of the Courts to communicate with the core server framework. That framework is the judicial branch gateway to the Internet and e-Court applications through the executive branch Department of Information Technology.
- **Software Upgrades**
This refers to upgrades to commercial-off-the-shelf (COTS) software not covered under annual support and maintenance contracts.
- **Software Application Enhancements**
This entails the cost to modify existing software applications to support business process improvements, which allow the courts to gain efficiencies in operations, as well as remain compatible with other software with which it interfaces.

- *Hardware Maintenance*

This encompasses the cost of service contracts on court system IT hardware.

- *Software Maintenance*

This comprises the cost for support and maintenance of business, development, and utility application software. Examples include the maintenance of the case management systems, the jury management system, the NH e-Court project, and Microsoft Enterprise licensing.

- *Data Communications Leases*

This covers the licensing costs to maintain Carrier Ethernet communication with the core server framework which is needed for judicial branch connection to the Internet and to case management systems, the jury management system, videoconferencing, and other NH e-Court applications.

- *Cloud Services Leases*

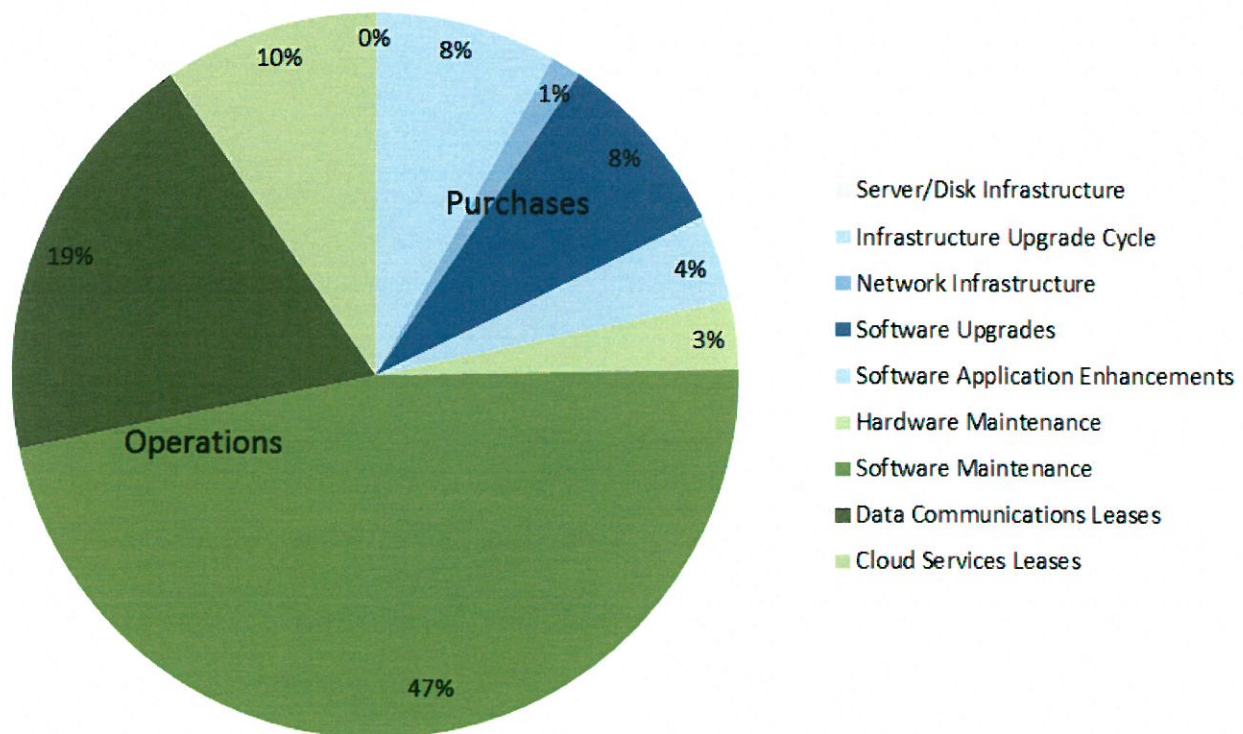
This comprises the costs of third parties to host our servers. The NH judicial branch is moving towards a cloud service model to improve security of its data and ensure secure backup of its servers.

Operations costs (green shaded areas) outweigh purchases (blue shaded areas) nearly four to one, as the chart below shows.

Figure 3

IT Dedicated Fund Sources of Expenditures – FY 2016

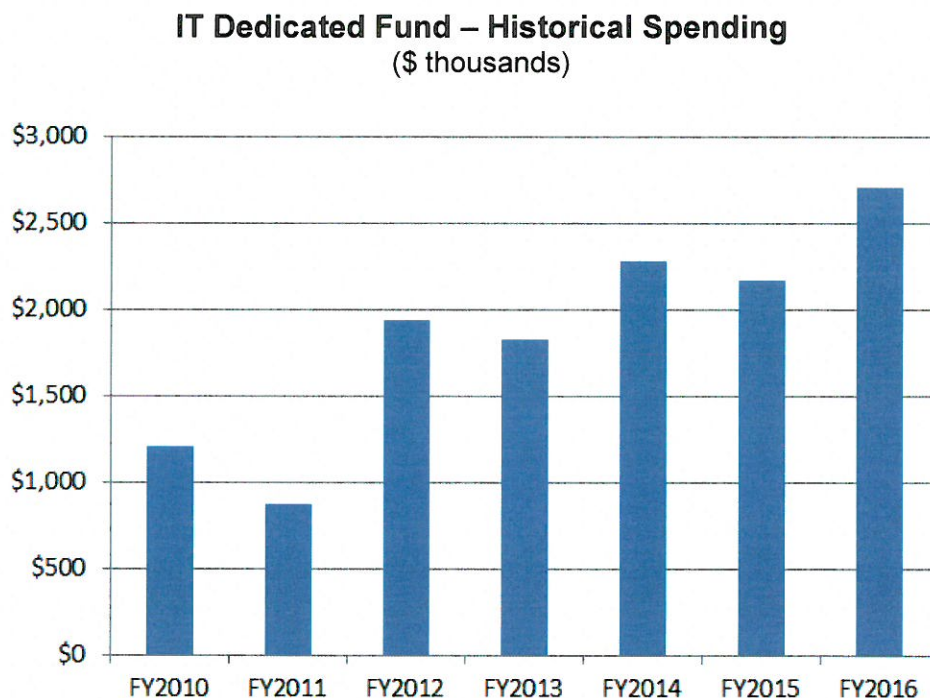
Total Expenditures: \$2,712,619



A detailed listing of expenditures grouped by the categories outlined above for FY 2016 are included in Appendix A.

Expenses covered by the Fund have doubled since its inception, driven primarily by the NH e-Court project, as the graph below illustrates.

Figure 4



Conclusion

Through continued careful management of the IT dedicated fund, we will be able to maintain operations at an acceptable level. If we are unsuccessful in our plan to mitigate decreasing revenues and expenditures, we will need to develop a proposal to increase the IT dedicated fund stream of revenue to continue to fund hardware and software maintenance and renewal outside the general fund.

The judicial branch IT dedicated fund has supported the need for maintenance and renewal of critical judicial branch hardware and software, through a user-supported revenue stream. Unfortunately, that revenue stream is in decline and requires careful monitoring.

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 2016.

Attachment A

Footnotes:

1 RSA 490:26-h Judicial Branch Information Technology Fund. –

I. Except as provided in paragraph IV:

(a) Thirty percent of each entry fee collected in the supreme, superior, and circuit courts and 16.67 percent of the penalty assessment collected pursuant to RSA 188-F:31 shall be deposited in the judicial branch information technology fund.

(b) Moneys in the fund shall be nonlapsing and continually appropriated to the supreme court for maintenance and infrastructure renewal of judicial branch information technology, including both hardware and software, as recommended by the director of the administrative office of the courts and approved by the supreme court.

II. The state treasurer shall establish procedures for deposits to and expenditures from the judicial branch information technology fund. The fund shall be a dedicated fund for the improvement of judicial branch information technology.

III. The funds on deposit in the judicial branch information technology fund shall be invested by the state treasurer in obligations of the United States government, in government agency obligations, in obligations which are legal investments for savings banks and trust companies, and in all types of savings accounts or certificates of deposit of both state or federally chartered institutions.

IV. The judicial branch shall submit a written report 60 days after the close of each fiscal year of the income and expenditures of the judicial branch information technology fund to the fiscal committee of the general court and the state treasurer. If such report is not submitted, any balance in the fund shall lapse to the general fund and the percentage of each entry fee which is designated for the judicial branch information technology fund under paragraph I shall be deposited in the general fund.

Source. 2009, 144:108, eff. July 1, 2009. 2012, 247:32, eff. Aug. 17, 2012. 2013, 88:1, eff. July 1, 2013.

Purchases					
<u>Units</u>	<u>Item Description</u>	<u>Avg \$/Unit</u>	<u>Cost</u>	<u>Total Cost</u>	<u>Comment</u>
<i>Upgrades/Replacements - Hardware - Server/Disk Infrastructure</i>					
SubTotal - Server/Disk Infrastructure				0	
<i>Upgrades/Replacements - Hardware - Infrastructure Upgrade Cycle</i>					
26	Audio Recording Equipment	6,149	159,874		All trial court proceedings are recorded on state-of-the-art audio systems Battery backups, surge protectors, MS Access and Adobe software
	Desktop Peripherals		17,441		
10	Laptop	2,535	25,354		Laptop cases; DVD drives
	Laptop Peripherals		188		
42	Printers - Networked	297	12,480		Printers ranged in price from \$355 to \$1,625 Printers that can generate a paper receipt for people paying at the court Cables, power cords
5	Printers - Receipts	567	2,834		
	Monitor Peripherals		419		
SubTotal - Infrastructure Upgrade Cycle				218,590	
<i>Upgrades/Replacements - Hardware - Network Infrastructure</i>					
	OIT Data Center Switches		7,164		Central network communications devices Expansion of network access in court facilities
	Court Facility Wiring		29,568		
SubTotal - Network Infrastructure				36,732	
<i>Upgrades/Replacements - Software</i>					
	Audio Recording Software		227,158		All trial court proceedings are recorded on state-of-the-art audio systems
SubTotal - Software				227,158	
<i>Upgrades/Replacements - Software Application Enhancements</i>					
	J-ONE		62,090		Criminal/Justice information sharing Trial courts Case Management System Data scrub of confidential information
	Trial Court Case Management System (Odyssey)		8,640		
	Supreme Court Case Management System (Ctrack)		33,150		
SubTotal - Software Application Enhancements				103,880	
SubTotal - Purchases				586,359	

Operations					
<u>Units</u>	<u>Item Description</u>	<u>Avg \$/Unit</u>	<u>Cost</u>	<u>Total Cost</u>	<u>Comment</u>
<i>Maintenance - Hardware - Audio Recording Equipment</i>					
	K & S Technicians		13,842		Court audio hardware vendor
	Atherton Electronic Technicians		48		Court audio hardware vendor
	Electronic Dictation Systems		1,500		Court audio software vendor
<i>Maintenance - Hardware - Videoconferencing Equipment</i>					
	George Wiley Consulting Group		62,656		Videoconferencing services vendor
	CDW-G				
<i>Maintenance - Hardware - Miscellaneous</i>					
	Amazon		1,017		Printer parts
	Newegg		1,321		Audio/video equipment parts
	ServerSupply.com Inc.		56		Memory cards
	SHI		3,625		Network monitoring equipment
SubTotal - Hardware Maintenance				84,065	
<i>Maintenance - Software</i>					
	NetExpress		3,986		Legacy application systems
	Odyssey		326,950		Trial court Case Management System
	McAfee		12,000		Virus protection software
	Ctrack		347,764		Supreme court Case Management System
	Turbocourt, File & Serve		267,245		Trial Court eCourt
	Footprints		8,328		Admin Office of the Courts support desk software
	Barracuda		58,892		SPAM email filter
	Electronic Dictation Systems		51,492		Audio recording software maintenance
	Courthouse JMS		47,790		Jury Management System
	Minor single unit applications		17,790		MS Office add-ons
	Microsoft		133,331		Enterprise License
	Basecamp		288		File sharing service
SubTotal - Software Maintenance				1,275,856	
SubTotal - Maintenance				1,359,921	
<i>Services - Data Communication Leases</i>					
	Carrier Ethernet Circuits		362,673		Communication with the SPOTS network needed for connection to the case/jury managements systems, videoconferencing, NH eCourt, and the Internet
	DoIT Internet Access Cost		144,773		
SubTotal - Data Communications Leases				507,445	
<i>Services - Cloud Services Leases</i>					
	Cloud Services Leases		258,894		eCourt and Jury hosting services
SubTotal - Cloud Services Leases				258,894	
SubTotal - Services				766,339	
SubTotal - Operations				2,126,260	
Total				2,712,619	

IT Dedicated Fund - Summary of Revenues and Expenditures - Historical

07/26/16

	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u> (a)	<u>FY 2015</u>	<u>FY 2016</u>
Original Budget Amt	1,500,000.00	1,500,000.00	1,738,931.00	1,738,931.00	3,038,931.00	2,338,931.00	2,600,000.00
Actual Revenues Received	1,421,678.21	1,579,592.98	1,575,376.24	1,448,861.24	2,568,158.19	2,416,823.13	2,427,864.29
Carryover Funds from Prior Year		<u>210,801.44</u>	<u>919,702.28</u>	<u>553,356.31</u>	<u>171,650.96</u>	<u>454,096.88</u>	<u>700,523.10</u>
Total Funds Available	1,421,678.21	1,790,394.42	2,495,078.52	2,002,217.55	2,739,809.15	2,870,920.01	3,128,387.39
Actual Expenditures	1,210,876.77	870,692.14	1,941,722.21	1,830,566.59	2,285,712.27	2,170,396.91	2,712,619.31
Funds Remaining at Fiscal Year End	210,801.44	919,702.28	553,356.31	171,650.96	454,096.88	700,523.10	415,768.08
Encumbrance Bal at Fiscal Year End	99,520.55	677,560.07	432,418.01	147,009.00	121,572.65	432,783.96	70,089.65
Available Balance at Fiscal Year End	111,280.89	242,142.21	120,938.30	24,641.96	332,524.23	267,739.14	345,678.43

(a) Entry Fees increased on 07/01/13 (beginning of FY 2014) to bring in a projected additional \$1.3MM in revenue. Official budgeted amount is \$1,738,931; adding \$1,300,000 yields \$3,038,931.

Attachment B

NHJB Hardware Upgrade Cycle	
<u>ITEM</u>	<u>REPLACEMENT CYCLE IN YEARS</u>
Individual Court Servers	5
Audio Recording Equipment	8
Desktop Workstations	5
Laptops	5
Network Printers	5
Receipt Printers	7
Monitors	5



Margaret D. LaBrecque
Commandant

New Hampshire Veterans Home

139 Winter Street
Tilton, NH 03276-5415
www.nh.gov/veterans



Telephone: (603) 527-4400
Fax: (603) 527-4402

August 23, 2016

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

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

INFORMATIONAL ITEM

Pursuant to RSA 20:7 and RSA 119:13, the New Hampshire Veterans Home hereby submits the attached Annual Report of the New Hampshire Veterans Home for the Fiscal Year 2016.

I am pleased to offer the Annual Report in order to summarize activities of the New Hampshire Veterans Home during the past year and intentions for the coming year. The mission of the New Hampshire Veterans Home is to provide high quality, professional, long-term care services to the Granite State's elderly and disabled veterans with compassion, respect, and dignity.

Sincerely,

Margaret D. LaBrecque
Commandant

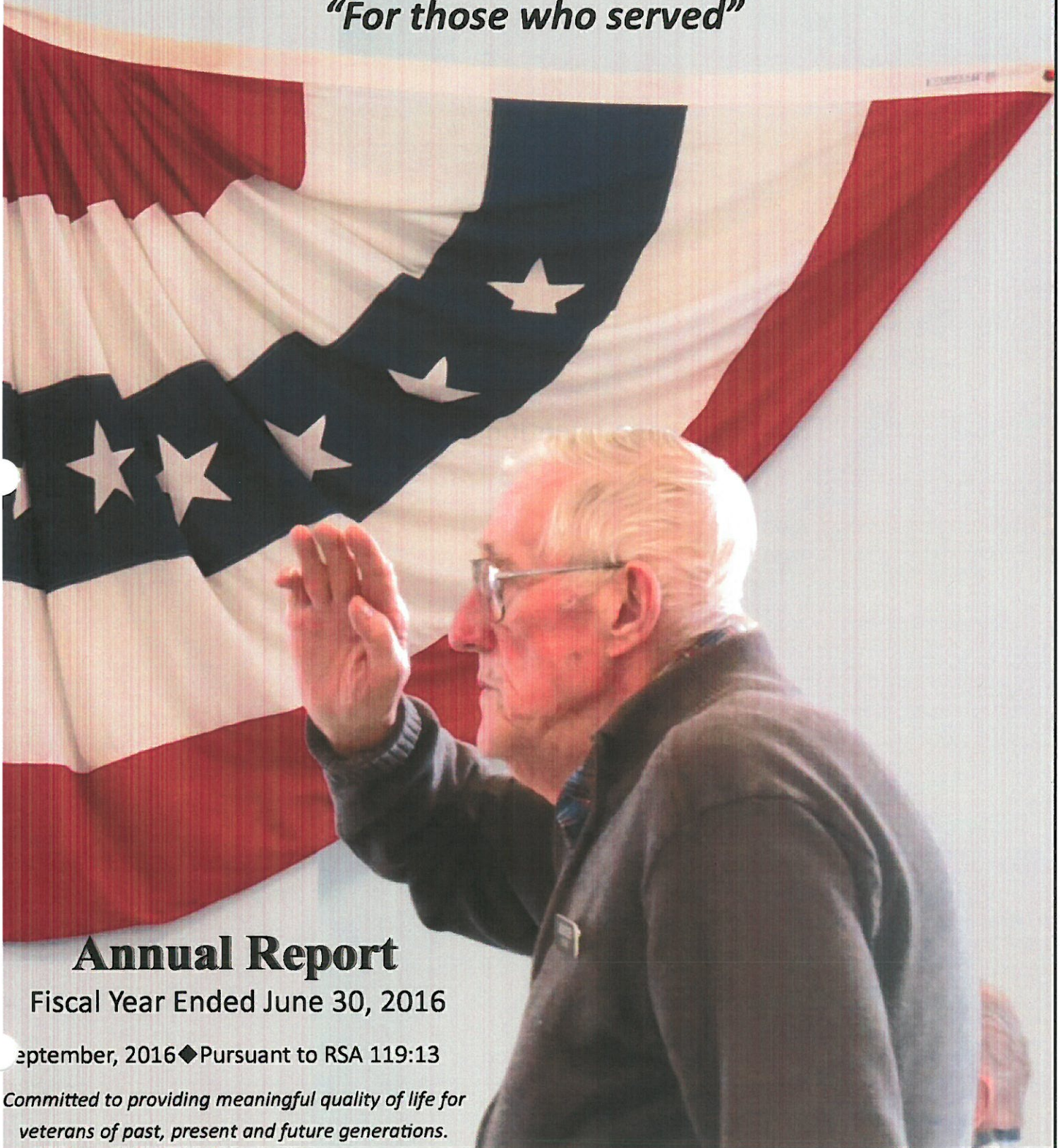
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Attachment

New Hampshire Veterans Home

Tilton, New Hampshire Est. 1890

"For those who served"



Annual Report

Fiscal Year Ended June 30, 2016

September, 2016 ♦ Pursuant to RSA 119:13

*Committed to providing meaningful quality of life for
veterans of past, present and future generations.*

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State of New Hampshire



Governor

Margaret Wood Hassan

Executive Council

Joseph D. Kenney
Christopher T. Sununu
Colin Van Ostern
Christopher C. Pappas
David K. Wheeler

New Hampshire Veterans Home

Board of Managers 2015-2016

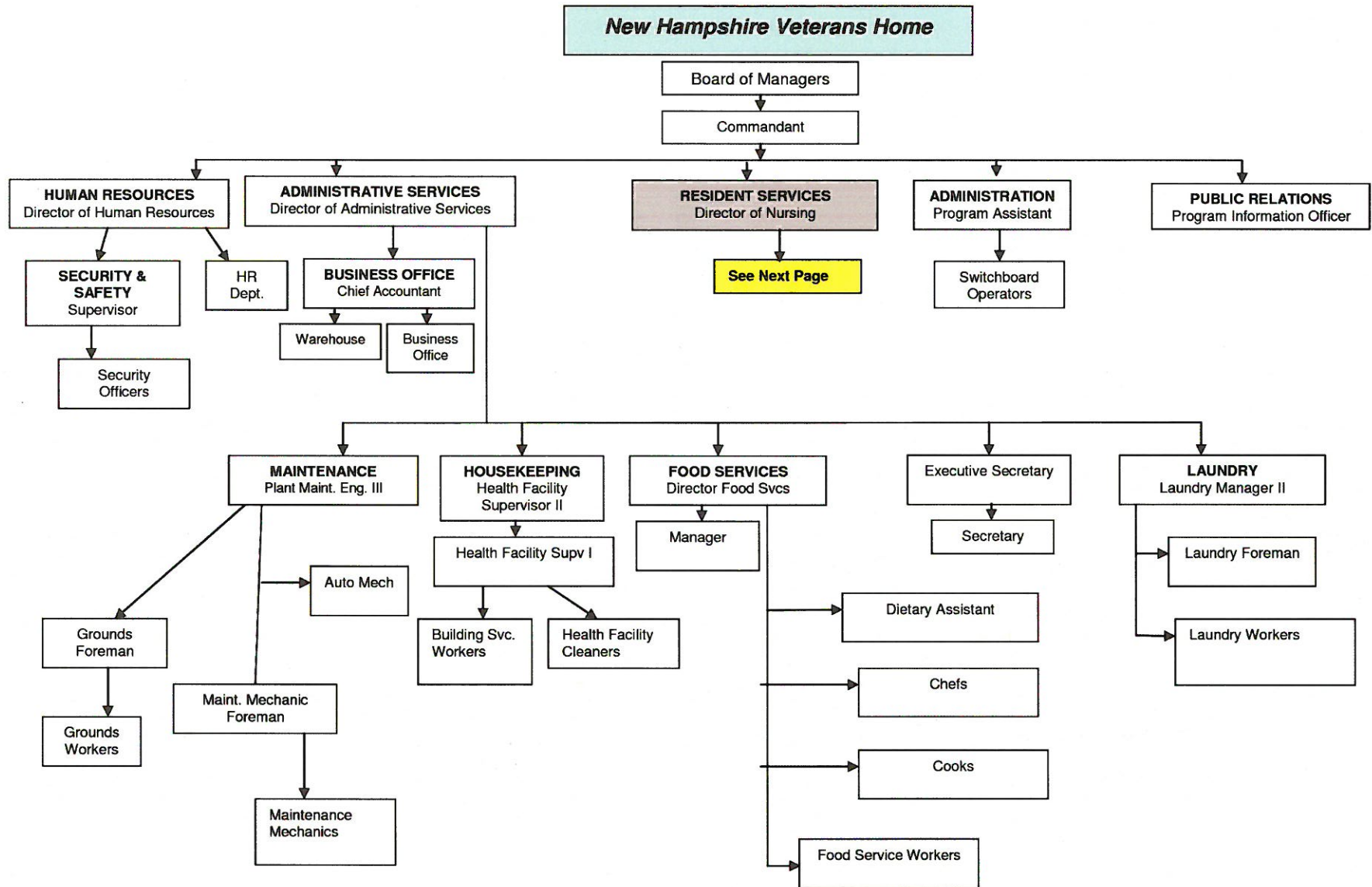
Paul J. Lloyd, Chairman
Raymond J. Goulet, Jr.
Madeline R. Dreusicke
John Graham
Lewis A. Chipola
William F. Bertholdt
Robert G. Blais
Richard L. Murphy
Benjamin F. Saxon
Davide T. Wiggin
Susan A. Cuddy
Elaine K. Baker

New Hampshire Veterans Home

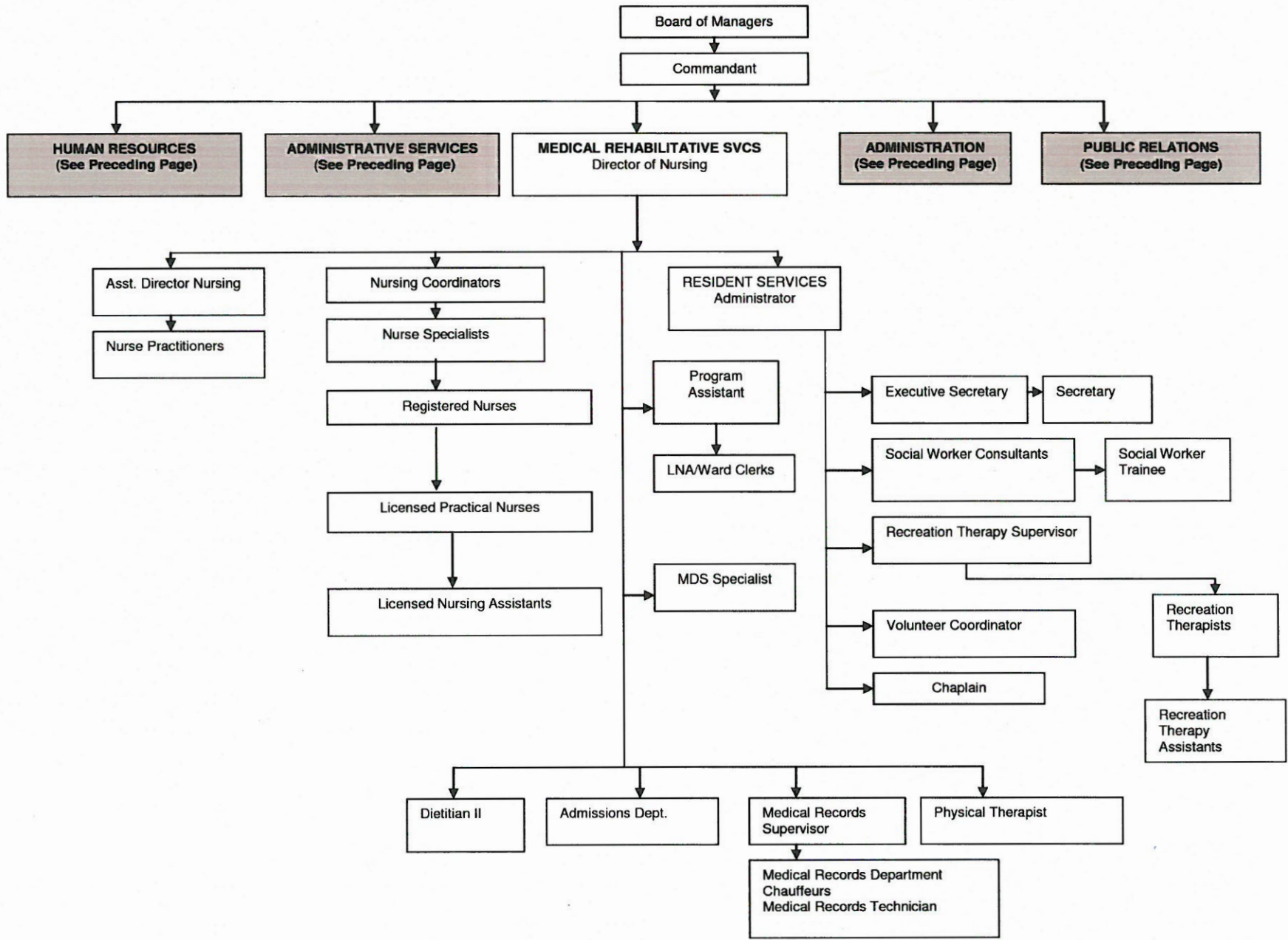


Commandant

Margaret D. LaBrecque



Revised 3/28/16



Revised 06/08/16

Physical Plant and Property



Physical Plant	\$36,216,403
Equipment	\$243,209
Highway/Roads	\$95,000
Total Plant and Property	\$36,554,613

Personnel Statistics

Unclassified 1
Classified 381
Part-time/per diem 82



Resident Demographics

(7/1/2015 to 6/30/2016)

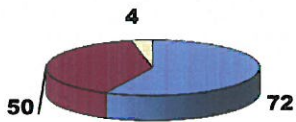
Average age
84.2

64

Age Range

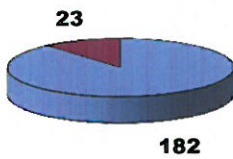
100

Resident Census Changes



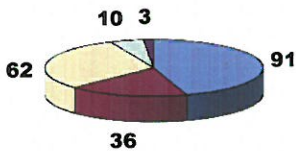
■ Admissions ■ Deaths □ Discharges

Residents by Gender



■ Male ■ Female

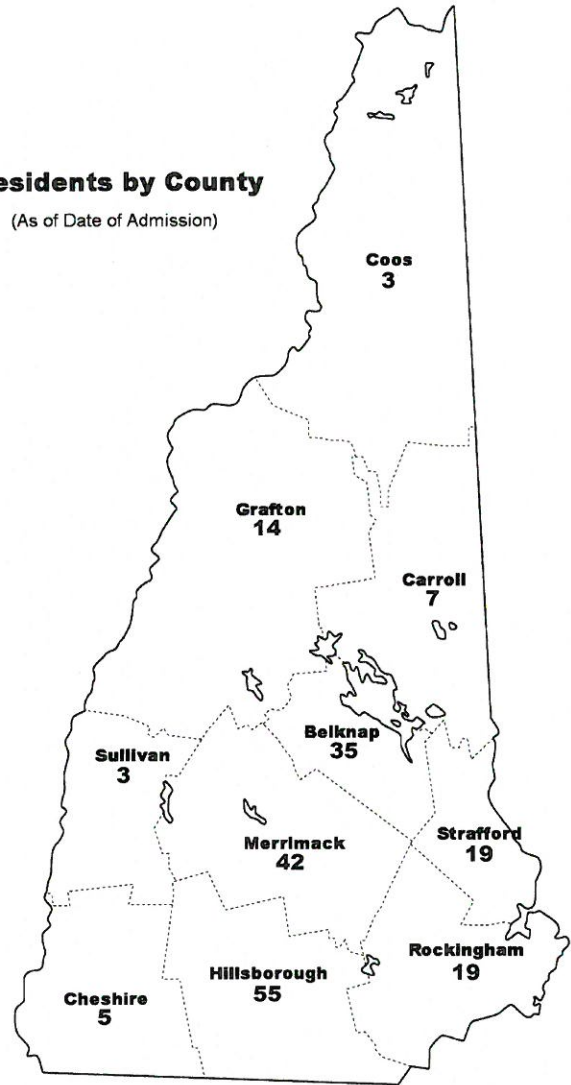
Residents by Branch of Service



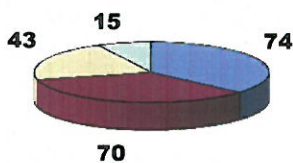
■ Army ■ Air Force □ Navy □ Marines ■ Coast Guard

Residents by County

(As of Date of Admission)

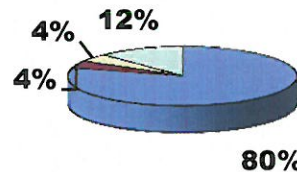


Residents by Conflict



■ WWII ■ Korea □ Vietnam □ Other

Referral Sources



■ Family/Friend ■ VA □ Nurse/Social worker □ Other

FY16 Financial Summary of the New Hampshire Veterans Home (July 1, 2015-June 30, 2016)
as of July 22, 2016

MOCK

Class	Class Description	Appropriation **	Actual Y-T-D	YTD	Anticipated	Estimated	LAPSED
			Expenditures	%	Expenditures	Total Expenditures	Appropriation less total est. Expenditures
010	Personal Services - Perm	\$ 14,188,548.39	\$ 14,108,372.46	99%	\$ -	\$ 14,108,372.46	\$ 80,175.93
011	Personal Services - Unclassified	\$ 103,285.86	\$ 103,149.36	100%	\$ -	\$ 103,149.36	\$ 136.50
018	Overtime	\$ 1,080,435.27	\$ 1,047,903.37	97%	\$ -	\$ 1,047,903.37	\$ 32,531.90
019	Holiday Pay	\$ 372,923.10	\$ 355,099.28	95%	\$ -	\$ 355,099.28	\$ 17,823.82
020	Current Expense	\$ 1,061,414.28	\$ 915,286.20	86%	\$ 85,770.60	\$ 1,001,056.80	\$ 60,357.48
021	Food Institutional	\$ 720,167.94	\$ 691,283.77	96%	\$ 189.30	\$ 691,473.07	\$ 28,694.87
022	Rents - Leases	\$ 34,402.20	\$ 28,928.77	84%	\$ 1,707.02	\$ 30,635.79	\$ 3,766.41
023	Heat Electricity Water	\$ 829,764.00	\$ 563,968.36	68%	\$ -	\$ 563,968.36	\$ 265,795.64
024	Maint other than bldg/grds	\$ 27,380.00	\$ 25,952.49	95%	\$ -	\$ 25,952.49	\$ 1,427.51
026	Dues	\$ 1,500.00	\$ 1,500.00	100%	\$ -	\$ 1,500.00	\$ -
027	Transfer to DOIT	\$ 1,021,349.00	\$ 458,462.65	0%	\$ 272.78	\$ 458,735.43	\$ 562,613.57
030	Equipment	\$ 219,546.00	\$ 90,536.29	41%	\$ 36,777.33	\$ 127,313.62	\$ 92,232.38
035	Shared Services	\$ 24,403.00	\$ 19,583.00	0%	\$ -	\$ 19,583.00	\$ 4,820.00
039	Telecommunications	\$ 29,340.00	\$ 27,241.61	93%	\$ 2,098.39	\$ 29,340.00	\$ -
040	Indirect Costs	\$ 246,430.00	\$ 181,442.00	74%	\$ 64,988.00	\$ 246,430.00	\$ -
041	Audit Fund Set Aside	\$ 6,416.00	\$ 6,416.00	100%	\$ -	\$ 6,416.00	\$ -
046	Consultants	\$ 248,574.79	\$ 196,372.64	79%	\$ 25,337.72	\$ 221,710.36	\$ 26,864.43
047	Own Forces Bldg & Grounds	\$ 52,000.00	\$ 52,000.00	100%	\$ -	\$ 52,000.00	\$ -
048	Contractual Bldg & Grounds	\$ 333,349.70	\$ 305,017.70	92%	\$ 28,332.00	\$ 333,349.70	\$ -
050	Personal Services Temp	\$ 1,043,092.99	\$ 1,021,886.83	98%	\$ -	\$ 1,021,886.83	\$ 21,206.16
060	Benefits	\$ 8,320,085.29	\$ 8,119,030.39	98%	\$ (1,385.74)	\$ 8,117,644.65	\$ 202,440.64
070	In State Travel	\$ 3,494.04	\$ 3,356.72	96%	\$ -	\$ 3,356.72	\$ 137.32
080	Out of State travel	\$ -	\$ -	0%	\$ -	\$ -	\$ -
100	Pharmacy	\$ 1,171,580.27	\$ 957,335.04	82%	\$ -	\$ 957,335.04	\$ 214,245.23
061	Unemployment	\$ 37,255.00	\$ 37,255.11	100%	\$ -	\$ 37,255.11	\$ (0.11)
062	Worker Compensation	\$ 535,661.00	\$ 535,661.16	100%	\$ -	\$ 535,661.16	\$ (0.16)
Total		\$ 31,712,398.12	\$ 29,853,041.20	94%	\$ 244,087.40	\$ 30,097,128.60	\$ 1,615,269.52

*** Class transfer/Admin Rule

*** Class transfer/Admin Rule

*****Warrant to be issued

*****Warrant to be issued

FY16 FINANCIAL SUMMARY

Revenue	Federal	Other	General Funds	Estimated	Actual Y-T-D	Projected	Total	Estimated Rev.
				Revenue	Revenue	Revenue thru 6/30/16	Revenue Anticipated	less Total Anticipated Rev.
	0.26			\$ 8,341,865.17	\$ 9,276,042.52	\$ 273,185.63	\$ 9,549,228.15	\$ 1,207,362.98
		0.255		\$ 8,072,716.57	\$ 6,521,773.17	\$ 281,464.00	\$ 6,803,237.17	\$ (1,269,479.40)
			0.48	\$ 15,297,816.38	\$ 14,055,225.51	\$ (310,562.23)	\$ 13,744,663.28	\$ 1,553,153.10
Total				\$ 31,712,398.12	\$ 29,853,041.20	\$ 244,087.40	\$ 30,097,128.60	\$ 1,615,269.52

** The FY 16 Appropriation column includes prior year balance forwards

*** As explained: CLASS 18/Overtime and CLASS 50/Temp is adjusted as determined necessary thru Administrative Rule 316

***** Unemployment and Workers' Compensation classes are adjusted by the Department of Administrative Services through warrants

FY17 Financial Summary of the New Hampshire Veterans Home (July 1, 2016-June 30, 2017)
as of July 30, 2016

Class	Class Description	Appropriation **	Actual Y-T-D Expenditures	YTD %	Anticipated Expenditures	Estimated Total Expenditures	Appropriation less total est. Expenditures
010	Personal Services - Perm	\$ 16,379,234.00	\$ 1,131,268.25	7%	\$ 13,791,964.88	\$ 14,923,233.13	\$ 1,456,000.87
011	Personal Services - Unclassified	\$ 99,501.00	\$ 8,217.28	8%	\$ 98,607.36	\$ 106,824.64	\$ (7,323.64)
018	Overtime	\$ 174,142.00	\$ 97,348.19	56%	\$ 1,173,687.71	\$ 1,271,035.90	\$ (1,096,893.90)
019	Holiday Pay	\$ 415,218.00	\$ 36,179.21	9%	\$ 361,792.10	\$ 397,971.31	\$ 17,246.69
020	Current Expense	\$ 1,132,971.60	\$ 61,730.84	5%	\$ 1,071,240.00	\$ 1,132,970.84	\$ 0.76
021	Food Institutional	\$ 820,341.30	\$ 57,918.39	7%	\$ 762,422.90	\$ 820,341.29	\$ 0.01
022	Rents - Leases	\$ 30,937.02	\$ 525.37	2%	\$ 30,411.00	\$ 30,936.37	\$ 0.65
023	Heat Electricity Water	\$ 935,660.00	\$ 57,002.07	6%	\$ 684,024.84	\$ 741,026.91	\$ 194,633.09
024	Maint other than bldg/grds	\$ 40,000.00	\$ 2,048.57	5%	\$ 37,951.00	\$ 39,999.57	\$ 0.43
026	Dues	\$ 1,500.00	\$ 50.00	3%	\$ 900.00	\$ 950.00	\$ 550.00
027	Transfer to DOIT	\$ 833,163.78	\$ -	0%	\$ 833,163.00	\$ 833,163.00	\$ 0.78
030	Equipment	\$ 174,136.33	\$ -	0%	\$ 174,136.00	\$ 174,136.00	\$ 0.33
035	Shared Services	\$ 25,016.00	\$ -	0%	\$ 25,016.00	\$ 25,016.00	\$ -
039	Telecommunications	\$ 29,926.00	\$ -	0%	\$ 29,926.00	\$ 29,926.00	\$ -
040	Indirect Costs	\$ 246,430.00	\$ -	0%	\$ 246,430.00	\$ 246,430.00	\$ -
041	Audit Fund Set Aside	\$ 6,392.00	\$ -	0%	\$ 6,392.00	\$ 6,392.00	\$ -
046	Consultants	\$ 331,057.72	\$ 16,897.72	5%	\$ 314,160.00	\$ 331,057.72	\$ -
047	Own Forces Bldg & Grounds	\$ 50,108.00	\$ -	0%	\$ 50,108.00	\$ 50,108.00	\$ -
048	Contractual Bldg & Grounds	\$ 243,690.01	\$ 18,490.88	8%	\$ 225,199.00	\$ 243,689.88	\$ 0.13
050	Personal Services Temp	\$ 928,140.00	\$ 90,946.83	10%	\$ 1,106,352.74	\$ 1,197,299.57	\$ (269,159.57)
060	Benefits	\$ 9,880,827.00	\$ 660,487.28	7%	\$ 7,925,847.36	\$ 8,586,334.64	\$ 1,294,492.36
070	In State Travel	\$ 2,500.00	\$ 389.88	16%	\$ 4,678.56	\$ 5,068.44	\$ (2,568.44)
080	Out of State travel	\$ -	\$ -	0%	\$ -	\$ -	\$ -
100	Pharmacy	\$ 1,379,755.00	\$ 106,661.37	8%	\$ 1,273,093.00	\$ 1,379,754.37	\$ 0.63
061	Unemployment	\$ 18,000.00	\$ 1,445.89	8%	\$ 17,350.68	\$ 18,796.57	\$ (796.57)
062	Worker Compensation	\$ 390,000.00	\$ -	0%	\$ 390,000.00	\$ 390,000.00	\$ -
Total		\$ 34,568,646.76	\$ 2,347,608.02	7%	\$ 30,634,854.13	\$ 32,982,462.15	\$ 1,586,184.61

*** Class tranfer/Admin Rule

*** Class tranfer/Admin Rule

*****Warrant to be issued

*****Warrant to be issued

FY17 FINANCIAL SUMMARY

Revenue	Estimated Revenue	Actual Y-T-D Revenue	Projected Revenue thru 6/30/16	Total Revenue Anticipated	Estimated Rev. less Total Anticipated Rev.
Federal	0.26	\$ 9,033,330.89	\$ 790,825.84	\$ 9,489,910.08	\$ 1,247,405.03
Other	0.254	\$ 8,768,802.00	\$ 558,887.10	\$ 6,706,645.20	\$ (1,503,269.70)
General Funds	0.49	\$ 16,766,513.87	\$ 997,895.08	\$ 14,438,298.85	\$ 1,330,319.94
Total		\$ 34,568,646.76	\$ 2,347,608.02	\$ 30,634,854.13	\$ 1,586,184.61

** The FY 17 Appropriation column includes prior year balance forwards

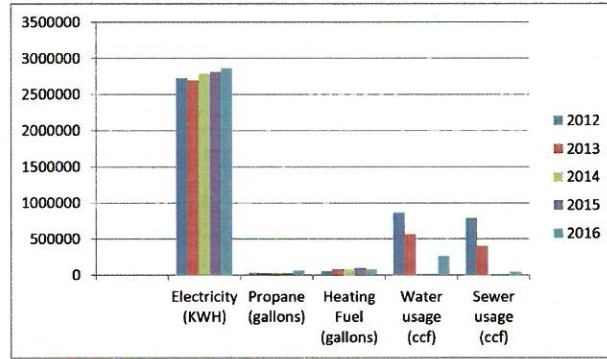
*** As explained: CLASS 18/Overtime and CLASS 50/Temp is adjusted as determined necessary thru Administrative Rule 316

***** Unemployment and Workers' Compensation classes are adjusted by the Department of Administrative Services through warrants

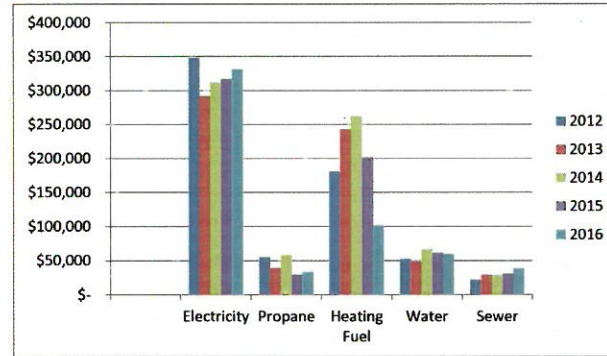
The New Hampshire Veterans Home Utility Data: Exhibit A

As of June 2016

Usage	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Electricity (KWH)	2,719,781	2,698,360	2,791,480	2,814,796	2,862,240
Propane (gallons)	31,437	26,974	28,135	24,606	62,675
Heating Fuel (gallons)	55,697	76,496	83,195	97,499	78,994
Water usage (ccf)	868,300	567,307	11,703	10,618	263,133
Sewer usage (ccf)	789,100	405,654	8,278	8,894	41,180



Utilities Expenditures	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Electricity	\$ 348,092	\$ 292,209	\$ 312,055	\$ 317,545	\$ 331,427
Propane	\$ 55,064	\$ 39,258	\$ 58,640	\$ 29,754	\$ 33,333
Heating Fuel	\$ 181,306	\$ 242,874	\$ 262,264	\$ 201,552	\$ 101,636
Water	\$ 52,793	\$ 48,833	\$ 66,568	\$ 61,698	\$ 59,625
Sewer	\$ 21,937	\$ 29,393	\$ 29,008	\$ 31,127	\$ 38,423
totals	\$ 659,192	\$ 652,567	\$ 728,535	\$ 641,676	\$ 564,444



Electricity (KWH)	0.112812794	0.115793015
Propane (gallons)	1.209217264	0.531837785
Heating Fuel (gallons)	2.067221202	1.286623794

All usage and expenditures are based on actual time of usage.

All utilities are paid to date.

Years are based on the Fiscal Year of July 1 through June 30

* Water and Sewer usage has been converted to ccf per energy auditor request

* Water and Sewer in the prior FY is reflected in cubic feet (cf)

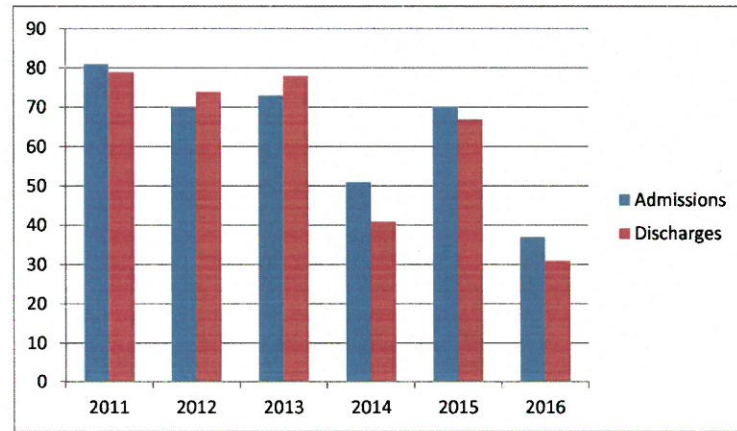
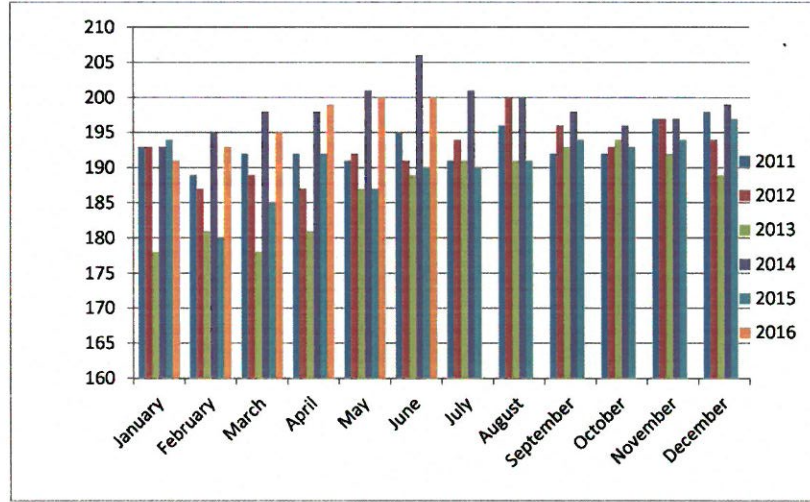
Resident census count at the New Hampshire Veterans Home

Resident census count by month & year

	2011	2012	2013	2014	2015	2016
January	193	193	178	193	194	191
February	189	187	181	195	180	193
March	192	189	178	198	185	195
April	192	187	181	198	192	199
May	191	192	187	201	187	200
June	195	191	189	206	190	200
July	191	194	191	201	190	
August	196	200	191	200	191	
September	192	196	193	198	194	
October	192	193	194	196	193	
November	197	197	192	197	194	
December	198	194	189	199	197	

Yearly Resident Turnover

	2011	2012	2013	2014	2015	2016
Admissions	81	70	73	51	70	37
Discharges	79	74	78	41	67	31



Quality of Life

An extensive program of high-quality recreational activities is vital to providing the highest possible quality of life to New Hampshire Veterans Home residents.

In addition to many daily programs in-house, such as trivia and board games, cribbage and rummy tournaments, bowling, horseshoes, darts and more, we offer several trips within the community each week that residents can sign up for. They can range from just going down the road to Walmart for some personal shopping to special outings like the Wright Museum of World War II in Wolfeboro, a matinee at the Winnepesaukee Playhouse, or this year's group tour of the studios of WMUR-TV in Manchester.

Outside groups and veterans service organizations also provide recreation opportunities. In June, the Gate City Corvette Club came for its annual cruise night and ice cream social, bringing many of their special vehicles for residents to check out. And one of the year's most popular events is always the Home's annual Classic Car



A resident group during a tour of the WMUR-TV studios in Manchester.

Cruise Night on the first Thursday in August, an open-to-the-public festivity that draws big crowds to look over some of the pre-1980 beauties from Detroit's Golden Age of Horsepower.

Residents get to vote on the awards for Best in Show, Veterans Choice, and "Most Likely to Get a Ticket."

Some of the more physically able residents have started a regular walking group that takes advantage of the Home's beautiful grounds, and we are also making regu-

lar use of several adapted bicycles that have been donated to let residents get outside and get the feel of the wind in their faces.

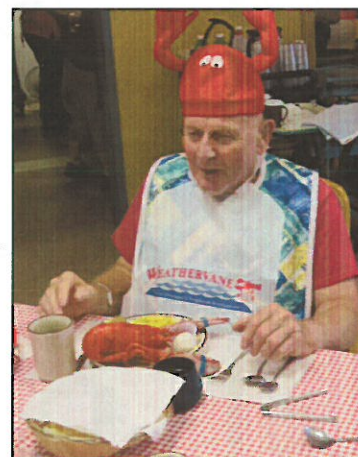
In September, an NHVH team participated in the Memory Walk at Arms Park in Manchester, NH to raise money for the Alzheimer's Association.

Our residents are also involved in the popular Inter-generational Activity and Volunteer programs. Students from the nearby Tilton School come every week to visit and do games and activities with residents, and a group from the Home regularly visits the Winnisquam Regional Middle School just down the hill for a mentorship program with the students there.

We also continue such popular traditional events as Grandparents Day ice cream social in September and Christmas visits from Santa Claus and Mrs. Claus in December.

Education

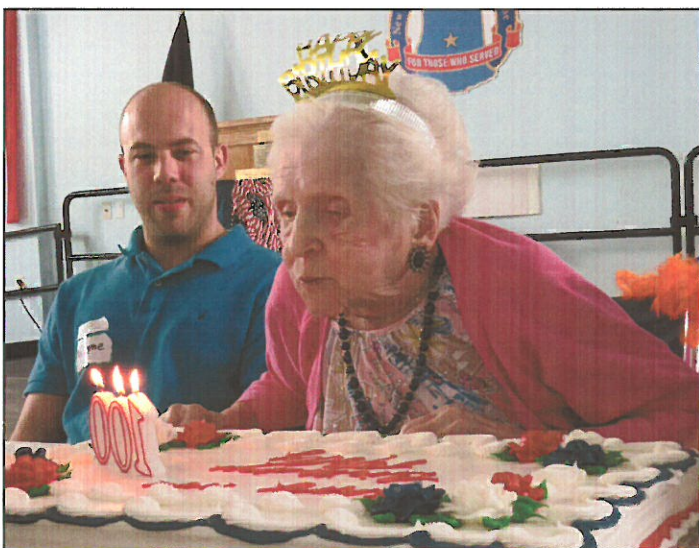
The social workers again conducted their annual "I Care" Abuse and Neglect Pre-



All set to go at the annual lobster bake.

vention program, whose objective is to help all staff working in long term care understand that the best antidote for elder abuse is learning to care for oneself. More than 150 NHVH employees have participated in the six-week program to date.

The Staff Development department also continues to provide enrichment opportunities to our staff, including such things as American Heart Association CPR certification, Pathway to the LNA III educational series, and dementia training. These offer-



Molly and family celebrate a century.

ings advance our staff knowledge and practice by investing in each employee, providing them with the most current curriculum available and enhancing our care to the residents.

The Veterans Home is also a community partner with other educational institutions in the area. We are currently a clinical site to LRCC, LNA Career Pathways, and the Huot Technical Center in Laconia, NH. We also have partnered with Plymouth State University and UNH to host social work interns. The Veterans Home values these relationships with their partners as it provides the opportunity for future healthcare providers to experience the specialized care that is provided to our veterans.

Survey

Our annual Veterans Ad-



Taking the wheel on Cruise Night

ministration site survey took place during the week of April 4, and this year the evaluation team found no citable deficiencies on either the clinical or life-safety sides.

The Ascellon survey team, which does top-to-bottom evaluations of all state veterans homes

throughout the country, commented that this home stands out from others because the staff truly exhibits that they care for each resident as a person. This was readily visible in each and every interaction that they witnessed, the evaluators said in their report.

Flu Season

This flu season was mild this year as compared to other years. Only 9 residents were affected with flu like symptoms. Five of these residents were tested with none being positive. On the staff side 11 were affected with 1 testing positive. Due to great action on part of staff and residents, there were no restrictions on admissions or visitors this year.

Electronic Medical Records

The long-term project of switching to a fully electronic medical records system continued this year as the Home implemented the first phase of the system, Point Click Care's Minimum Data Set 3.0 assessment, clinical assessments, and care planning modules. The October, 2015,

Continued on next page

**Resident council:
Representing veterans' interests**

The New Hampshire Veterans Home's Resident Council has been instrumental in advocating for meaningful changes that impact the Quality of Life at the Home. Its purpose is:

- To suggest improvements and help the administration provide better programs, surroundings, and services;
- To give residents a greater participation in affairs within the facility;
- To promote friendship and understanding among residents; and
- To provide and receive necessary information for the benefit of all residents.

The Council meets monthly. The officers plan an agenda, but it is flexible and the residents are always invited to express their opinions on any subject. The officers, elected by secret ballot for two-year terms, include President, first Vice President, second Vice President, Chaplain, and Sergeant-at-Arms.



The 2015-2016 elected officers are, from left: David Clark, chaplain; Bill Bertholdt, president; Gary Simard, first vice president; Elaine Baker, second vice president; Richard Milyaro, sergeant-at-arms.

Resident Council Officers work with our Social Work staff to implement as many recommendations as possible. Residents also are represented on many decision-making committees: Board of Managers, Safety Committee, Leadership Team, Art Committee, and Palliative Care Committee.

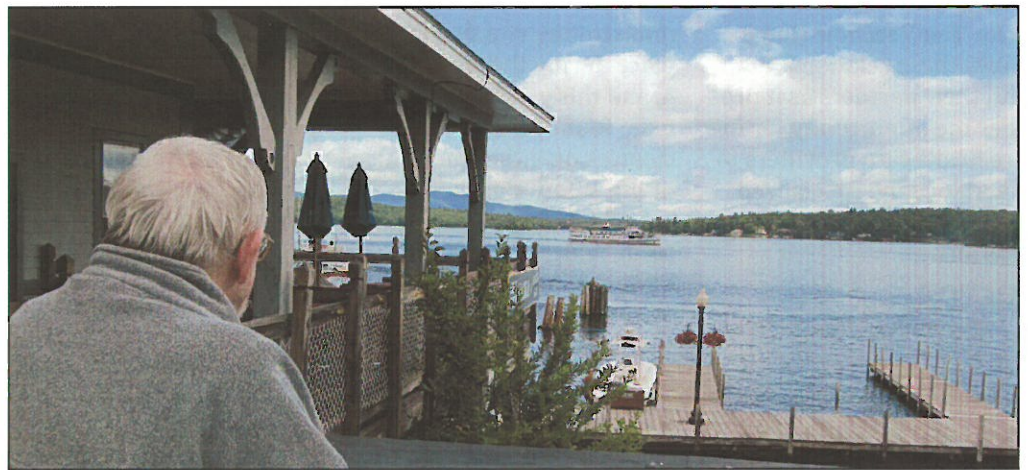
THE YEAR IN REVIEW



Putting around at Fun Spot.

At left: Residents jamming with visiting artist TJ Wheeler.

At right: Waiting for his ship, the Mount Washington, to come in at the Weirs.



Special guests at Tilton School basketball game.



Spring Fling with Marlena Phillips.

Continued from preceding page

roll-out required the training of over 30 staff members in multiple disciplines in the use of the new program, which will improve care planning and direct patient care to our veterans.

The next phase, electronic medication records, was scheduled to start in summer of 2016 with the arrival of computerized medication carts that will

eventually connect wirelessly to a central pharmacy database.

Completion of a secure wireless network throughout the building is the next key phase of the work.

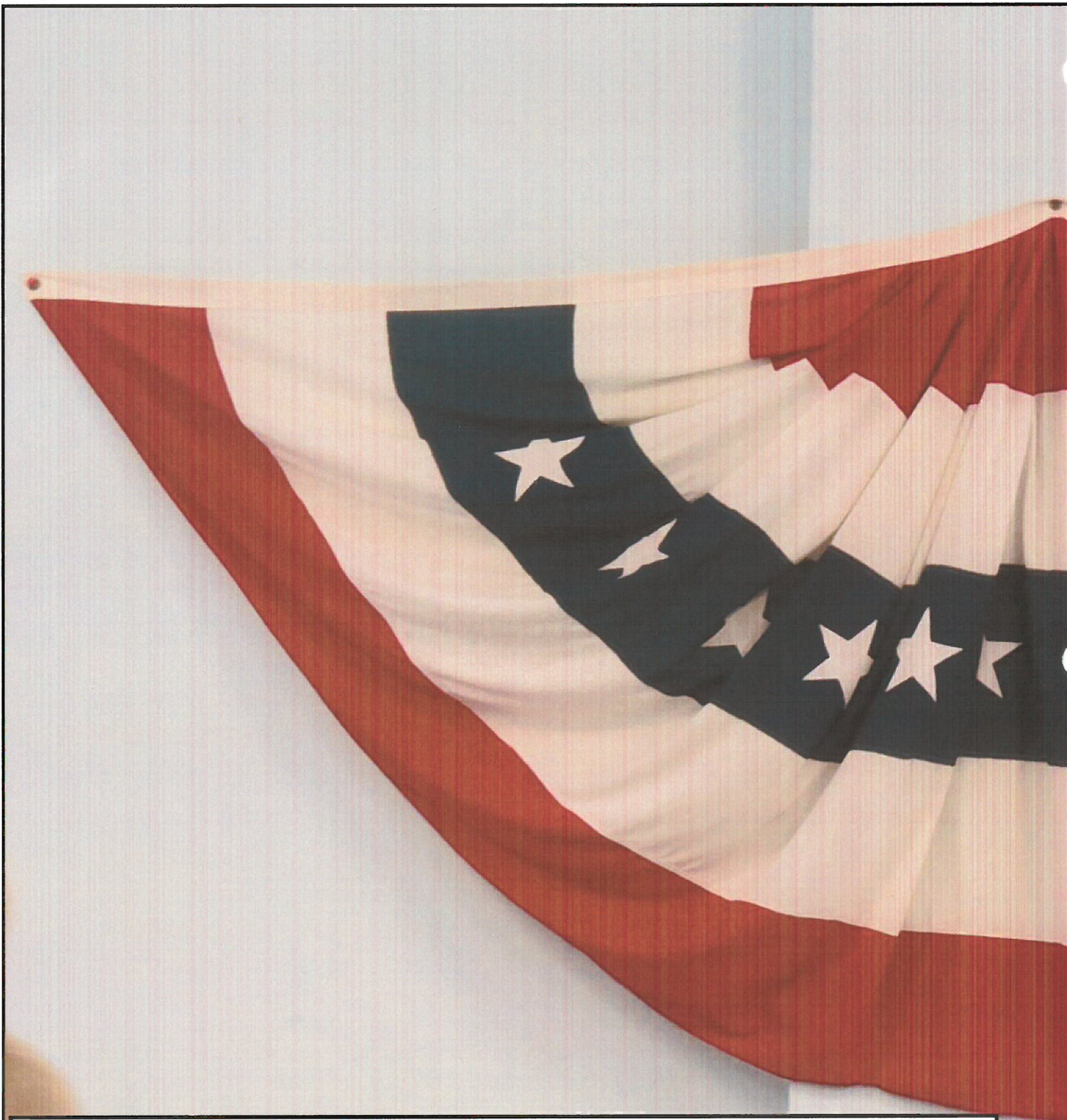
The system will integrate physician orders entry with the pharmacy to streamline order transcription and medication administration, and will require the training of more than 100 additional staff members.

About the Veterans Home

The New Hampshire Veterans Home was established in Tilton in 1890 as the Soldier's Home for Civil War Veterans.

The modern facility is home to 200 men and women who have served their country and fellow New Hampshire Citizens. Its mission is to provide high quality, professional long-term care services to New Hampshire's elderly and disabled veterans with compassion, respect and dignity. It is the state's only long-term care facility dedicated exclusively to veterans.

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New Hampshire Veterans Home

Margaret D. LaBrecque, Commandant
139 Winter Street
Tilton, NH 03276
Phone: 603-527-4400
Fax: 603-527-4402

Website: www.nh.gov/veterans
www.facebook.com/nhveteranshome





State of New Hampshire

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 FAX: 603-271-4912 TDD ACCESS: RELAY NH 1-800-735-2964

FIS 16 152

JEFFREY A. MEYERS
COMMISSIONER

September 8, 2016

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

Re: INFORMATIONAL ITEM: Health and Human Services Dashboard

Information

The Department of Health and Human Services (DHHS) hereby submits as an information item the department's monthly dashboard in order to inform the legislature and the public on the current status of the utilization of the department's programs and services and the related implications for the department's budget. Please note that financial and caseload information contained in this monthly dashboard is current through July 31, 2016 (SFY 17)

Explanation

Fiscal Year 2017 Funding Issues

TANF (Hendricks Decision) -- \$78,000
Medicaid -- TBD

Medicaid Shortfall in SFY 2016 & Implications for SFY 2017

The Medicaid shortfall in SFY16 resulted from three budget related issues and litigation regarding how uncompensated care is calculated. First, the managed care (per member per month) rates for SFY16 exceeded the amount budgeted for the managed care program. Second, the budget assumptions regarding a Medicaid caseload reduction of 2% in SFY16 were not realized; in fact, caseloads remained static. Third, for a period of time on SFY16 mental health services were excluded from the managed care program and the fee for service rates in this period were higher than budgeted. Lastly, as a result of the federal government attempting to change the methodology of how uncompensated care is defined and litigation resulting from that attempted change, the amount of uncompensated care payments to the state's hospitals was significantly higher (\$15.9 million) than budgeted.

DHHS managed the SFY16 Medicaid shortfall by transferring general funds that would otherwise lapse from other areas within the department.

While the department was able to cover these SFY16 Medicaid shortfalls, the underlying reasons for some of these shortfalls remain and, if not addressed, will produce shortfalls again in SFY17. Specifically, the current budget projects an additional decrease in Medicaid caseloads in SFY17 at another 2%, in addition to the 2% expected from SFY16. Although quite early in the fiscal year, it does not appear that caseloads will decrease enough to cover the cumulative impact of the SFY16 and 2017 reduction. The current dashboard is projecting a \$12.5m deficit for SFY17 at this time.

In addition, the rates for the managed care program as determined by the actuary have increased slightly again for SFY17. Without offsetting revenue, the rate increases could generate a shortfall of up to \$30 million by the end of SFY17. The composite average per member per month rate has increased since 2015 from \$331 to \$349. The MCO rates that were approved by the Executive Council in June 2016 will be in effect for SFY17. Rates are determined on an annual (fiscal year) basis.

Any gain or shortfall from the SFY17 uncompensated care (DSH) payment remains uncertain. However, since the 2017 payment will be based on 2015 uncompensated care data, which represents a full year of the impact from the New Hampshire Health Protection Program, it is anticipated that the hospitals' uncompensated care will significantly decrease from the 2014 levels, which was the basis for the SFY16 DSH payments. Even though the hospitals are not required to submit their uncompensated care reports or pay their Medicaid Enhancement Tax until the late spring of 2017, the department will work with the hospitals prior to then to obtain information in advance of their filings. We are uncertain at this time when the court will issue a final decision on the uncompensated care definitions. To fund the FY16 shortfall, the department relied upon drug rebate revenue received in excess of the amount originally budgeted. Since drug rebate revenue is invoiced quarterly, we will not know how the SFY17 revenue will trend till after the 9/30/16 quarter ends and invoices are generated.

Caseload Trends

	SFY 15	SFY 16				SFY 2017
	6/30/2015	9/30/2015	12/31/2015	3/31/2016	6/30/2016	7/31/2016
Medicaid Standard <i>% increase over prior</i>	138,252	138,908 0.47%	138,959 0.04%	139,242 0.20%	137,372 -1.34%	135,807 -1.14%
NHHPP <i>% increase over prior</i>	41,657	43,107 3.48%	46,996 9.02%	49,203 4.70%	49,522 0.65%	49,911 0.79%
Food Stamps (SNAP) <i>% increase over prior</i>	105,322	102,869 -2.33%	100,495 -2.31%	99,543 -0.95%	96,872 -2.68%	95,956 -0.95%
FANF Persons <i>% increase over prior</i>	6,138	5,764 -6.09%	5,425 -5.88%	5,183 -4.46%	5,107 -1.47%	4,954 -3.00%
APTD Persons <i>% increase over prior</i>	7,526	7,343 -2.43%	7,116 -3.09%	7,033 -1.17%	6,916 -1.66%	6,875 -0.59%
LTC - Persons <i>% increase over prior</i>	7,109	7,042 -0.94%	7,191 2.10%	7,231 0.56%	7,065 -2.30%	7,100 0.50%

TANF – Fiscal Impact of Hendricks v. Department of Health and Human Services

At the August 5, 2016, meeting of the Joint Legislative Fiscal Committee, the department was asked about the potential fiscal impact of the New Hampshire Supreme Court's decision in the Hendricks case. In its opinion issued on August 2, 2016, the New Hampshire Supreme Court ruled unconstitutional a department administrative rule that required DHHS to include a child's federal Supplemental Security Income (SSI) in the calculation of a family's eligibility for benefits under the federal Temporary Assistance for Needy Families program (TANF), as administered by the State's Financial Assistance to Needy Families Program (FANF).

The Department has reviewed the decision and has calculated the potential fiscal impact. For the reasons discussed below, the immediate fiscal impact is \$78,237 annually based upon the 17 open cases with individuals under the age of 20 who are currently receiving federal SSI benefits. In addition, there were 109 applications for TANF over the past 6 months that were denied as being over income as a result of SSI benefits for a child in the household. Were all of those families to reapply and now qualify because of the exclusion of their children's SSI benefits, the increase in TANF expenditures would be approximately \$667,000 annually. Thus, the potential fiscal impact of the decision based on data from the past six months would be under \$750,000 per year assuming all families who were denied in that time frame re-applied and otherwise qualified.

The fiscal impact of the recent court decision is significantly lower than the TANF cost savings projected when the change in law was made in 2012 that included SSI income for purposes of TANF benefits. The projected cost savings in 2012 was based on including SSI income from both adults and children in nearly 1,500 open cases at that time. The court decision requires the department to exclude only those SSI benefits of children, and the number of open cases where there are children receiving SSI benefits is currently 17.

The fiscal impact of the decision is also lower than it might have been because the court decision is prospective only; it does not require the department to make any retroactive payments.

Sununu Youth Services Center (SYSC)

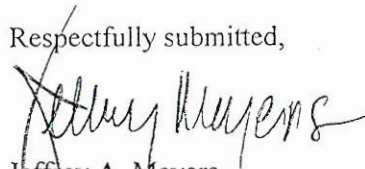
Per SB 466, the department is required to develop a cost reduction plan for the Sununu Youth Services Center and reduce general funds in the amount of \$1.7 million for SFY17. The law requires that \$850k of the \$1.7 million, be achieved by 1/1/17.

The plan was submitted in accordance with the law by August 5th and is expected to be presented at the September Fiscal Committee meeting. The plan includes operational savings from vacant positions, eliminating overtime for residential staff, cost reductions in building and grounds maintenance and reductions in provider payments and drug costs. The reduction plan assumes census and staffing patterns remain constant through the remainder of the fiscal year. The maintenance reductions assume the same utilization of the campus buildings and grounds. Unforeseen increases in oil prices that affect heat costs or unforeseen building repairs, however, could require the department to adjust its plan in order to achieve the required reductions. The same would be true were the census at the facility materially increase. The department will monitor spending in adherence to the proposed plan.

Developmentally Disabled Persons Waitlist

At the August 5, 2016 meeting of the Joint Legislative Fiscal Committee, the Department indicated that it would submit a report to the Health and Human Services Oversight and Joint Legislative Fiscal Committees on the number of persons served in SFY 2016 off the waitlist and its current status. This report is being submitted separately prior to the scheduled meeting of both committees on September 16, 2016. It will also be forwarded to all those copied on this Dashboard.

Respectfully submitted,


Jeffrey A. Meyers
Commissioner

Enclosure

cc: Her Excellency, Governor Margaret Wood Hassan
The Honorable Neal M. Kurk, Chairman, House Finance Committee
The Honorable Chuck W. Morse, President, NH State Senate
The Honorable Shawn Jasper, Speaker, NH House of Representatives
Michael W. Kane, Legislative Budget Assistant

Executive Council

The Honorable Colin Van Ostern The Honorable Christopher Sununu
The Honorable Christopher Pappas The Honorable David Wheeler
The Honorable Joseph D. Kenney

House Finance Committee

The Honorable Mary Allen	The Honorable Richard Barry	The Honorable Thomas Buco
The Honorable Frank Byron	The Honorable David Danielson	The Honorable Daniel Eaton
The Honorable Frank Edelblut	The Honorable J. Tracy Emerick	The Honorable Susan Ford
The Honorable William Hatch	The Honorable Peter Leishman	The Honorable Dan McGuire
The Honorable Betsy McKinney	The Honorable Sharon Nordgren	The Honorable Lynne Ober
The Honorable Joseph Pitre	The Honorable Katherine Rogers	The Honorable Cindy Rosenwald
The Honorable Marjorie Smith	The Honorable Peter Spanos	The Honorable Timothy Twombly
The Honorable Karen Umberger	The Honorable Mary Jane Wallner	The Honorable Robert Walsh
The Honorable Kenneth Wyler		

Senate Finance Committee

The Honorable Jeanie Forrester	The Honorable Lou D'Allesandro	The Honorable Andrew Hosmer
The Honorable Gerald Little	The Honorable John Reagan	

DEPARTMENT OF HEALTH AND HUMAN SERVICES



OPERATING STATISTICS DASHBOARD

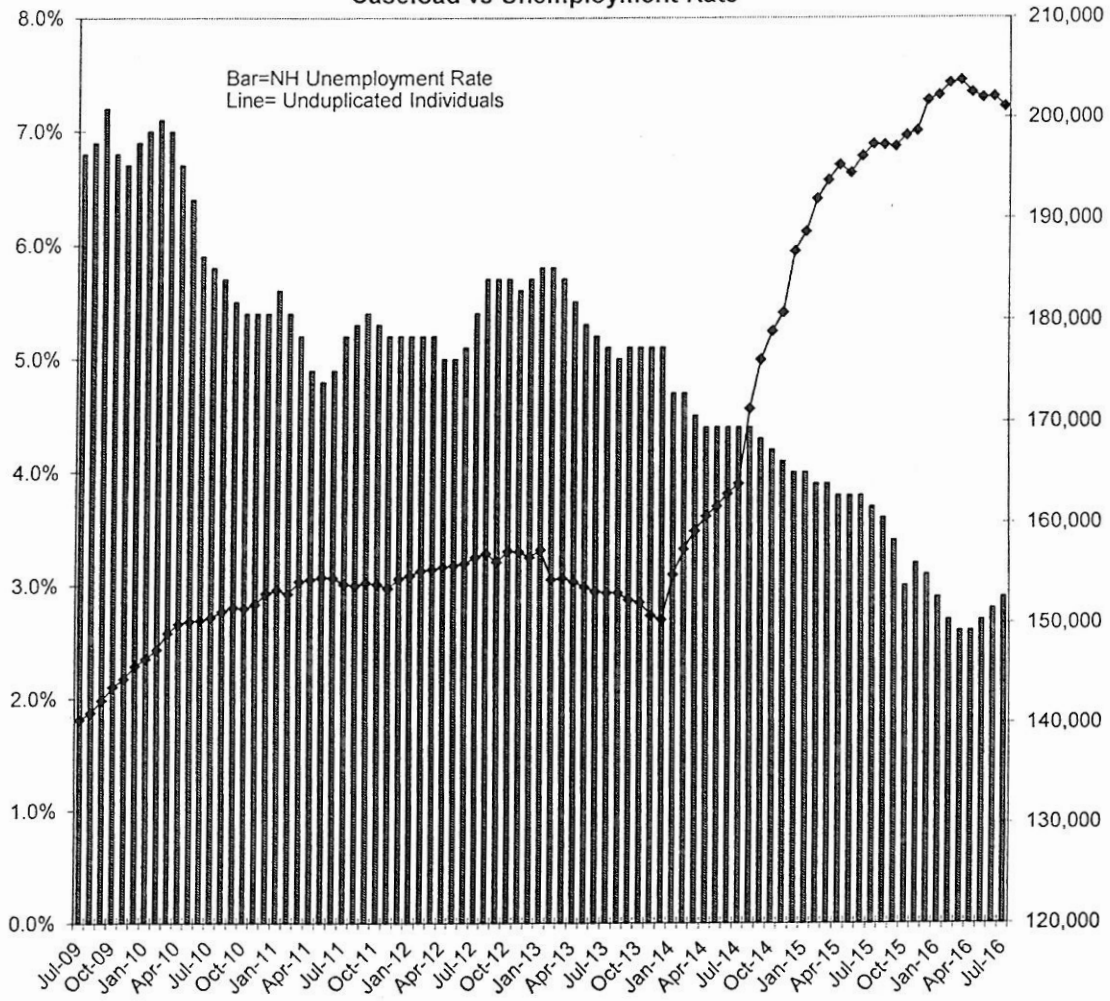
Fiscal Meeting September 2016

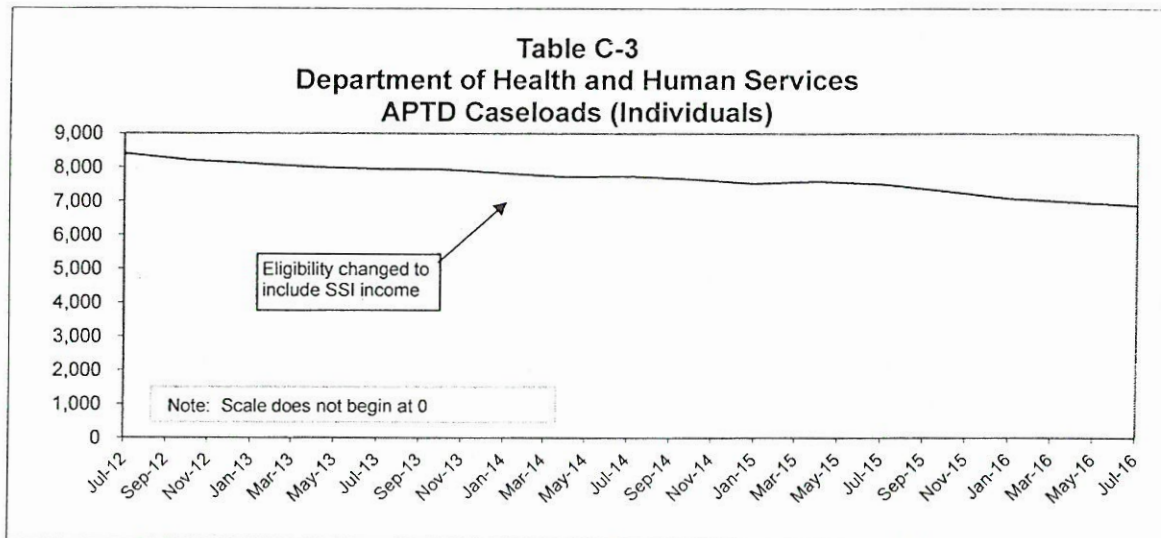
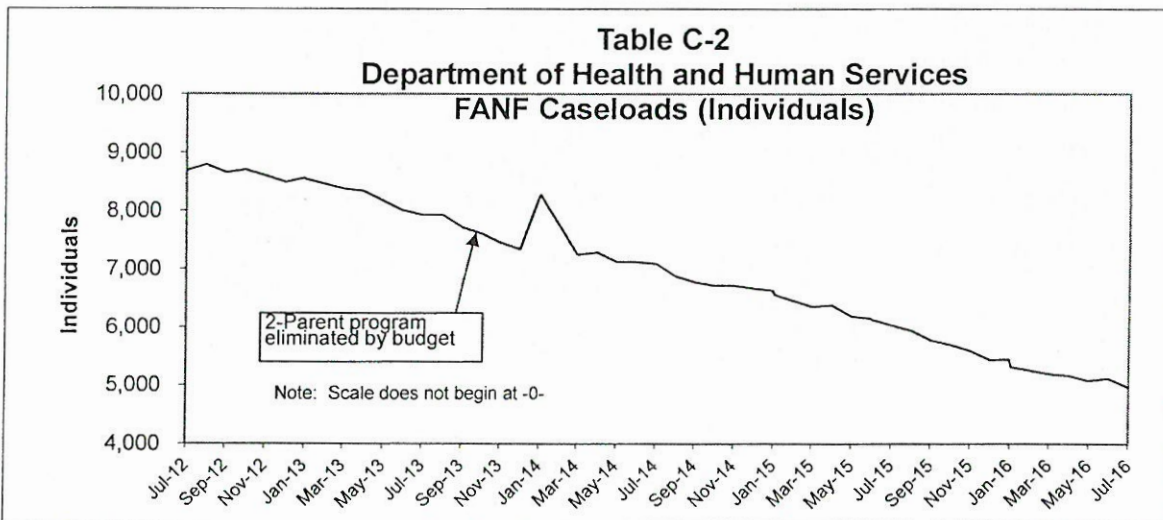
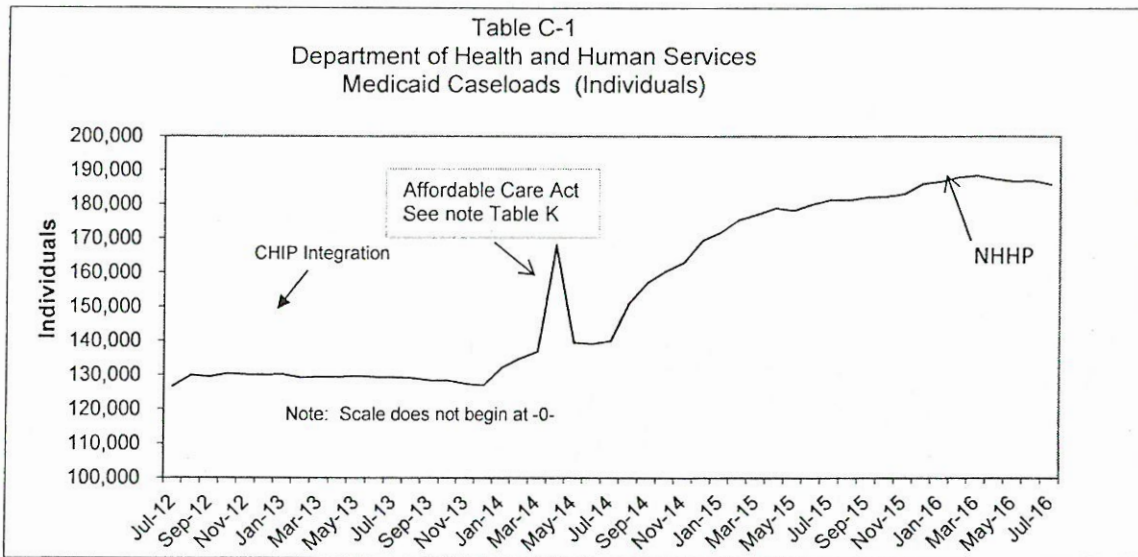
SFY17

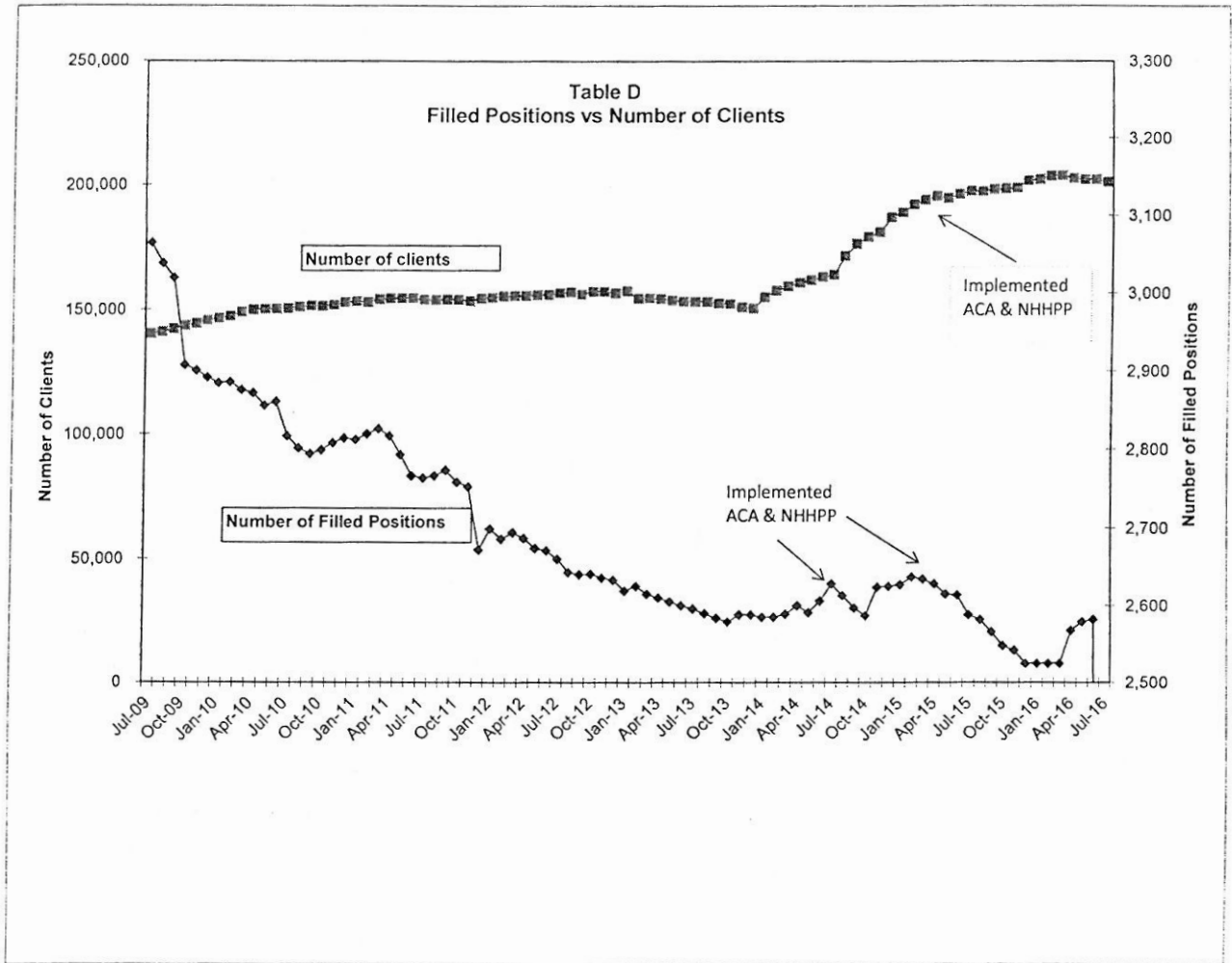
Budget Summary as of 7/31/16
Data/Caseloads as of 7/31/16 (except for MH as of 6/30/16)

	A	B	C	E
1	Department of Health and Human Services			
2	Financial Summary - CASH BASIS			
3	As of July 31 --- SFY17			
4	General Funds Rounded to \$000			
5				
6	The budget for SFY16-17 provides insufficient general funds to address the legislative intents for services and obligations that are expected to be incurred.			
7	The items reported on the list include only those which a) are likely to be incurred and b) for which amounts can be reasonably estimated.			
8				
9	Legislative Lapse Target per Final Budget (3.3%) = \$20,885			
10				
11				As of
11				7/31/16
12	Shortfalls			
13	Programs			
14	Medicaid	MCM and FFS budget shortfall		TBD
15	Medicaid	DSH Obligations/ MET revenue shortfall		TBD
16			Total Medicaid	TBD
17				
18				
19				
20	SYSC	Footnote reduction HB2		\$1,700
21	NHH	Nursing shortfall - 15 % salary enhancement		\$408
22				
23				
24	Total Estimated Shortfalls			\$2,108
25				
26	Identified Funds that would otherwise Lapse (cash basis)			
27				
28	Medicaid	Drug Rebate Revenue		TBD
29	SYSC	Operating Accounts		\$1,700
30	NHH	Salary & Benefits		\$408
31				
32	Total Estimated Funds that Would Otherwise Lapse			\$2,108
33				
34				
35	Net Surplus (Deficit)			\$0

Table B
Department of Health and Human Services
Caseload vs Unemployment Rate







	A	B	C	D	E	F	G	H
1	Table E							
2	Department of Health and Human Services							
3	Operating Statistics							
4	Children In Services							
5								
6		DCYF	DCYF	Family Foster	Residential	Child Care	Child Care	SYSC
7		Referrals	Assessments	Care	Placement	Emplmnt	Wait List	Secure
8			Closed	Placement		Related		Census
9		Actual	Actual	Actual	Actual	Actual	Actual	Actual
70	Jul-14	1,049	890	510	319	5,742	0	52
71	Aug-14	1,273	827	510	254	5,626	0	52
72	Sep-14	1,485	921	501	282	5,543	0	48
73	Oct-14	1,356	790	519	301	5,341	0	47
74	Nov-14	1,090	681	512	308	5,384	0	50
75	Dec-14	1,312	768	544	313	5,438	0	47
76	Jan-15	1,169	587	532	303	5,370	0	41
77	Feb-15	1,079	467	550	301	5,259	0	36
78	Mar-15	1,427	630	554	319	5,494	0	40
79	Apr-15	1,281	874	564	334	5,474	0	42
80	May-15	1,298	858	566	341	5,497	0	43
81	Jun-15	1,314	869	578	348	5,581	0	47
82	Jul-15	1,120	908	564	322	5,651	0	48
83	Aug-15	1,074	743	571	319	5,588	0	51
84	Sep-15	1,298	895	570	304	5,528	0	49
85	Oct-15	1,336	863	591	308	5,192	0	54
86	Nov-15	1,182	680	605	303	5,219	0	59
87	Dec-15	1,280	825	647	316	5,267	0	65
88	Jan-16	1,178	736	658	335	5,370	0	72
89	Feb-16	1,143	2,569	666	336	5,201	0	73
90	Mar-16	1,458	1,165	691	341	5,269	0	74
91	Apr-16	1,231	731	701	342	5,245	0	71
92	May-16	1,376	612	705	349	5,230	0	73
93	Jun-16	1,139	889	720	346	9,137	0	72
94	Jul-16	978	762	729	327	5,326	0	66
95	Aug-16							
96	Sep-16							
97	Oct-16							
98	Nov-16							
99	Dec-16							
100	Jan-17							
101	Feb-17							
102	Mar-17							
103	Apr-17							
104	May-17							
105	Jun-17							
106	YEAR-TO-DATE AVERAGE							
107	SFY11	987	638	663	424	5,041	2,386	55
108	SFY12	963	737	574	351	5,053	0	68
109	SFY13	1,100	681	605	323	5,175	0	60
110	SFY14	1,124	772	571	315	5,568	0	61
111	SFY15	1,049	890	510	319	5,742	0	52
112	SFY16	1,120	908	564	322	5,651	0	48
113	SFY17	978	762	729	327	5,326	0	66
114								
115	Source of Data							
116	Column							
117	B	DCYF SFY Management Database Report: Bridges.						
118	C	DCYF Assessment Supervisory Report: Bridges.						
119	D	Bridges placement authorizations during the month, unduplicated.						
120	E	Bridges placement authorizations during the month, unduplicated.						
121	F	Bridges Expenditure Report, NHB-OAR8-128						
122	G	Child Care Wait List Screen: New Heights						
123	H	Bridges Service Day Query - Bed days divided by days in month						

	A	B	C	D	E
1	Table G-1				
2	Department of Health and Human Services				
3	Operating Statistics				
4	Clients Served by Community Mental Health Centers				
5					
6	Annual Totals				
7		Adults	Children	Total	
8	FY2012	36,407	13,122	49,529	
9	FY2013	34,819	13,013	47,832	
10	FY2014	35,657	14,202	49,859	
11	FY2015	34,725	10,736	45,461	
12	FY2016				
13					
14		Adults	Children	Total	
15					
16	Jul-14	14,818	5,179	19,997	
17	Aug-14	14,436	5,132	19,568	
18	Sep-14	14,981	5,382	20,363	
19	Oct-14	15,172	5,651	20,823	
20	Nov-14	14,142	5,591	19,733	
21	Dec-14	14,734	5,775	20,509	
22	Jan-15	14,960	5,257	20,217	
23	Feb-15	14,024	4,757	18,781	
24	Mar-15	15,083	5,044	20,127	
25	Apr-15	14,641	5,073	19,714	
26	May-15	15,467	5,996	21,463	
27	Jun-15	15,935	6,044	21,979	
28	Jul-15	15,467	5,741	21,208	
29	Aug-15	15,213	5,806	21,019	
30	Sep-15	15,232	5,769	21,001	
31	Oct-15	15,324	6,027	21,351	
32	Nov-15	14,438	5,957	20,395	
33	Dec-15	14,753	6,084	20,837	
34	Jan-16	15,150	5,637	20,787	
35	Feb-16	15,393	5,041	20,434	
36	Mar-16	15,474	5,903	21,377	
37	Apr-16	14,918	5,776	20,694	
38	May-16	14,691	6,225	20,916	
39	Jun-16	14,756	5,876	20,632	
40	Jul-16			0	
41	Aug-16			0	
42	Sep-16			0	
43	Oct-16			0	
44	Nov-16			0	
45	Dec-16			0	
46	Jan-17			0	
47	Feb-17			0	
48	Mar-17			0	
49	Apr-17			0	
50	May-17			0	
51	Jun-17			0	
52					
53	Notes:				
54	1. Monthly data is a duplicated count.				
55	2. Year-end data is unduplicated.				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Table H													
2	Department of Health and Human Services													
3	Operating Statistics													
4	Elderly & Adult Long Term Care													
5														
6		Total Nursing Clients		CFI Home Health	CFI Midlevel	Other Nursing	Nursing Home Beds		Pct in NF	APS Clients Assmnts	APS Cases Ongoing	SSBG AIHC Waitlist	Total SSBG IHCS	
7		Actual	Budget	Note 2		Note 1	3 mo. Avg	Budget					Note 3	
68	Jul-14	7,337	7,421	2,431	444	44	4,462	4,380	60.8%	363	801	0	0	
69	Aug-14	7,094	7,421	2,403	439	44	4,252	4,380	59.9%	276	786	0	1168	
70	Sep-14	7,088	7,421	2,428	431	37	4,229	4,380	59.7%	270	794	0	1438	
71	Oct-14	7,242	7,421	2,453	492	36	4,297	4,380	59.3%	301	757	0	2177	
72	Nov-14	7,160	7,421	2,422	460	36	4,278	4,380	59.7%	212	752	0	1276	
73	Dec-14	7,181	7,421	2,431	469	35	4,281	4,380	59.6%	263	764	0	1990	
74	Jan-15	6,996	7,421	2,404	469	32	4,123	4,380	58.9%	246	736	0	1845	
75	Feb-15	7,026	7,421	2,400	472	32	4,154	4,380	59.1%	221	739	0	1589	
76	Mar-15	7,109	7,421	2,432	448	32	4,229	4,380	59.5%	278	716	0	1802	
77	Apr-15	7,230	7,421	2,422	484	30	4,324	4,380	59.8%	244	723	0	1958	
78	May-15	7,170	7,421	2,428	464	29	4,278	4,380	59.7%	210	716	0	1838	
79	Jun-15	7,109	7,421	2,404	479	32	4,226	4,380	59.4%	294	726	0	1410	
80	Jul-15	7,045	7,232	2,409	463	33	4,173	4,325	59.2%	316	738	0	1410	
81	Aug-15	6,949	7,232	2,339	453	35	4,157	4,325	59.8%	301	750	0	1762	
82	Sep-15	7,042	7,232	2,335	481	40	4,226	4,325	60.0%	320	756	0	1645	
83	Oct-15	7,056	7,232	2,302	502	35	4,252	4,325	60.3%	332	756	0	1320	
84	Nov-15	7,047	7,232	2,317	444	40	4,286	4,325	60.8%	276	763	0	1842	
85	Dec-15	7,191	7,232	2,428	463	39	4,300	4,325	59.8%	284	734	0	1743	
86	Jan-16	7,114	7,232	2,434	435	35	4,245	4,325	59.7%	289	732	0	1712	
87	Feb-16	7,225	7,232	2,505	452	35	4,268	4,325	59.1%	289	742	0	1561	
88	Mar-16	7,231	7,232	2,671	345	34	4,215	4,325	58.3%	352	725	0	1709	
89	Apr-16	7,229	7,232	2,538	464	34	4,227	4,325	58.5%	291	715	0	1842	
90	May-16	7,103	7,232	2,489	430	37	4,184	4,325	58.9%	262	712	0	1423	
91	Jun-16	7,105	7,232	2,557	414	32	4,134	4,325	58.2%	360	718	0	1547	
92	Jul-16	7,100	7,286	2,515	445	32	4,140	4,350	58.3%	316	708	0	1791	
93	Aug-16	-	-	-	-	-	-	-	-	-	-	-	-	
94	Sep-16	-	-	-	-	-	-	-	-	-	-	-	-	
95	Oct-16	-	-	-	-	-	-	-	-	-	-	-	-	
96	Nov-16	-	-	-	-	-	-	-	-	-	-	-	-	
97	Dec-16	-	-	-	-	-	-	-	-	-	-	-	-	
98	Jan-17	-	-	-	-	-	-	-	-	-	-	-	-	
99	Feb-17	-	-	-	-	-	-	-	-	-	-	-	-	
100	Mar-17	-	-	-	-	-	-	-	-	-	-	-	-	
101	Apr-17	-	-	-	-	-	-	-	-	-	-	-	-	
102	May-17	-	-	-	-	-	-	-	-	-	-	-	-	
103	Jun-17	-	-	-	-	-	-	-	-	-	-	-	-	
104	YEAR-TO-DATE AVERAGE													
105	SFY11	7,284	7,740	2,541	384	36	4,359	4,063	59.8%	250	1,121	5	#DIV/0!	
106	SFY12	7,142	7,515	2,499	443	31	4,200	4,400	58.8%	200	1,069	1	#DIV/0!	
107	SFY13	7,225	7,578	2,401	444	34	4,380	4,422	60.6%	238	1,096	9	#DIV/0!	
108	SFY14	7,153	7,356	2,452	421	72	4,280	4,380	59.8%	276	1,230	1	#DIV/0!	
109	SFY15	7,337	7,421	2,431	444	44	4,462	4,380	60.8%	363	801	0	0	
110	SFY16	7,045	7,232	2,409	463	33	4,173	4,325	59.2%	316	738	0	1,410	
111	SFY17	7,100	7,286	2,515	445	32	4,140	4,350	58.3%	316	708	0	1,791	
112														
113	Note 1: These clients are also captured under OMBP Provider Payments													
114	Note 2: CFI Home Health = CFI Home Support and Home Health Care Waiver Services													
115	Note 3: In preparation for 2016, Converted IHCS to monthly paid basis													
116	Note 4: Four Midlevel facilities did not file claims during the month representing about 100 clients.													
117	Due to the reporting of Case Management under Home Health, these clients are however reported in the H													
118														
119	Source of Data													
120	Columns													
121														
122	D-F	MDSS monthly client counts												
123	G	3 month Avg of the number of paid bed days in the month/days in prior month												
124	by the number of days in the previous month. MDSS													
125	J	Options Monthly Protective Reports												
126	K	Options Monthly Activity Report												
127	L	SSBG Adult In-Home Care verbal report from Adult Protective Services Administrator												
128	M	Quarterly Options Paid Claims from Business Systems Unit Manager												
129														

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Developmental Services Long Term Care										
3											
4		BDS Programs served FYTD**	FYTD Unduplicated Count	Early Supports & Services	Special Medical Services	Partners in Health Program	Devl. Serv. Priority #1 DD Waitlist	Devl. Serv. ABD Waitlist			
65	Jul-14	9,996	7,049	1,810	1,979	968	86	0			
66	Aug-14	10,721	7,697	2,152	2,040	984	95	0			
67	Sep-14	11,675	8,467	2,545	2,212	996	120	3			
68	Oct-14	12,567	9,127	2,785	2,421	1,019	139	2			
69	Nov-14	13,078	9,567	3,010	2,476	1,035	132	3			
70	Dec-14	13,538	9,880	3,187	2,618	1,040	152	3			
71	Jan-15	14,027	10,286	3,406	2,708	1,033	98	6			
72	Feb-15	14,424	10,600	3,613	2,778	1,046	115	4			
73	Mar-15	14,837	10,893	3,837	2,876	1,068	97	5			
74	Apr-15	15,389	11,313	4,172	2,995	1,081	114	8			
75	May-15	15,787	11,604	4,384	3,102	1,081	138	8			
76	Jun-15	16,229	11,919	4,624	3,210	1,100	101	8			
77	Jul-15	9,683	6,663	2,345	2,088	932	186	8			
78	Aug-15	11,567	8,421	2,629	2,199	947	195	17			
79	Sep-15	12,228	8,964	2,873	2,298	966	186	0			
80	Oct-15	12,859	9,503	3,089	2,372	984	196	0			
81	Nov-15	13,340	9,919	3,289	2,432	989	149	0			
82	Dec-15	13,776	10,264	3,514	2,515	997	153	0			
83	Jan-16	14,097	10,521	3,758	2,569	1,007	150	0			
84	Feb-16	14,448	10,794	3,967	2,632	1,022	152	0			
85	Mar-16	14,783	10,984	4,212	2,760	1,039	127	2			
86	Apr-16	14,889	11,029	4,417	2,806	1,054	136	6			
87	May-16	15,023	11,092	4,545	2,868	1,063	148	8			
88	Jun-16	16,139	12,040	4,864	3,025	1,074	151	11			
89	<i>NOTE: 6-1-16 -- FY 16 "BDS Programs Served FYTD" recalculated due to revisions in ESS monthly totals</i>										
90	Jul-16	9,896	6,973	1,809	2,059	864	166	11			
91	Aug-16	0									
92	Sep-16	0									
93	Oct-16	0									
94	Nov-16	0									
95	Dec-16	0									
96	Jan-17	0									
97	Feb-17	0									
98	Mar-17	0									
99	Apr-17	0									
100	May-17	0									
101	Jun-17	0									
102	YEAR-TO-DATE AVERAGE ***										
103	SFY11	9,505	6,463	1,927	1,652	1,390	40	0			
104	SFY12	10,626	7,627	2,248	1,795	1,204	56	6			
105	SFY13	9,742	7,055	1,891	1,689	998	123	0			
106	SFY14	8,995	6,364	1,865	1,646	985	373	15			
107	SFY15	9,996	7,049	1,810	1,979	968	86	0			
108	SFY16	9,683	6,663	2,345	2,088	932	186	8			
109	SFY17	9,896	6,973	1,809	2,059	864	166	11			
110	***(1/4/16 - formulas corrected)										
111	Data Sources:	NHLeads	NHLeads	NHLeads	SMSdb	PIHdb	Registry	Registry			
112											
113	*G & *H	Represent the number of individuals waiting at least 90-days for DD or ABD Waiver funding.									
114											
115	**	BDS count excludes MTS Students served									
116	E & F	Represents year-to-date total number served									

	A	B	C	D	E	F	G	H	I	J
1	Table I									
2	Department of Health and Human Services									
3	Operating Statistics									
4	Shelters & Institutions									
5										
6		NHH					BHHS			Glenclyff
7		APS & APC Census	APS & APC Admissions	APS Waiting List	APC Waiting List	THS Census	All Shelters		% of	GH Census
8		Actual	Actual	Actual	Actual	Actual	Capacity	Actual	Capacity	Actual
9				Adult	Adolescent					
70	Jul-14	141	153	23	1	n/a	13,826	11,737	85%	116
71	Aug-14	135	142	30	1	n/a	13,826	12,121	88%	117
72	Sep-14	145	173	33	5	n/a	13,380	11,625	87%	118
73	Oct-14	146	181	29	4	n/a	13,826	12,783	92%	116
74	Nov-14	150	166	27	6	n/a	13,380	12,064	90%	117
75	Dec-14	149	180	15	4	n/a	15,004	14,056	94%	118
76	Jan-15	150	159	22	3	n/a	15,748	15,016	95%	118
77	Feb-15	152	169	18	4	n/a	14,224	13,940	98%	116
78	Mar-15	156	171	16	8	n/a	15,748	14,996	95%	113
79	Apr-15	153	165	10	8	n/a	13,380	11,990	90%	115
80	May-15	150	170	14	7	n/a	13,826	11,598	84%	117
81	Jun-15	150	180	14	5	n/a	13,380	10,830	81%	114
82	Jul-15	148	169	13	1	n/a	14,694	11,628	79%	112
83	Aug-15	150	152	20	1	n/a	14,694	12,229	83%	115
84	Sep-15	151	162	17	5	n/a	14,220	11,861	83%	116
85	Oct-15	146	154	19	6	n/a	14,694	12,452	85%	116
86	Nov-15	144	163	18	5	n/a	14,220	12,684	89%	113
87	Dec-15	152	165	24	7	n/a	14,694	12,758	87%	114
88	Jan-16	153	133	28	5	n/a	14,694	12,351	84%	112
89	Feb-16	153	137	31	7	n/a	13,746	12,160	88%	113
90	Mar-16	156	191	22	5	n/a	14,694	11,224	76%	113
91	Apr-16	156	168	31	6	n/a	14,220	12,805	90%	113
92	May-16	154	185	26	11	n/a	14,694	11,270	77%	114
93	Jun-16	153	151	34	5	n/a	14,220	12,622	89%	114
94	Jul-16	161	165	24	3	n/a	14,694	13,483	92%	114
95	Aug-16									
96	Sep-16									
97	Oct-16									
98	Nov-16									
99	Dec-16									
100	Jan-17									
101	Feb-17									
102	Mar-17									
103	Apr-17									
104	May-17									
105	Jun-17									
106	YEAR-TO-DATE AVERAGE									
107	SFY11	148	178			41	11,408	8,444	74%	112
108	SFY12	142	209			43	10,943	9,368	86%	113
109	SFY13	145	161							118
110	SFY14	155	187							117
111	SFY15	141	153	23	1		13,826	11,737	85%	116
112	SFY16	148	169	13	1		14,694	11,628	79%	112
113	SFY17	161	165	24	3		14,694	13,483	92%	114
114										
115	Source of Data									
116	Column									
117	B	Daily in-house midnight census averaged per month*								
118	C	Daily census report of admissions totalled per month								
119	D	Daily Average wait list for adults								
120	E	Daily average wait list for adolescents								
121	F	Daily Average census in Transitional Housing (privatized 12/2011)								
122	G	Total number of individual bednights available in emergency shelters								
123	H	Total number of individual bednights utilized in emergency shelters								
124	I	Percentage of individual bednights utilized during month								
125	J	Daily in-house midnight census averaged per month								
126										
127		* July 2014 average Census no longer reflects Pts on Leave								

	A	B	H	N	T	Z	AF	AG
1	Table J							
2	Medicaid Medical Caseloads (Persons)							
3								
4	Enrollment as of	12/30/13	6/30/14	12/31/14	6/30/2015	12/31/2015	6/30/2016	7/31/2016
5								
6	1. Low-Income Children (Age 0-18)	82,129	88,961	90,618	89,849	91,089	90,484	89,780
7	2. Children With Severe Disabilities (Age 0-18)	1,604	1,670	1,622	1,623	1,593	1,576	1,558
8	3. Foster Care & Adoption Subsidy (Age 0-25)	1,948	2,004	2,085	2,166	2,181	2,204	2,182
9	4. Low-Income Parents (Age 19-64)	10,324	13,976	13,212	13,677	13,851	13,113	12,505
10	5. Low-Income Pregnant Women (Age 19+)	2,275	3,246	2,602	2,432	2,244	2,173	2,157
11	6. Adults With Disabilities (Age 19-64)	19,997	20,222	19,540	19,727	19,111	18,997	18,813
12	7. Elderly & Elderly With Disabilities (Age 65+)	8,828	8,822	8,714	8,606	8,741	8,681	8,661
13	8. BCCP (Age 19-64)	205	204	189	172	149	144	151
14	Sub-Total	127,310	139,105	138,582	138,252	138,959	137,372	135,807
15	9. NH Health Protection Program (Age 19-64)			30,711	41,657	46,996	49,522	49,911
16	Total By Category	127,310	139,105	169,293	179,909	185,955	186,894	185,718
17	Reconciling Differences (Detail to Summary)	(405)	0	1	0	0	0	0
18	Reported On Summary	126,905	139,105	169,294	179,909	185,955	186,895	185,718
19	ENROLLMENT IN MEDICAID CARE MANAGEMENT							
20								
21	Enrollment as of	01/01/14	07/01/14	1/1/2015	7/1/2015	1/1/2016	7/1/2016	8/1/2016
22								
23	Enrolled in Care Management	108,206	120,915	145,763	161,224	128,349	136,962	135,741
24	Premium Assistance Program (NHHPP formerly w/MCO, previously shown in Care Management and not new)					36,884	40,381	40,392
25	Enrolled in Fee-For-Service	25,186	15,549	22,067	17,594	19,100	8,069	8,147
26	Total	133,392	136,464	167,830	178,818	184,333	185,412	184,280
27								
28		(6,082)	2,641	1,463	1,091	1,622	1,482	1,438
29	Figures by category versus figures by coverage are taken from two points in time. Medicaid Care Management is first of the month and the some people drop off during the month and go into Fee-For-Service. FFS is end of the month and builds during the month to include the spend down clients excluded from MCM. The early data points are switched because the MCM data							

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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

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FIS 16 153



Jeffrey A. Meyers
Commissioner

Marcella Jordan Bobinsky
Acting Director

August 31, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
Legislative Office Building, Room 210
104 North State Street
Concord, New Hampshire 03301

Re: Information Item, Department of Health and Human Services

INFORMATION

The Department of Health and Human Services hereby submits as an information item notice of three forthcoming action items in October and/or November to authorize the Department's Division of Public Health Services, to accept and expend 100% federal funds from the Centers for Disease Control and Prevention (CDC) to fund Zika virus prevention and response activities. These funds were awarded through three separate grant programs for SFY 2017 and are expected to be available for the future operating budgets. Due to the urgent nature of these funds, the Department will request that these funds be accepted into SFY 2017 before the passage of the SFY 2018 and SFY 2019 budget. Two of these grants involve the establishment of new positions.

EXPLANATION

Zika virus is a virus that is spread to people primarily through the bite of an infected mosquito. This virus has been causing a large outbreak of illness in South and Central America since last winter. With summer approaching in the United States, there was great concern for the virus to spread to the United States, which recently happened in Florida. While the illness is usually mild with symptoms lasting up to a week, Zika virus infection during pregnancy can cause a serious birth defect called microcephaly and other severe brain defects.

Given these potentially devastating health outcomes, and with the concern for transmission of this virus in the United States, the CDC has rapidly made available funding to state health departments to prepare for, prevent, and respond to this virus. Fortunately in New Hampshire, the specific mosquitoes that transmit this virus are not documented to be present; however, there is some potential for them to be present so enhanced surveillance for these mosquitoes is necessary.

Whether present or not, it is important for the Department to take action to educate travelers to the southern affected areas to take precautions to prevent this illness.

The three awards made to New Hampshire are as follows:

Public Health Preparedness and Response Cooperative Agreement for All-Hazards Public Health Emergencies: Zika 2016: Funds in the amount of \$175,929 were awarded on July 14, 2016 by the Centers for Disease Control and Prevention. The purpose of these federal funds is to assure the readiness and response capacity to respond effectively to Zika virus to reduce the spread of this disease through mosquitoes and to minimize transmission of this virus to developing fetuses, which can result in severe developmental disability and death in affected infants. Funds will be used to: 1) develop and exercise the State of New Hampshire Zika virus response plan, 2) make available brochures and signage for use in airports, hospitals and healthcare provider settings, 3) provide supplies to support enhanced mosquito surveillance to more definitively determine whether the mosquitoes that transmit Zika virus are present in NH, 4) provide training in intermediate and advanced Incident Command Structure for key management and leadership staff members to build capacity and depth for public health emergency responses, 5) assure access to infectious disease clinical consultation services for Department staff, 6) provide Zika educational webinars and outreach to local and state-wide partners, and 7) improve availability of Zika virus surveillance data through the development of data reporting tools. **This request will include no new position requests.**

Epidemiology Laboratory Capacity for Infectious Diseases Cooperative Agreement: Funds in the amount of \$3,057,302 were awarded on August 1, 2016 by the Centers for Disease Control and Prevention. This is a large, long-standing grant that funds 19 different specific infectious disease program areas in the Bureau of Infectious Disease Control and the Public Health Laboratories. The CDC used this existing grant as a mechanism to provide additional Zika virus funding in the amount of \$458,446. The purpose of the Zika virus component of these federal funds is to enhance epidemiology, surveillance, and laboratory capacity for Zika virus response. Funds will be used to: 1) purchase laboratory supplies and reagents and hire new laboratory staff to perform Zika virus testing on specimens from pregnant women and others experiencing symptoms of Zika virus after traveling to an affected area, 2) hire an infectious disease nurse, who will provide clinical consultation to healthcare providers reporting suspected cases of Zika virus, conduct clinical investigation of reported cases, coordinate submission of specimens to the Public Health Laboratories for testing, and provide de-identified information on pregnant women who test positive for Zika virus to the United States Zika Virus Pregnancy Registry for long term monitoring of potential impacts on the infant, and 3) contract with an emergency courier to pick up specimens from local laboratories and deliver them to the Public Health Laboratories. **This request will include 3 new Zika-virus related position requests and 6 new position requests related to other infectious disease areas.**

Surveillance, intervention, and referral for infants with microcephaly or other adverse outcomes linked with the Zika virus: Funds in the amount of \$200,000 were awarded on August 1, 2016 by the Centers for Disease Control and Prevention. The purpose of these federal funds is to establish, enhance, and maintain rapid population-based surveillance of microcephaly and other adverse outcomes possibly linked to Zika virus infection during pregnancy. In New Hampshire, a birth defects registry existed until July 1, 2016, when it was shut down after being unfunded. As such, there is currently no source of information on the occurrence of birth defects in infants born in New Hampshire. Birth defects surveillance data would be helpful to have in order to understand the

impact of this large international outbreak of Zika virus, especially as the virus begins to circulate in the United States. Funds from this award will be used to establish microcephaly surveillance by working with the Division of Vital Records to add additional variables on the birth certificate and to hire a maternal and child health nurse who will review these data, conduct clinical investigations of suspected adverse birth outcomes associated with Zika virus, provide referral services to affected families, and develop and distribute educational materials targeted toward pregnant women and prenatal and pediatric healthcare providers. **This request will include 1 new position request.**

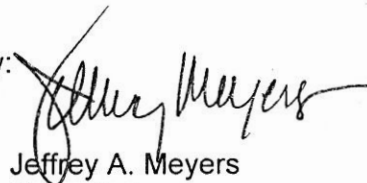
The applications for these funding opportunities were well coordinated across the Division of Public Health Services to ensure a well-rounded and efficient use of available resources. These funds will allow the Department to respond to this new emerging disease appropriately to protect the public's health and prevent serious birth defects in infants born to women with exposure to this virus. Detailed budget and budget narrative information will be forthcoming as each award is presented to Fiscal Committee and Governor and Council as separate items. The Department appreciates your expeditious consideration of these requests.

Respectfully submitted,



Marcella Jordan Bobinsky
Acting Director

Approved by:



Jeffrey A. Meyers
Commissioner