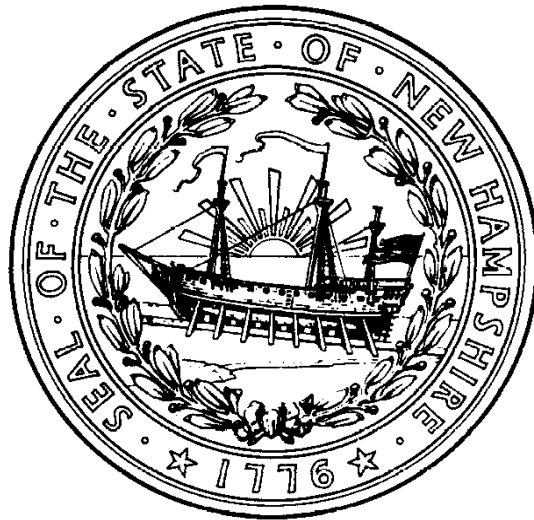


FISCAL COMMITTEE



**Meeting of July 10, 2013
10:00 a.m.
Room 210-211, LOB**



JEFFRY A. PATTISON
Legislative Budget Assistant
(603) 271-3161

MICHAEL W. KANE, 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

RICHARD J. MAHONEY, CPA
Director, Audit Division
(603) 271-2785

July 2, 2013

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 Wednesday, July 10, 2013, 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 cursive script that reads "Jeffrey A. Pattison".

Jeffrey A. Pattison
Legislative Budget Assistant

JAP/pe
Attachments

FISCAL COMMITTEE
AGENDA

Wednesday, July 10, 2013 in Room 210-211 of the Legislative Office Building

10:00 a.m.

- (1) Acceptance of Minutes of the June 7, 2013 meeting

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

- (2) Old Business:

FIS 12-359 McAuliffe-Shepard Discovery Center – requests approval for the business plan for the operation of the McAuliffe-Shepard Discovery Center. Tabled 12/21/12

FIS 13-040 Public Utilities Commission – accept and expend \$2,663,089. Tabled 02/01/13

FIS 13-081 Letter from Representative Lucy McVitty Weber, Chairman of the Legislative Performance Audit and Oversight Committee relative to the recommendation of the performance audit topics for 5) Police Standards and Training Council, The Council in Performance of its Charter. Tabled 03/08/13

CONSENT CALENDAR

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

FIS 13-132 Department of Safety – authorization to retroactively amend FIS 12-294, approved September 14, 2012, by extending the end date from June 30, 2013 to September 30, 2013, with no increase in funding

FIS 13-134 Department of Safety – authorization to retroactively amend FIS 13-052, approved March 8, 2013, by extending the end date from June 30, 2013 to September 30, 2013, with no increase in funding

FIS 13-140 Department of Environmental Services – authorization to retroactively amend FIS 12-113, approved April 13, 2012, by extending the end date from June 30, 2013 to June 30, 2014, with no increase in funding

FIS 13-157 Department of Safety – authorization to retroactively amend FIS 12-345, approved November 8, 2012, and subsequently amended on April 13, 2012 (FIS 12-116), by extending the end date from June 30, 2013 to September 30, 2013, with no increase in funding

FIS 13-163 Department of Agriculture, Markets & Food – authorization to retroactively budget and expend \$156,342 in carry forward federal funds from July 1, 2013 to June 30, 2015

FIS 13-165 Adjutant General's Department – accept and expend \$585,000

FIS 13-166 Department of Environmental Services – authorization to retroactively amend FIS 11-297, approved October 28, 2011, by extending the end date from September 30, 2012 to September 30, 2013, with no increase in funding

FIS 13-167 Department of Resources and Economic Development – authorization to retroactively amend FIS 11-222, approved September 23, 2011, and subsequently amended on September 14, 2012 (FIS 12-299), by extending the end date from June 30, 2013 to December 31, 2013 and further authorization to budget and expend \$84,772 in carry forward federal grant funds in FY 2014

(4) **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 Restricted:**

FIS 13-135 Department of Safety – authorization to retroactively amend FIS 12-329, approved November 8, 2012, by extending the end date from June 30, 2013 to September 30, 2013, with no increase in funding and further authorization to retroactively amend FIS 12-329, approved November 8, 2012, by extending the end date of a consultant position from June 30, 2013 to September 30, 2013

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

FIS 13-164 Board of Pharmacy – authorization to establish a temporary part-time Administrator I, Labor Grade 27, position through June 30, 2014

(6) **Chapter 144:164-166, Laws of 2013, Legislative Employees:**

FIS 13-168 Office of Legislative Budget Assistant – authorization to grant salary increases to the employees of the Office of Legislative Budget Assistant

(7) **Miscellaneous:**

(8) **Informational Materials:**

LBAO Report on Additional Revenues for the Biennium Ending June 30, 2013 – Fiscal Committee Approvals through June 7, 2013 (RSA 14:30-a, VI and Chapter 224:14, II, Laws of 2011)

LBAO Report on American Recovery and Reinvestment Act (ARRA) Stimulus Funding – Fiscal Committee Approvals through June 7, 2013 (RSA 14:30-a, VI and Chapter 224:14, II, Laws of 2011)

Letter from Jeffrey A. Pattison, 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 2013
As of 05/31/13

FIS 13-158 Department of Corrections – Chapter 223:13, Laws of 2011 – quarterly SFY 2013 Budget Reduction Progress report, March 31, 2013

FIS 13-159 New Hampshire Fish and Game Department – RSA 206:42 – Search and Rescue Quarterly Report of Expenditures for the period January 1, 2013 to March 31, 2013

FIS 13-160 Department of Health and Human Services – Chapters 223:6 and 224:14, Laws of 2011 – April 2013 Operating Statistics Dashboard report for the fiscal year ending June 30, 2013

FIS 13-161 Department of Health and Human Services – Chapters 223:6 and 224:14, Laws of 2011 – May 2013 Operating Statistics Dashboard report for the fiscal year ending June 30, 2013

FIS 13-162 Department of Revenue Administration – RSA 21-J:45 – Refund report for May 2013

10:30 a.m.

Audits:

State of New Hampshire
Department of Revenue Administration
Collection Of Delinquent Taxes
Performance Audit Report
July 2013

(9) Date of Next Meeting and Adjournment

FISCAL COMMITTEE OF THE GENERAL COURT

MINUTES

June 7, 2013

The Fiscal Committee of the General Court met on Friday, June 7, 2013 at 10:00 a.m. in Room 210-211 of the Legislative Office Building.

Members in attendance were as follows:

Representative Mary Jane Wallner, Chairman
Representative Cindy Rosenwald
Representative Peter Leishman
Representative Dan McGuire (Alternate)
Representative Bernard Benn (Alternate)
Senator Chuck Morse
Senate President Peter Bragdon (Alternate)
Senator Sharon Carson (Alternate)
Senator Sylvia Larsen
Senator Andy Sanborn

Chairman Wallner opened the meeting at 10:05 a.m.

ACCEPTANCE OF MINUTES:

On a motion by Senator Morse, seconded by Representative Leishman, that the minutes of the April 19, 2013 meeting be accepted as written. MOTION ADOPTED. (8-Yes, 1-Abstain)

OLD BUSINESS:

FIS 12-359 McAuliffe-Shepard Discovery Center – request for approval of the business plan for the operation of the McAuliffe-Shepard Discovery Center. Tabled 12/21/12. No Action Taken.

FIS 13-040 Public Utilities Commission – accept and expend \$2,663,089. Tabled 02/01/13. No Action Taken.

FIS 13-081 Letter from Representative Lucy McVitty Weber, Chairman of the Legislative Performance Audit and Oversight Committee relative to the recommendation of the performance audit topics for 5) Police Standards and Training Council, The Council in Performance of its Charter. Tabled 03/08/13. No Action Taken.

FIS 13-091 Department of Justice – On a motion by Representative Leishman, seconded by Senator Sanborn, that the item be removed from the table. MOTION ADOPTED.

The Department of Justice submitted a letter (FIS 13-091 Additional Information), dated June 4, 2013, to notify the Committee that Attorney General Joseph Foster had reviewed and concurred with the request.

Ann Rice, Deputy Attorney General, Department of Justice, responded to questions of the Committee.

On a motion by Representative Leishman, seconded by Representative Benn, that the Committee approve the request of the Department of Justice to retain outside counsel from an out-of-state law firm, the National Online Travel Litigation Group, to investigate and recover unpaid meals and rooms taxes from online travel companies. Tabled 04/19/13

A roll call was taken and the results were as follows:

Representative Wallner – Yes

Representative Rosenwald – Yes

Representative Leishman – Yes

Representative McGuire - No

Representative Benn – Yes

Senator Morse – Yes

Senator Bragdon – Yes

Senator Carson – Yes

Senator Larsen – Yes

Senator Sanborn – No

(8-Yes, 2-No) MOTION ADOPTED.

FIS 13-117 Insurance Department – On a motion by Representative Rosenwald, seconded by Representative Leishman, that the item be removed from the table. MOTION ADOPTED. (9-Yes, 1-No)

Jeffrey Pattison, Legislative Budget Assistant, spoke to the Insurance Department request, dated June 6, 2013 (FIS 13-117 Additional Information), to withdraw the request to 1) accept and expend \$339,153 in federal funds through June 30, 2013, and further authorization to 2) establish consultant positions through June 30, 2013 which was tabled April 19, 2013. WITHDRAWN BY AGENCY.

NEW BUSINESS:

CONSENT CALENDAR

At the request of Representative McGuire, the following items were removed from various sections of the Consent Calendar; (RSA 9:16-c) FIS 13-124 Department of Safety, and (RSA 14:30-a, VI) FIS 13-095 Department of Transportation, FIS 13-131 Department of Environmental Services, and FIS 13-154 Department of Justice. At the request of Senator Morse, (RSA 14:30-a, VI) FIS 13-142 Department of Justice was also removed.

On a motion by Senator Larsen, seconded by Representative McGuire, that the Committee approve the remaining requests under sections RSA 9:16-a, RSA 9:17-d, and RSA 14:30-a, VI, of the Consent Calendar as submitted. MOTION ADOPTED. [(RSA 9:16-a) FIS 13-130 Department of Transportation – transfer \$16,500, (RSA 9:17-d) FIS 13-153 Administrative Office of

the Courts – authorization to transfer \$256,100 general funds in FY 2013, (RSA 14:30-a, VI) FIS 13-125 State Treasury – accept and expend up to \$500,000, FIS 13-129 Department of Education – authorization to amend FIS 10-237, originally approved July 20, 2010, and subsequently amended on September 14, 2012 (FIS 12-283), by reallocating \$79,977 in federal ARRA funds and authorization to extend the end date from June 30, 2013 to January 31, 2014, FIS 13-133 Department of Safety – accept and expend \$1,885,772, FIS 13-141 Office of Energy and Planning – authorization to retroactively amend FIS 12-254, approved July 23, 2012, by reallocating \$41,885 in federal ARRA funds and extend the end date from September 30, 2012 to September 30, 2013, and FIS 13-144 Department of Transportation – accept and expend \$50,000]

RSA 9:16-a TRANSFERS AUTHORIZED:

CONSENT CALENDAR

FIS 13-124 Department of Safety – Steven Kiander, Administrator, and Lisa Lienhart, Financial Analyst, Division of Administration, Department of Safety, presented the request and responded to questions of the Committee.

On a motion by Representative Leishman, seconded by Senator Larsen, that the Committee approve the request of the Department of Safety to transfer \$27,150. MOTION ADOPTED. (9-Yes, 1-No)

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

CONSENT CALENDAR

FIS 13-095 Department of Transportation – Jeff Brillhart, Assistant Commissioner, and Patrick McKenna, Director of Finance, Department of Transportation, presented the request and responded to questions of the Committee.

On a motion by Senator Bragdon, seconded by Representative Rosenwald, that the Committee approve the request of the Department of Transportation to accept and expend \$289,207. MOTION ADOPTED.

FIS 13-131 Department of Environmental Services – Susan Carlson, Chief Operations Officer, Department of Environmental Services presented the request and responded to questions of the Committee.

On a motion by Representative Leishman, seconded by Senator Larsen, that the Committee approve the request of the Department of Environmental Services to accept and expend \$140,000. MOTION ADOPTED.

FIS 13-142 Department of Justice – Ann Rice, Deputy Attorney General, and Rosemary Faretra, Director of Administration, Department of Justice, presented the request and responded to questions of the Committee.

On a motion by Senator Bragdon, seconded by Representative Benn, that the Committee approve the request of the Department of Justice to amend FIS 12-295, approved September 14, 2012, by reallocating \$2,467 in federal funds through June 30, 2013. MOTION ADOPTED.

FIS 13-154 Department of Justice – Ann Rice, Deputy Attorney General, and Rosemary Faretra, Director of Administration, Department of Justice, presented the request and responded to questions of the Committee.

On a motion by Representative Rosenwald, seconded by Senator Bragdon, that the Committee approve the request of the Department of Justice to amend FIS 09-227, originally approved June 12, 2009, and subsequently amended on June 18, 2012 (FIS 12-215), by reallocating \$280,000 in federal ARRA funds through June 30, 2013. MOTION ADOPTED.

RSA 124:15 POSITIONS RESTRICTED:

CONSENT CALENDAR

FIS 13-155 Department of Transportation – On a motion by Representative Leishman, seconded by Senator Bragdon, that the Committee approve the request of the Department of Transportation to establish consultants for services to be performed on projects reimbursed by the Oil Disbursement Fund through June 30, 2013. MOTION ADOPTED.

RSA 7:12, I, ASSISTANTS:

FIS 13-146 Department of Justice – Ann Rice, Deputy Attorney General, and Rosemary Faretra, Director of Administration, Department of Justice presented the request and responded to questions of the Committee. Representative Rosenwald questioned the Department of Justice on a possible error regarding the approval date of 2014 found on Page 1, line 4 of the last paragraph, to which the Department clarified that the correct date should be 2012.

On a motion by Senator Bragdon, seconded by Representative Rosenwald, that the Committee approve the request of the Department of Justice to accept and expend a sum not to exceed \$500,000 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, 2013. MOTION ADOPTED.

RSA 216-A:3-g, FEES FOR PARK SYSTEM:

FIS 13-147 Department of Resources and Economic Development – On a motion by Senator Bragdon, seconded by Senator Larsen, that the Committee approve the request of the Department of Resources and Economic Development for approval of rate changes for the primary winter 2013/2014 products at Cannon Mountain Aerial Tramway and Ski Area and the Flume Gorge and further requests approval of the 2013/2014 Cannon Mountain Winter Special Use Policy. MOTION ADOPTED.

RSA 228:12 TRANSFERS FROM HIGHWAY SURPLUS ACCOUNT:

FIS 13-118 Department of Transportation – On a motion by Senator Bragdon, seconded by Representative Benn, that the Committee approve the request of the Department of Transportation to transfer \$1,400,000 from Highway Surplus to fund increases in the Highway Maintenance Bureau through June 30, 2013. MOTION ADOPTED

CHAPTER 155:1, LAWS OF 2012, DEPARTMENT OF CORRECTIONS; TRANSFERS:

FIS 13-148 Department of Corrections – On a motion by Representative Leishman, seconded by Senator Larsen, that the Committee approve the request of the Department of Corrections to transfer \$203,988 in general funds to cover projected shortfalls for the remainder of SFY 2013. MOTION ADOPTED.

CHAPTER 224:14, II, LAWS OF 2011, DEPARTMENT OF HEALTH AND HUMAN SERVICES; PROGRAM ELIGIBILITY; ADDITIONAL REVENUES; TRANSFER AMONG ACCOUNTS:

FIS 13-136 Department of Health and Human Services – Nicholas Toumpas, Commissioner, Department of Health and Human Services presented the request and responded to questions of the Committee.

On a motion by Senator Larsen, seconded by Representative McGuire, that the Committee approve the request of the Department of Health and Human Services to accept and expend \$17,870,850 in federal funds and \$17,850,000 in other funds for a total of \$35,720,850 through June 30, 2013. MOTION ADOPTED.

CHAPTER 224:14, II AND III, LAWS OF 2011, DEPARTMENT OF HEALTH AND HUMAN SERVICES; PROGRAM ELIGIBILITY; ADDITIONAL REVENUES; TRANSFER AMONG ACCOUNTS:

FIS 13-137 Department of Health and Human Services – Nicholas Toumpas, Commissioner, Department of Health and Human Services presented the request and responded to questions of the Committee.

On a motion by Representative Rosenwald, seconded by Representative Benn, that the Committee approve the request of the Department of Health and Human Services to transfer \$952,703 in general funds and decrease related revenue adjustments of (\$199,876) in federal funds and decrease revenue adjustments of (\$9,152) in other funds through June 30, 2013. MOTION ADOPTED.

FIS 13-138 Department of Health and Human Services – On a motion by Representative McGuire, seconded by Senator Larsen, that the Committee approve the request of the Department of Health and Human Services to transfer \$140,252 in general funds and increase related revenue adjustments of \$117,649 in federal funds and increase revenue adjustments of \$1,000 in other funds through June 30, 2013. MOTION ADOPTED.

FIS 13-139 Department of Health and Human Services – Nicholas Toumpas, Commissioner, Department of Health and Human Services presented the request and responded to questions of the Committee.

On a motion by Senator Larsen, seconded by Representative Rosenwald, that the Committee approve the request of the Department of Health and Human Services to transfer \$16,157,257 in general funds and decrease related revenue adjustments of (\$16,439,294) in federal funds and increase revenue adjustments of \$2,148,230 in other funds through June 30, 2013. MOTION ADOPTED.

INFORMATIONAL MATERIALS:

The informational items were accepted and placed on file.

AUDITS:

State of New Hampshire, New Hampshire Veterans' Home, Financial Audit Report For the Fiscal Year Ended June 30, 2012 – Richard Mahoney, Director of Audits, and Pamela Veeder, Senior Audit Manager, Audit Division, Office of Legislative Budget Assistant presented the report and responded to questions of the Committee. Margaret Labreque, Commandant, New Hampshire Veterans' Home was also present to respond to questions of the Committee.

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

State of New Hampshire, Department of Resources and Economic Development, Communications Program, Internal Control Over Revenue, Rental Of Space For Antenna Facilities, June 2013 – Richard Mahoney, Director of Audits, and Christine Young, Senior Audit Manager, Audit Division, Office of Legislative Budget Assistant, presented the report and responded to questions of the Committee. Brad Simpkins, Interim Director, Division of Forests and Lands, Department of Resources and Economic Development, was present to respond to questions of the Committee.

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

ADJOURNMENT:

The next regular meeting of the Fiscal Committee will be Wednesday, July 10, 2013 at 10:00 a.m.

Representative Rosenwald made a motion to adjourn. (Whereupon the meeting adjourned at 11:24 a.m.)

Representative Ken Weyler, Clerk



2 Institute Drive
Concord, NH 03301
phone 603-271-7827
fax 603-271-7832

www.starhop.com

November 1, 2012

Representative Ken Weyler
Chairman, Fiscal Committee of the General Court
Legislative Office Building – Room 210-211
Concord, NH 03301

Dear Representative Weyler:

Requested Action

Pursuant to RSA 12-L:14, II, the McAuliffe Shepard Discovery Center requests approval for the business plan for the operation of the McAuliffe-Shepard Discovery Center.

Explanation

RSA 12-L:14, II states, "The McAuliffe-Shepard discovery center commission shall submit a business plan for the operation of the discovery center to the fiscal committee of the general court for approval by November 1, 2012."

With assistance from Executive Service Corps and the McAuliffe-Shepard Discovery Center Corporation Board of Directors, the Discovery Center has completed its business plan and looks forward to discussing it with the Fiscal Committee of the General Court. We hereby submit for Fiscal Committee approval the McAuliffe-Shepard Discovery Center Business Plan, dated November 1, 2012, for your approval.

Sincerely,

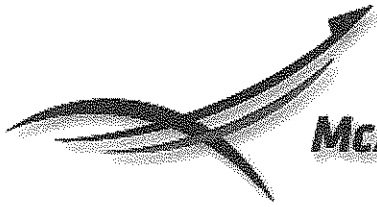
A handwritten signature in black ink that reads "Paul A. Burkett". The signature is fluid and cursive, with the first name being the most prominent.

Paul A. Burkett, Esq.
Chair, McAuliffe-Shepard Discovery Center Commission

c.c.: James R. MacKay, Ph.D.
Interim Chair, McAuliffe-Shepard Discovery Center Corporation

Jeanne T. Gerulskis
Executive Director, McAuliffe-Shepard Discovery Center

Enc.: Proposed McAuliffe-Shepard Discovery Center Business Plan



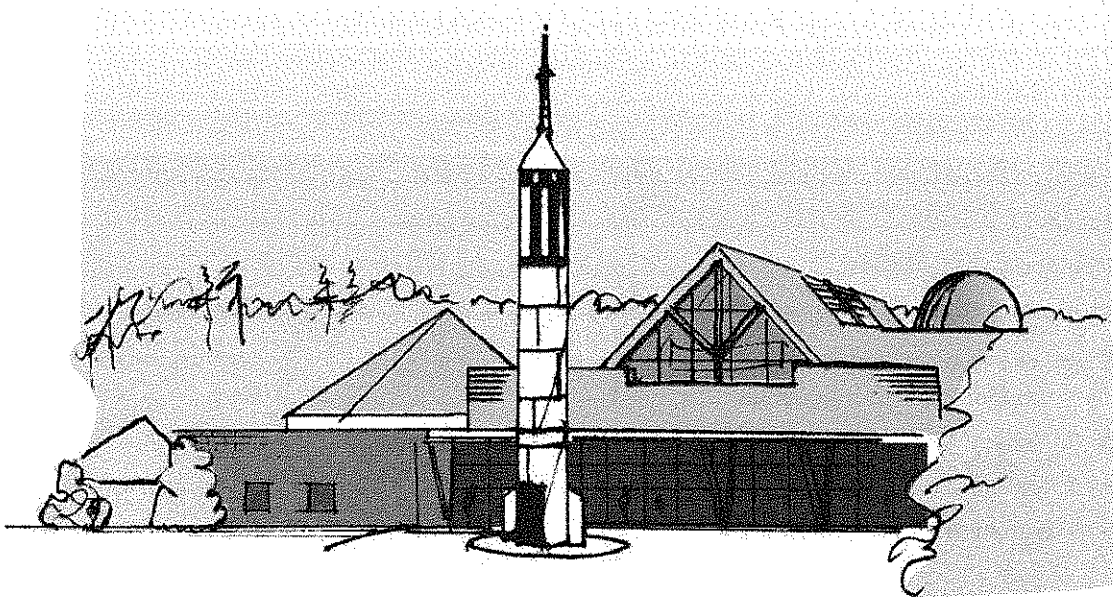
McAuliffe-Shepard Discovery Center

BUSINESS PLAN

Prepared By
THE EXECUTIVE SERVICE CORPS



November 1, 2012



McAuliffe-Shepard Discovery Center Business Plan

Table of Contents

Executive Summary	3
Mission and Objectives	4
SWOT.....	4
Governance, Organization and Staffing	4
Market Analysis.....	7
Marketing Plan.....	7
Website Strategy	8
Programs and Services	9
Planetarium Shows	9
Exhibits.....	9
Education	10
Observatory	10
Events	11
Gift Shop and Café	11
Facility Rentals	11
Fundraising and Development	11
Facilities.....	12
Finance and Administration	13
Financial History and Outlook Summary	13
Transaction Processing, Accounting, Controls and Compliance	17
Reporting, Planning and Forecasting	18
Information Technology	18
Risk Management & Security.....	18
Legal.....	19
Communications	19
Organizational Social Responsibility.....	20
Key Performance Indicators and Contingency Actions	20
Appendices.....	22
Appendix 1: Board of Directors Biographies.....	22
Appendix 2: Transition and Outreach Plan 2012	25
Appendix 3: Conflict-of-Interest, Whistleblower and Harassment Policies	27
Appendix 4: Document Retention and Destruction Policy	29

McAuliffe-Shepard Discovery Center Business Plan

Executive Summary

The McAuliffe-Shepard Discovery Center ("Discovery Center") will undergo a major transformation at the end of 2012. Having originated as the Christa McAuliffe Planetarium in 1990, the Discovery Center undertook a significant expansion in 2009. Currently a state agency, the Discovery Center will transform into a purely private, not-for-profit 501(c)(3) organization effective January 1, 2013, through New Hampshire law CH173, Laws of 2012. This change will provide the Discovery Center with more operational flexibility and better access to private funding, thereby enabling the organization to better serve its constituents in the generations to come.

The Discovery Center hired the Executive Service Corps (ESC) in July 2011 to analyze and recommend the best way to transform itself into a fiscally-independent entity, consistent with New Hampshire Chapter 224:88(II), Laws of 2011. ESC presented its report in November 2011. The Discovery Center then retained ESC in 2012 to help it (a) form a new board of directors; (b) conduct a market analysis; (c) develop a marketing plan; and (d) develop a business plan. This document is the business plan, which incorporates by reference the market analysis and marketing plan. The purposes of this business plan are to guide the Discovery Center's transformation into a vibrant and enduring not-for-profit organization that fulfills its mission; and to demonstrate the Discovery Center's viability and value to supporters and other stakeholders.

This business plan describes the mission, objectives, marketplace, structure, and procedures which will guide the Discovery Center for the upcoming year and beyond. It is intended to be a helpful information source for all of the Discovery Center's stakeholders, including its board of directors, officers and staff, members, donors, visitors, the State of New Hampshire, and the wider community.

TRANSITION

Much has to be done before the 1 January 2013 spinoff to ensure that the Discovery Center will continue to prosper and to serve its constituents in the coming years. These urgent transition tasks are constrained by limited funds as well as by the need for all staff to continue to do their "day jobs". All require several months of advance work. The transition tasks can be categorized as follows:

- Governance, organizational and staffing tasks
- Programs and services tasks, such as exhibit enhancements
- Marketing promotional tasks
- Fundraising and development tasks
- Transaction-processing tasks (contracts and vendor relations)
- Day One Tasks (announcements, special events, cutovers)

HISTORICAL DATA AND FORWARD-LOOKING STATEMENTS

This document, including components incorporated by reference, contains "forward-looking statements". Examples of such statements include plans, projections, and assumptions, explicit or implied, regarding future actions or events. All such statements are subject to known and unknown risks, which could materially affect the Discovery Center's future operations, results and condition. The Discovery Center endeavors to monitor, mitigate and adapt to such risks.

Discovery Center historical data is presented on a *pro forma* or "as if" basis, reflecting the results of the McAuliffe-Shepard Discovery Center Corporation's state-agency predecessor. Such historical data has in many cases been reclassified or otherwise adjusted for comparability.

McAuliffe-Shepard Discovery Center Business Plan

Mission and Objectives

The Discovery Center's mission is "to educate, engage and inspire people of all ages in the fields of science, technology, engineering and mathematics through operation of a science center focused on astronomy, aviation, Earth and space science".

The Discovery Center's objectives include the following: "to be a catalyst for learning and discovery about, and delight in, the universe in which we live, inspired by the pioneering efforts of Alan Shepard and Christa McAuliffe; to encourage young people to pursue careers in science, technology, engineering and mathematics (STEM); and to become a national leader in STEM education.

SWOT

A "Strengths, Weaknesses, Opportunities and Threats" summary is a useful way to portray an organization's current position compared with where it wants to go.

	HELPFUL	HARMFUL
INTERNAL	STRENGTHS <ul style="list-style-type: none"> • Staff well-regarded by visitors • Spacious, modern facility • Ample, onsite parking • Talented and engaged board of directors • Named for / dedicated to two internationally known, highly-regarded space pioneers • Interpretive areas (astronomy, aviation, Earth & space science) popular with the general public • State-of-the-art planetarium system • Good peer network 	WEAKNESSES <ul style="list-style-type: none"> • Reputation for tired exhibits and planetarium • Uncertainty about future • Lack of skilled marketing director • Lack of skilled fundraising and development director • Lack of experienced exhibits and curatorial staff • Small donor base • Inability to produce professional full-dome planetarium shows in-house • Volunteer program not well developed
EXTERNAL	OPPORTUNITIES <ul style="list-style-type: none"> • Transition presents chance to reinvent • Name recognition for planetarium • Abundance of technology businesses in southern NH • National emphasis on STEM education • Good reputation with NASA, space science teams at UNH, Dartmouth, & other institutions • Proximity to source of partnerships, interns, volunteers, work-study students (NHTI) 	THREATS <ul style="list-style-type: none"> • Competition (other museums and attractions) • Technological obsolescence • Continued regional economic weakness • Susceptibility to weather • U.S. Congress may limit funding and resources available from prospective grant sources (e.g. NASA, NSF, IMLS) • School budgets and testing impede schools' ability to send students on field trips

Governance, Organization and Staffing

The Discovery Center will be governed by a Board of Directors, who, in addition to providing fiduciary oversight, appointing officers, and approving the annual budget, will be actively engaged in fundraising and advising. The board will consist of between nine and 23 voting members who will serve staggered three-year terms. One member shall be appointed by the speaker of the New Hampshire House of Representatives and one member shall be appointed by the Senate President, per CH 173, Laws of 2012. The Discovery Center executive director is an *ex officio*, nonvoting member of the board. The board may include non-members on its committees and may be assisted from time to time by an Advisory Committee, which will provide advice and expertise.

McAuliffe-Shepard Discovery Center Business Plan

OFFICERS AND STAFF

The Discovery Center's officers shall consist of an Executive Director (ED), and, reporting to the ED, an Education Director, Marketing Director, Operations Director, Development Director, and Finance & Administration Director. Their responsibilities will be as follows:

- **Executive Director** – In consultation with the Board, sets the direction for the Discovery Center and assures that it achieves its mission. Works with the Board on short-, long-range and strategic planning, setting annual and long-range goals and objectives and fundraising. Directs, oversees and implements Board policies, business, annual, long-range and strategic plans and initiatives, recruits and directs staff. Serves as the public face and voice of the Discovery Center to the staff, supporters, the media, and the public. Ex-officio member of the Board, liaison between Board and staff.
- **Education Director** - Develops and implements the Discovery Center's educational programs and initiatives; ensures that programs and services properly support the Discovery Center's mission and meet the needs of its constituents and stakeholders. Works with the marketing director on outreach to the educational community and general public to be sure the programs are well-attended.
- **Marketing Director** – Strategically positions the Discovery Center as a key educational and visitor attraction, on a local, regional, national and international level. Oversees all branding and communications. Works with top leadership to keep awareness of the Discovery Center high in key target markets. Analyzes markets using surveys and other two-way communications tools, incorporates findings into annual and long-range marketing plans and immediate actions when necessary. Coaches staff and board in communications including crisis communications.
- **Operations Director** – Oversees and implements all visitor services, facilities management, private rentals, special events and volunteer program. Works closely with marketing director on visitor surveys and other feedback, and with development director on special events. Ensures that the facility is adequately staffed for all events.
- **Development Director** – Works with the executive director and Board on all fundraising initiatives and activities including capital, annual, memberships and special projects; develops and implements annual and long-range fundraising plans and strategies, including prospecting, cultivation, relationship building and maintenance, and acknowledgement of donors and sponsors; develops and writes grants and oversees implementation of and reporting on grant-funded initiatives.
- **Finance & Administration Director** - Finance, accounting, human resources, oversight of retail operations. Works with board secretary, treasurer and contracted accounting firm on audits and federal, state and local reporting requirements. Oversees all Discovery Center financial transactions and contracting.

The Discovery Center's past staffing has included 14 full-time and 37 part-time employees; in its new organizational structure, its goal is to have 12 full-time employees (including officers) plus approximately 12 part-time employees who work from 2-30 hours per week. Until fundraising targets are met, the Discovery Center will start the first quarter of 2013 with seven full-time staff and 14 part-time staff, increasing its staffing as revenues allow. The Discovery Center also relies on volunteers and occasional work-study staff members, as well as on contracted services such as for information technology and maintenance. Staffing levels may change over time, but the emphasis will be on attracting, rewarding and retaining experienced, dedicated, full-time staff and a well-trained, enthusiastic contingent of volunteers drawn from the community and area colleges.

Organizational and Governance Goals

- Organizational design supports the Discovery Center's mission, goals and objectives
- Leadership is credible and earns high respect
- The board and top leadership cultivate a culture of trust, ethics and stewardship
- The board, executive director, staff, volunteers and members are deeply connected with and committed to the Discovery Center

McAuliffe-Shepard Discovery Center Business Plan

- Employees understand what they are expected to do, how what they do affects the mission of the organization, employees' goals, objectives and evaluations are tied to the mission and organization plans, goals and objectives.
- Employees understand how what they do affects the mission of the organization
- Processes are simplified and barriers eliminated
- Employees are well-trained, empowered, valued, and enjoy their jobs
- Succession planning is in place, and appropriate individuals are developed and mentored
- The Discovery Center celebrates diversity in its board, staff, volunteers, visitors and program leaders and participants
- Accessibility is a key factor in the design of facilities, staff and volunteer assignments, exhibits and programs

RECRUITMENT AND SELECTION

The Discovery Center will recruit to fill positions internally and externally. All recruitment activities will seek top-quality candidates while conforming to Title VII and all other relevant state and federal labor laws, including tracking and reporting of the recruitment process. The Discovery Center is an equal-opportunity employer.

The board of directors is responsible for recruitment, hiring, evaluation and termination of the executive director. The executive director is responsible for recruitment, hiring, evaluation and termination of all other staff. The executive director may enlist the aid of the board in selection of top staff leadership, and may delegate recruitment and evaluation of mid- and entry-level staff to the appropriate staff director.

WORKPLACE ENVIRONMENT

The Discovery Center will provide a safe, accessible and comfortable workplace environment, meeting or exceeding all applicable state and federal laws. This objective will be met through the appropriate facilities, equipment, and training. Additionally, the Discovery Center will provide appropriate avenues for resolving grievances.

The Discovery Center will comply with all relevant labor laws, including

- Required postings i.e. Minimum Wage, Child Labor etc.
- EEO (Equal Employment Opportunity)
- OSHA reporting requirements and "right to know"
- Employment at will
- Pre-employment I-9 and visa verification
- FMLA (Family & Medical Leave Act)
- ADEA (Age Discrimination in Employment Act)
- FLSA (Fair Labor Standards Act)
- HIPAA (Health Information Portability and Accountability Act)

STAFF TRAINING AND DEVELOPMENT

The Discovery Center will provide staff training in the areas of workplace safety; organizational ethics and conduct; anti-discrimination and anti-harassment issues. This training will be given to all paid and unpaid staff shortly before or after the transition to a private organization; and to all new staff members shortly after they join the organization. Furthermore, the Discovery Center will provide regular refresher training in these essential areas.

McAuliffe-Shepard Discovery Center Business Plan

The Discovery Center will encourage and facilitate staff development in relevant professional skills, including providing financial assistance for professional development where appropriate. The Discovery Center will maintain relationships with area education centers such as NHTI, Concord's Community College to help with such purposes.

COMPENSATION

Staff compensation should be

- (a) Fair: How much would you or I want to be paid if we were doing that job?
- (b) Sufficient to attract and retain talented employees.
- (c) Flexible.
- (d) Performance-based.

As a guide, the Discovery Center should use outside annual salary surveys by organizations such as The Association of Science and Technology Centers, New England Museums Association, NH Center for Nonprofits, American Association of Museums, and Chronicle of Philanthropy.

Compensation components will include base salary or wage, and, in line with norms, employer-sponsored medical insurance and possibly a defined-contribution retirement plan; paid vacation time, sick time, and holidays. In the short term the Discovery Center may be unable to afford to provide or subsidize dental or vision care, medical insurance for spouses and families or retirement. The Discovery Center may also provide employees with limited discounts for themselves, family and friends for the Discovery Center admissions, events, services, and merchandise.

Performance reviews should be conducted each September, with compensation **merit adjustments** effective on the first day of each fiscal year (January 1) and based on the table below (merit increase percentages to be revised each year before the performance review process). Merit adjustments for partial-year employees will be prorated based on date of hire or date of job change (whichever is appropriate).

Performance Rating →	Greatly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Slightly Short of Expectations	Substantially Short of Expectations
Merit Increase %	Up to 4.0%	Up to 2.5%	Up to 1.5%	0.0%	0.0%

AT-WILL EMPLOYMENT

The Discovery Center is an "at-will" employer, and, as such, does not guarantee employment. Either the Discovery Center or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice, for any reason or no reason as long as the decision is not based on age, sex, race, ethnicity, country of origin, religion, sexual orientation, veteran status, or disability, consistent with state and federal law.

Market Analysis

The Executive Service Corps distributed a market analysis entitled *Acquiring and Satisfying Customers* via email on 9 May 2012. That report is an integral part of this Business Plan and is incorporated by reference into it. It is also available by request from the Discovery Center board members or officers.

Marketing Plan

McAuliffe-Shepard Discovery Center Business Plan

The Executive Service Corps has separately distributed a marketing plan entitled *McAuliffe-Shepard Discovery Center 2013 Marketing Plan* on 17 August 2012, which is incorporated into this business plan by reference. It is available by request from the Discovery Center board members or officers.

Website Strategy

If we are to increase the onsite Discovery Center visitors to an annual rate of 85,000 by December 2015 – representing an increase of 25,000 – the website needs to play a pivotal role in creating awareness and persuading potential visitors who find the website to visit. As a benchmark, 25,000 annual visitors would be about 625 additional groups of four people each month, while the website currently has from 4,500 to 7,500 unique visitors each month.

We know from the visitors' survey that 29% of current visitors became aware of the Discovery Center through the internet. We also know that only 56% of New Hampshire residents were aware of the Discovery Center, and in two counties, Grafton (37% aware) and Sullivan (41% aware), it was much lower.

Seventy-one percent of visitors are from within a one hour drive of the Discovery Center, which means that 29% are from more than an hour's drive, or most likely visitors from out of state. It is safe to assume that the out of state awareness is significantly less than 56% and probably approaches zero as we move farther from Concord, New Hampshire.

According to the survey, 55% used the internet in planning the current visit. That suggests a very big role for the website in 1) reminding those who are online looking for an activity about the Discovery Center and 2) for persuading those who visit the site to visit the Discovery Center.

Summary - Role of the Website in Marketing

1. Raise awareness among those who are not aware of the Discovery Center.
2. Persuade those who come to the website looking for activities to visit.
3. Provide easy access to what is happening to promote more visits by members and core customers.
4. Eventually provide online ticketing in order to improve the customer experience, assist in collecting better market intelligence, and free up resources for other activities.
5. Provide online educational experiences that build a regional and national following.

Strategy

- Awareness Strategy
- Search Engine Optimization
 - Add keywords or Meta Tags to major pages
 - Add links in
 - Add new verbiage with increased keyword density
- Persuade Strategy
- Improve first page
- Compelling copy and graphics
- Improve access
- Simplify the site
- User friendly analysis

Website Marketing Plan Outline

Now

- Understand Website Statistics
- Develop a Management Report – combine web visits with data from the e-newsletter into a monthly report
- Improve the Keywords or Meta tags – Improve the keyword density on 5 to 10 pages – Make sure Alt Tags are helpful and reinforce keywords

McAuliffe-Shepard Discovery Center Business Plan

- Start to monitor TripAdvisor.com and similar sites

Continuous

- Look to increase links in from tourism sites, government, STEM organizations
- Add online booking of tickets, retail sales, donations
- Re-do the website design
- Consider a makeover of the current home page – this might be done on the cheap now.
- Improve content editor - consider a Word Press Site, see below
- Review and adjust for mobile compatibility

Goals

- We need to see a 25% increase in the monthly unique visitors from 2011, or seek outside Search Engine Optimization (SEO) help.
- Develop Home Grown SEO

Programs and Services

The Discovery Center provides the following programs and services:

- Exhibits – indoors and outside, primarily interactive
- Planetarium shows
- School Field Trips
- Educational Workshops, Programs and Activities, on- and off-site
- Observatory
- Events
- Gift Shop and Café
- Facility Rentals

Program Impact Table as of 31 December 2012; Target Goal by January 1, 2015 is 100% 5s

Program	Effectiveness	Depth	Breadth / Volume	Revenue	Cost	Profitability	TOTAL	Weight	WGTD TOTAL
Exhibits	3	3	2	3	3	2	16	25%	4.00
Planetarium Shows	5	4	5	4	4	5	27	20%	5.40
Educational Programs	4	4	3	2	2	2	17	25%	4.25
Observatory	5	5	4	0	4	0	18	5%	0.90
Events	5	5	5	2	2	2	21	5%	1.05
Gift Shop & Café	4	4	4	2	2	2	18	10%	1.80
Facility Rentals	5	4	2	4	5	5	25	10%	2.50
TOTALS	31	29	25	17	22	18		100%	19.9

5 = Excellent; 4 = Good; 3 = Acceptable; 2 = Needs Improvement ASAP; 1 = Poor; 0 = Not Applicable

Planetarium Shows

The 103-seat planetarium will continue to provide shows generally five times each day during regular Discovery Center public hours, plus shows for field trips, groups, special evening shows and presentations. "Tonight's Sky" show is updated continually; other shows are rotated on and off the schedule every few months, with a new show opening two to four times per year.

Exhibits

McAuliffe-Shepard Discovery Center Business Plan

The Discovery Center typically has an average of 20 exhibits at any one time. Eighteen of these are permanent, maintained, updated/upgraded on a regular basis, while two are temporary – one major, one minor – and typically rotated every three months.

The 2012 Discovery Center visitor and member surveys identified the need to freshen and upgrade the exhibits, and the Discovery Center intends to respond aggressively and enthusiastically to this need.

Permanent and traveling exhibits are the core experience in the science center, providing visitors an engaging, interactive way to learn about space science, astronomy, aviation and Earth science. They create the environment of a science center and serve as important educational tools as well as entertainment. Changing exhibits, limited exhibit downtime, and updates/upgrades of permanent exhibits are critical to engendering and increasing repeat visitation.

The majority of permanent exhibits incorporate National Science Standards in their design. Permanent exhibits include:

- aviation and aerospace exhibits in the central atrium and second floor;
- a flight school, model light aircraft, and aviation simulators planned for 2014;
- a flight timeline focused on aviation, rocketry and space flight milestones in place by late 2013;
- an Earth science room including remote sensing equipment, a model Earth that can also transform into other planetary bodies as needed, a meteorology station, and satellite imagery of the region;
- an electromagnetic spectrum exhibition, incorporating lasers, visible light and methods of viewing/utilizing light from the non-visible ends of the spectrum including model satellites with New England components, some elements of which are in place now and more to be added in 2013-2015;
- simulators – shuttle, lunar, aviation;
- an exhibit on living and working in space; and
- individual exhibits and a resource room focused on Christa McAuliffe and Alan Shepard, in place by fall 2013.

In addition to education and entertainment, a goal of the Discovery Center is to inspire young people to pursue excellence and careers in science, mathematics, engineering and technology. “Real People, Amazing Jobs” are a component of key exhibits, featuring a person working in a field related to the exhibit (airplane mechanic, space physicist, teacher, astronaut).

Tours, live demonstrations, exhibit-related activities, and informal interpretation by docents will enhance the exhibit experience for school and public visitors and private groups. A flexible staging area in the central atrium allows large group science demonstrations and presentations.

Education

The Discovery Center will pursue its key educational mission by providing education-oriented exhibits, workshops, planetarium shows, professional development for educators, and events; and by encouraging visits and program participation by families, school groups, scout groups, summer youth camps, and other youth-oriented organizations. The Discovery Center will work with teachers and school administrators to ensure that its programs align optimally with school curricula, and will explore the possibility of allowing students to earn academic credits through completion of the Discovery Center activities. These possibilities include operating a charter school within the Discovery Center [Note: Operation of a charter school is not included within the scope of this business plan.] The Discovery Center incorporates NH Science Frameworks and national STEM Standards/Guidelines in its programs and exhibits.

Observatory

The Discovery Center’s facility includes a rooftop observatory with a professional astronomical and a solar telescope and “Go To” technology, suitable for nighttime or daylight (solar) observations. The Discovery Center will connect a telescope to a video display and/or provide internet access by late 2013.

McAuliffe-Shepard Discovery Center Business Plan

Events

The Discovery Center hosts several events each year to bring together aviation and space science educators and experts with visitors: Aerospacefest, an aviation and space festival for families; the Astronomy Bowl, a high school competition; a science symposium for educators and the end of each school year; NASA-initiated events such as an International Observe the Moon Night; and events centered around astronomical and space science occurrences and issues.

Gift Shop and Café

The onsite gift shop, the Science Store, provides a large selection of items for sale that are consistent with the Discovery Center's mission. These include games, models, books, and other items focused on space science, technology, engineering, and mathematics. The purpose of the shop is to generate revenues for Discovery Center operations and to extend the visitor experience.

The onsite café, the Countdown Café, provides light meals, snacks and beverages for the convenience of visitors, and also caters events and facility rental functions. The café contract focuses on creating a partnership between the café operator and the Discovery Center that provides excellent service to Discovery Center visitors, adds value to private rentals, and allows both partners to flourish financially. The current café operator's contract will be extended for one year, and reviewed in 2013 before going out to competitive bid for 2014-2016.

Because the gift shop and café are onsite and consistent with the Discovery Center's mission, they fully qualify as not-for-profit components of the Discovery Center.

Facility Rentals

The Discovery Center rents portions or all of its facility for business meetings, seminars, group and private functions. We are able to provide tables and chairs, audio-visual equipment, food and beverages and educational programs. The Discovery Center's modern, spacious facility; its convenient access; and its ample, onsite parking have made facility rentals an increasing source of revenue. Recent customers have included family rentals for birthdays, wedding parties, and bar mitzvahs, college and high school reunions, corporate annual meetings, gathers of social service groups, and company parties.

The Discovery Center will continue to promote facility rentals as a source of high-margin revenue, so long as these rentals do not interfere with our educational mission. IRS Publication 588 includes guidance on tax exemption for this type of revenue.

Fundraising and Development

The development director will be responsible for development and oversight of all of the McAuliffe-Shepard Discovery Center's fundraising activities, supported by the executive director and the board of directors. This function includes:

- Prospect review, donor cultivation, developing a strong and growing donor base
- Soliciting donations from individuals, private foundations, and businesses; coaching and teeing up board and committee members and the executive director to make solicitations; including annual appeals, capital appeals special projects and planned giving.
- Writing, securing and reporting on grants from private foundations, businesses, and government agencies (e.g., NASA, NOAA, IMLS, FAA, Dept. of Energy, Dept. of Education, NEA, NEH).
- Grants and donations from private foundations, businesses, government agencies, and individuals. Grants and donations may be money, exhibits, equipment, or services (such as providing speakers, internships, volunteers, promotion, sponsorship, or other support).

McAuliffe-Shepard Discovery Center Business Plan

- Memberships offered to individuals and organizations.
- Development partnerships and alliances.

ALLIANCES

The Discovery Center establishes **alliances** with various other STEM organizations to share ideas and resources and to coordinate events. Among those organizations are:

- NASA – resources from Headquarters and Centers including Jet Propulsion Laboratory, Goddard Space Flight Center, Johnson Space Center.
- Smithsonian National Air and Space Museum – historical artifacts, networks.
- UNH Institute for the Study of Earth Oceans and Space – expert consultation.
- Harvard-Smithsonian Center for Astrophysics – guest speakers and consultation.
- Society of Experimental Test Pilots – funding, program and exhibit support.
- Association of Naval Aviation – funding and exhibit support.
- Plymouth State University – meteorology consultation and internships.
- Dartmouth College – expert consultation and internships.
- Daniel Webster College – Aviation Sciences consultation and internships.
- Sea-Lake-Summit-Sky – program collaboration with Squam Lakes Science Center, McAuliffe-Shepard Discovery Center, Seacoast Science Center, and Mt. Washington Observatory.
- NH Astronomical Society – night sky viewing with telescopes and program support.
- NH Aviation and Space Education Council – workshops, content support, outreach.
- NH Aviation Historical Society – program and exhibit collaboration.
- NH Public Television – exhibit and show content, program collaboration.
- NH Department of Education – state educational frameworks guidance, networks, outreach.
- NEA, NEH and NH affiliates, IMLS – funding source.
- School Districts (NH, ME, VT, No. MA) – content guidance and outreach.
- NH Space Grant Consortium – UNH, Dartmouth, McAuliffe-Shepard Discovery Center, PSU, H.A. Rey Center, Mt. Washington Observatory, Community College System of NH, FIRST – funding, collaborations, shared expertise
- NHTI, Concord's Community College – internships, work-studies, volunteers, program and exhibit support.
- Mt. Washington Observatory – Earth Sciences consultation and support.
- Civil Air Patrol – Aviation support, programs.
- Aircraft Owners and Pilot's Association – General Aviation support and consultation.
- Experimental Aircraft Association – Aviation expertise and consultation.
- National Museum of Naval Aviation – artifact loans.
- US Naval Institute – archive data.
- Aerospace Industries Association – program support.
- Association of Science-Technology Centers, American Alliance of Museums, New England Museums Association – networking, resources, and professional development.

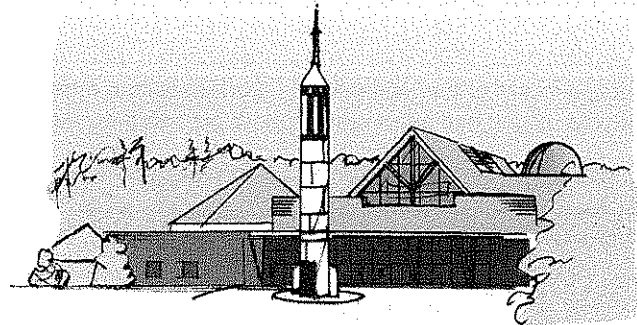
Facilities

The McAuliffe-Shepard Discovery Center occupies a 45,223 square foot facility, including a 9,000 square foot planetarium facility constructed in 1990, a 1997 1500-square-foot program space expansion, plus a 34,123 square foot addition built in 2009. The entire facility is heated and air conditioned for year-round operation. The Discovery Center will lease the facility from the State of New Hampshire for \$1 per year through a 10-year renewable lease beginning in January 2013. Highlights of the facility are:

- Two floors devoted to air and space exhibits, totaling 13,000 square feet of exhibit space.
- A 103-seat planetarium with state of the art Digital Sky full-dome video system, one of the most advanced in New England.
- A stunning 50-foot-high central atrium space.

McAuliffe-Shepard Discovery Center Business Plan

- Two floors devoted to air and space exhibits, totaling 13,000 square feet.
- A Rooftop Observatory with telescopes including a 16" computerized telescope; 10 person capacity.
- Multi-purpose classroom, event and meeting spaces (1 large; 2 smaller), and flexible exhibit and event space (portable stage and seating in main hall) to accommodate traveling exhibits and special events.
- Café and Gift Shop – offering an inexpensive, quality dining experience and fun science-related items from around the universe.
- Administrative offices with board room meeting area (upper level) and volunteer station (lower level).
- Large workshop for creating and maintaining exhibits.
- Outdoor picnic exhibit areas and picnic spaces, featuring gardens, a rocket plaza with a 92-foot-high Mercury Redstone rocket replica and a science playground.
- Parking Lot with 125 parking spots for visitors, three parking spots for school buses with a covered drop-off grand entrance.



Finance and Administration

Financial History and Outlook Summary

The Discovery Center has a 2013 operating budget of \$1.3 million. This is down substantially from earlier years due to the absence of the NH state funding and charges from previous years.

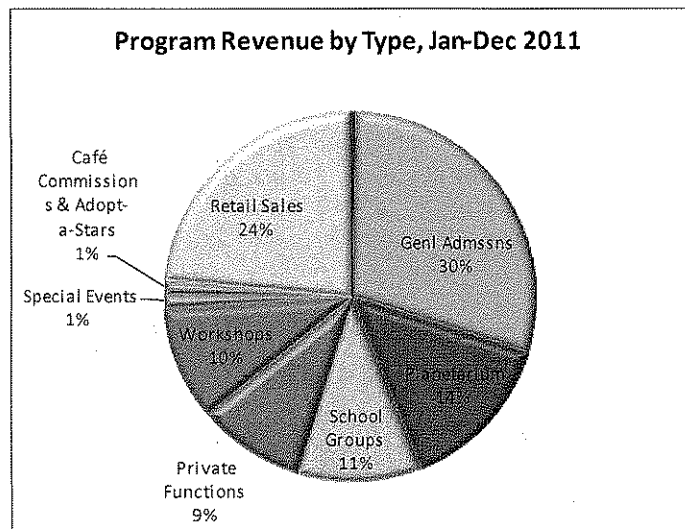
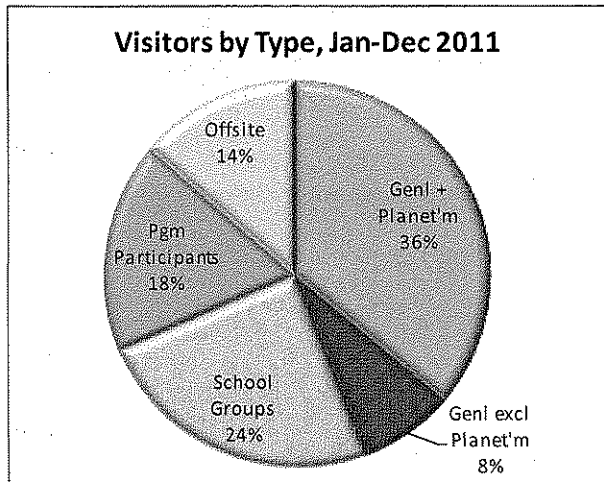
Table A-1: Statement of Revenues and Expenses (Unaudited)

	<i>Pro Forma, for Years Ended June 30</i>			Forecast	Budget
	2010	2011	2012	Jul-Dec 2012	YE Dec 31 2013
Revenue					
Program Revenue	\$ 616,922	\$ 561,849	\$ 522,254	\$ 226,751	\$ 691,503
Contributions & Grants	469,087	265,229	172,197	85,348	538,497
NH State Funding	812,498	874,233	1,192,274	388,208	70,000
Investment Income	-	-	-	-	-
Total Revenue	1,898,507	1,701,311	1,886,725	700,307	1,300,000
Expenses					
Staff Costs	1,223,909	1,177,627	1,079,479	491,647	884,817
Occupancy excl Bonds	183,074	208,617	224,086	93,905	184,912
Program Costs, N.E.C.	94,448	110,046	141,694	114,343	150,735
NH State Charges (incl Bonds)	225,115	158,423	379,978	99,121	1
Other Costs	171,961	46,598	61,488	25,366	79,535
Total Expenses	1,898,507	1,701,311	1,886,725	824,382	1,300,000
Net Periodic Surplus (Deficit)	\$ -	\$ -	\$ -	\$ (124,075)	\$ -

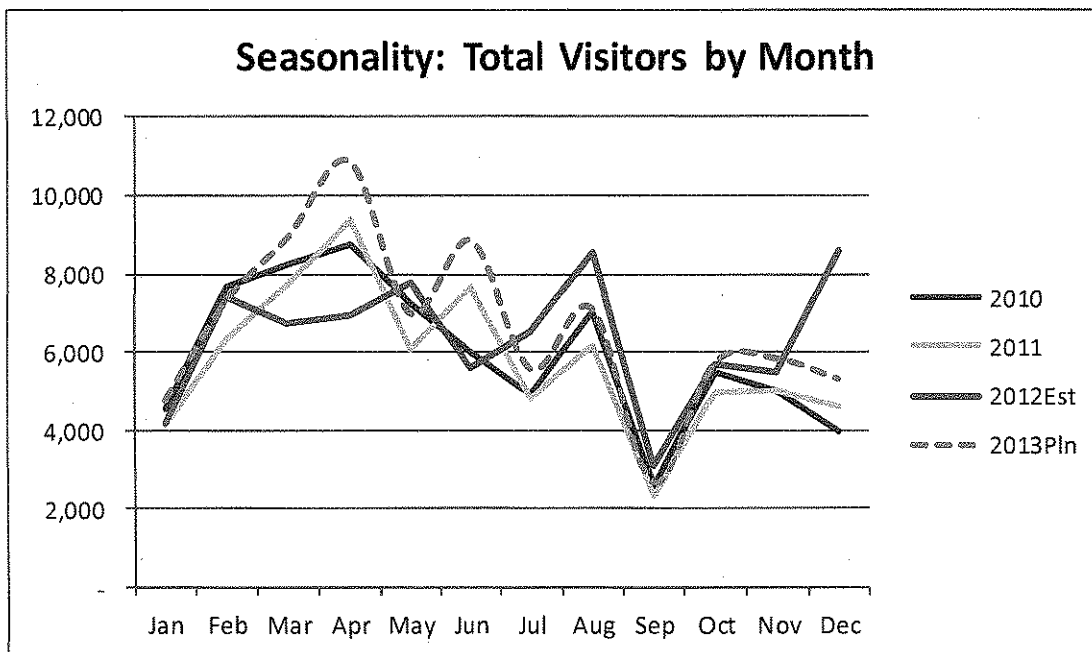
McAuliffe-Shepard Discovery Center Business Plan

SOURCES OF REVENUE

Revenue from programs and services is closely tied to the number of visitors. The pie charts below are for January – December 2011, but the patterns have been fairly consistent over the years. General-public visitors comprise 44 percent of the total. Most (36%) visit the Discovery Center, view the exhibits, and attend a planetarium show. School groups comprise about a fourth of the total visitors. Workshops and other programs attract 18 percent of the total, and the Discovery Center visits to schools and other venues brings our exhibits and speakers offsite to 14 percent of our total customer base.

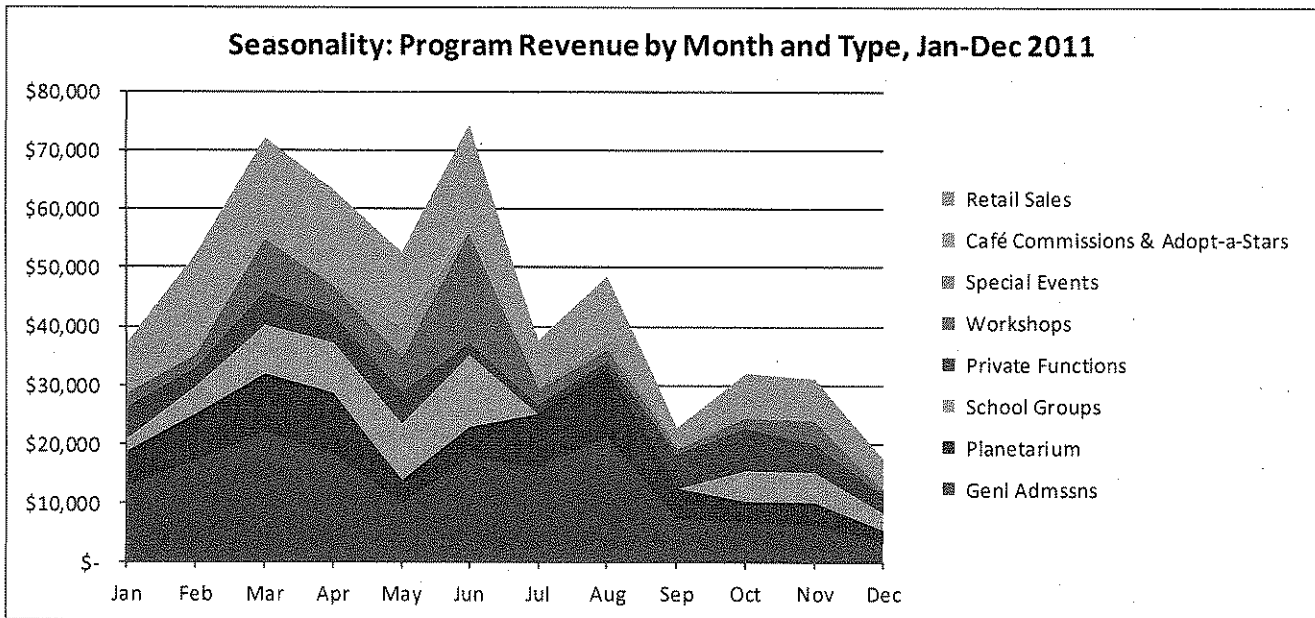


Activity is highly seasonal, as one would expect, and as shown in the line graph below. Visitor numbers peak February through May, with an influx of school field trip and school vacation visitors; summer visitors are mainly general public; visitation is generally weak in fall, largely due to the school calendar, and general tourism patterns (fall is outdoor / foliage time in NH).



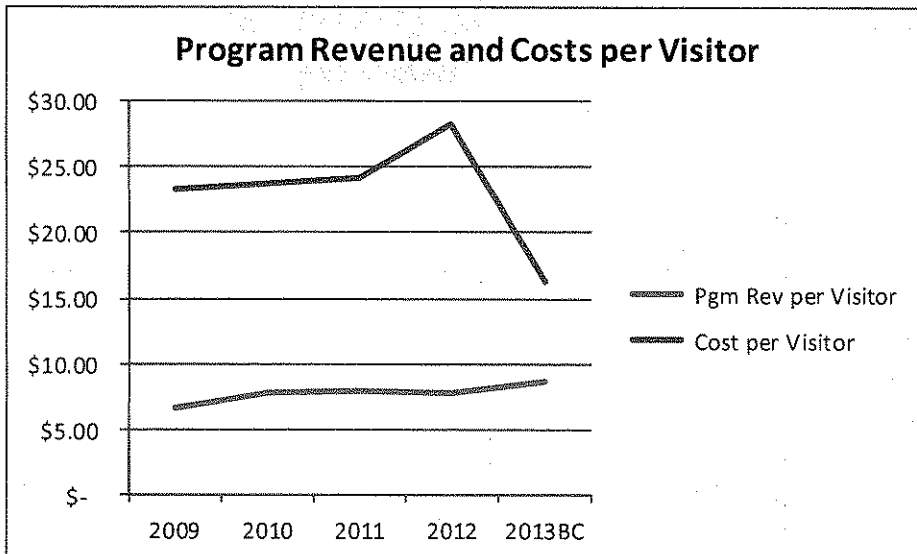
Revenue seasonality, except for private functions, is consistent with the visitation pattern, as shown in the next graph.

McAuliffe-Shepard Discovery Center Business Plan



The Discovery Center can respond to and perhaps mitigate this revenue seasonality by adjusting days and hours of operation, pricing, programs, and promotional efforts, including targeting market segments appropriate for each season and focusing efforts on making its outdoor areas – especially the science playground – a strong draw for families, especially during the summer and fall seasons.

Program revenue is expected to cover only half of the Discovery Center’s future costs, as shown in the graph below. The sharp decline in costs per visitor in 2013 is primarily due to the elimination of the facility construction bond payments, which peaked in fiscal 2012 at \$379 thousand, or \$5.70 per visitor. Also contributing to the decline in per-visitor costs are overall cost reductions plus a planned 19 percent growth in visitors.



Notes:

2009-12 data is on a July 1 to June 30 basis. 2013 Business Case data is on a going-forward January to December fiscal year.

Costs per visitor in 2009-12 include facility construction bond repayments, which have no counterpart in 2013 and beyond.

McAuliffe-Shepard Discovery Center Business Plan

EXPENSES COMPONENTS AND TRENDS

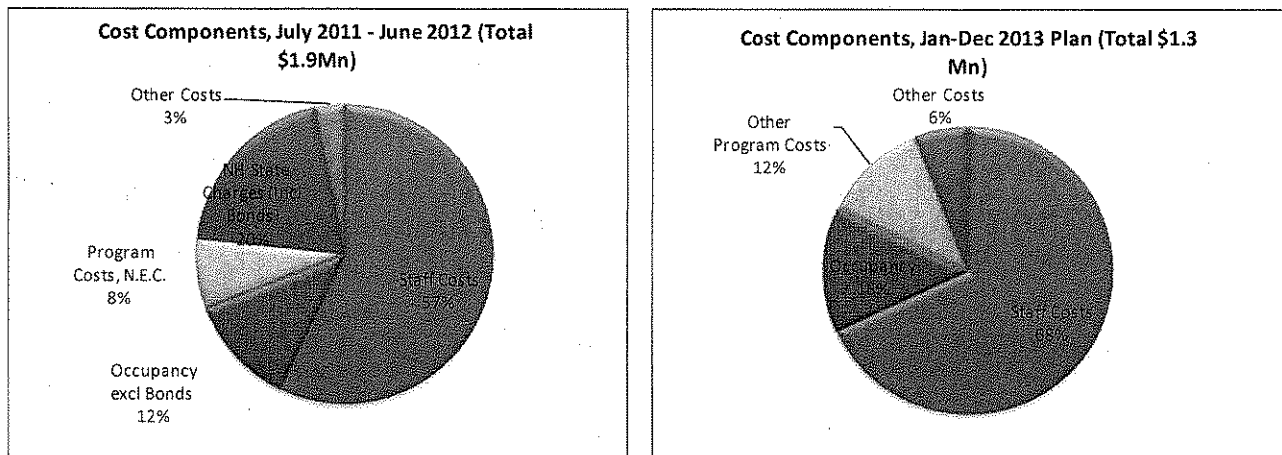
The Discovery Center plans to spend \$1.3 million during each of the next few years. That total is down sharply from the \$1.9 million spent by the predecessor state agency in the fiscal year ending 30 June 2012. The reasons for \$0.6 million planned savings are:

- \$400 thousand saved from elimination of the facility construction loan repayments.
- \$200 thousand saved from reduced staffing, reduced benefit levels and increased use of volunteers. \$70 thousand in anticipated facility maintenance savings because the State of New Hampshire will retain responsibility for certain maintenance responsibilities.

These savings are partially offset by having to fund certain services, such as insurance, that were previously handled by the State.

After the Discovery Center spinoff, staff costs will represent two-thirds of total costs. Most of these staff costs are relatively fixed, but the Discovery Center will have some flexibility in its scheduling of part-time staff. Occupancy costs are primarily energy (natural gas and electricity) and maintenance, and vary slightly with hours of operation. "Other Program Costs" are primarily exhibit and show rentals, program equipment and supplies, and speaker fees. "Other Costs" consist primarily of advertising and promotion and various administrative costs.

The graphs below show the principal cost components by major account for the July 2011 – June 2012 fiscal year, and for the January – December 2013 fiscal year.



Expenses and Profitability by Program or Service

Expenses and profitability by specific program or service is difficult to determine and interpret, because most of the costs are essentially fixed facility and staffing costs. Nevertheless, the Discovery Center will endeavor in the future to evaluate its various actual and proposed services based in part on their financial profitability.

BALANCE SHEET

The Discovery Center will start its "life" on 1 January 2013 with a \$227,000 cash and cash equivalents balance to cover working capital requirements. Its other assets will principally comprise pledged grants and donations, owned exhibits, furniture and fixtures, supplies inventory, and, at times, minor prepaid expense assets, such as prepaid insurance premiums.

There should be no material liabilities, but at any balance sheet date there are likely to be accrued short-term liabilities for outstanding payroll, accrued holiday and vacation time, and unpaid invoices, generally not exceeding one month's operating

McAuliffe-Shepard Discovery Center Business Plan

expenses. The building will continue to be owned by the State of NH and leased to the Discovery Center for \$1 per year under a ten-year, renewable lease agreement.

Table A-2: Statement of Financial Position (Unaudited)					
	<i>Pro Forma as of June 30,</i>			Dec 31,	Dec 31,
	2010	2011	2012	2012	2013
ASSETS					
Cash & Cash Equivalents	-	-	-	227,000	227,000
Marketable Securities	-	-	-	-	-
Grants & Fees Receivable	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Exhibits and Supplies	-	-	-	-	-
Property, Plant & Equipment	-	-	-	-	-
Other	-	-	-	-	-
Total Assets	-	-	-	227,000	227,000
LIABILITIES					
Accounts and Notes Payable *	-	-	-	-	54,167
Other Current Liabilities	-	-	-	-	-
Noncurrent Liabilities	-	-	-	10	9
Total Liabilities	-	-	-	10	54,176
NET ASSETS OR (LIABILITIES)	-	-	-	226,990	172,824

* Accounts and Notes Payable are assumed to average one month's expenses (\$1.3 Mn / 12 months).

Transaction Processing, Accounting, Controls and Compliance

The Discovery Center has been using the State of New Hampshire's transaction processing, accounting and controls systems. Beginning 1 January 2013, the Discovery Center will utilize new procedures and systems to process all receipts and disbursements, and to manage accounting and financial reporting.

- Program fees, grants, and other receipts will be processed internally and deposited in either a federally-insured bank account or an appropriate investment account.
- Payroll-related processing will be done through a third-party provider specializing in such services.
- All other payables will be processed internally and through a federally-insured bank account.

The Discovery Center will develop and utilize an appropriate accounting system to generate invoices and make payments, utilizing Intuit's Quickbooks fund accounting software running on secure in-house hardware and properly backed up. Training will be provided to the finance and administration director and at least one other full-time employee.

The key purpose of accounting is to safeguard an organization's assets. The Discovery Center will utilize the above-mentioned accounting services, including its built-in checks and balances, for proper general ledger and fixed asset accounting.

The Discovery Center will perform a full accounting close each month, and generate timely reports for the executive director. Quarterly and year-end reports will be provided to the board of directors. The Discovery Center will provide stakeholders and the public with appropriate financial information as well as, of course, the required IRS Form 990.

The Discovery Center's board of directors will hire an external, independent accounting firm to conduct an annual review of the financial reports and controls, and respond promptly if any material issues arise.

McAuliffe-Shepard Discovery Center Business Plan

The Discovery Center will maintain and enforce an **expense approval table** to ensure proper, independent signoffs for all expenditures. It may be modified from time to time with approval from the board of directors.

EXPENSE APPROVAL LEVELS – EFFECTIVE 1 JANUARY 2013

Approval By	Contracts With Total Value	Asset Purchases or Lease Total Value	Routine Disbursements within Budget
Board of Directors Executive Committee	> \$25,000	> \$25,000	> \$50,000
Executive Director	Up to \$25,000	Up to \$25,000	Up to \$50,000
Finance Director	Up to \$5,000	Up to \$5,000	Up to \$10,000
Other Staff Officers	Up to \$2,500	Up to \$2,500	Up to \$2,500
Bookkeeper	-	-	Up to \$1,000

To ensure proper controls, all payments require approvals from two individuals, except for budgeted, routine disbursements to established vendors for under \$1,000.

Reporting, Planning and Forecasting

The Discovery Center will prepare an annual budget, which must then be approved by the board of directors. Monthly and quarterly reporting will track actual results and forecasts against that budget. This information will be provided to the board of directors at least quarterly.

Information Technology

The Discovery Center will obtain the majority of its information technology support and other services, including application support, telecommunications, security and backups, from a third-party provider of such services, and may employ a part-time staff member to interface with the third-party vendors, or assign this responsibility to a full-time staff member as part of his/her duties.

Risk Management & Security

Risk management consists of (a) risk identification; (b) risk avoidance, including security; (c) risk mitigation, including insurance.

RISK IDENTIFICATION

The key risks which the Discovery Center faces are:

- A drop in the number of visitors, and therefore in program fees, caused by reduced interest in the Discovery Center's programs and services, increased competition from alternative venues, weather patterns, regional economic weakness, or long-term demographic changes. The Discovery Center must compete with other regional STEM-oriented educational resources as well as other youth-oriented entertainment attractions. Nevertheless, the Discovery Center is the largest youth-oriented dedicated STEM facility in New Hampshire. The other similar facilities include the Seacoast Science Center (60 miles distance); Squam Lakes Science Center (20 miles distance); Montshire Museum (60 miles distant); Boston Science Museum (60 miles distant). The Discovery Center's on-site visitor levels are sensitive to weather, being adversely affected by especially good weather (when potential visitors prefer outdoor activities), hence the need for an outdoor component (science playground).
- An inability to obtain sufficient grants and other donations which are necessary to supplement the program fees.
- Loss of key officers or other staff members.

Other notable risks are:

McAuliffe-Shepard Discovery Center Business Plan

- Health and safety risks to staff and visitors, due, for example, to the use or misuse of exhibits, or inappropriate conduct with visitors.
- Facility risks to the structure, systems, furniture and fixtures, machinery and equipment (damage, theft, loss, obsolescence).
- Unexpected costs; loss or theft of funds.
- Data risks (loss, damage or theft of data related to staff, visitors, donors, or key operational activities).
- Legal risks (regulatory compliance, litigation).
- Legislative actions that affect the lease or amount of funds allocated to start-up costs or facility maintenance.

RISK AVOIDANCE

Risks will be mitigated primarily through the following actions:

- Ongoing monitoring of visitors and the market, including awareness and impressions of the Discovery Center; linked to the ability to rapidly change hours of operation, pricing, and other attributes.
- Active partnering with donors and potential donors to solicit support and ideas.
- Employee job rotation, training (including periodic refresher courses), and succession planning.
- Facility design, both interior and exterior, including full compliance with local fire codes and OSHA regulations.
- Financial controls to safeguard financial, physical and intangible assets.
- Electronic data controls, including security and backup systems.
- Adherence to a Document Retention and Destruction Policy.
- Adherence to an employee Conflict of Interest Policy.
- Adherence to an employee Whistleblower Policy.
- Procedures and staff background checks, to mitigate the potential for inappropriate behavior with visitors.
- Security duties and training for frontline staff.

RISK MITIGATION

The Discovery Center will mitigate market risks through adjusting hours of operation and programs based on weather, competition, regional economic conditions.

The Discovery Center will maintain appropriate levels of insurance covering: property & casualty (including exhibits coverage); directors & officers; and general liability. The Discovery Center will not need insurance coverage for the facility itself, as it will remain owned by the State of New Hampshire, but may choose to purchase coverage for the amount of the State's catastrophic coverage deductible (\$1 million).

Legal

The Discovery Center must comply with all federal, state and local laws and regulations applicable to a 501(c)(3) organization. These relate primarily to governance, reporting, and staffing. The Discovery Center must maintain the staff, systems and procedures to comply with these requirements. Additionally, it will utilize outside legal counsel where appropriate.

Communications

The Discovery Center will engage in active, ongoing, two-way communications with all of its key stakeholders: the board of directors and staff; donors, members and other supporters; visitors; area schools; and the general community.

Communications will include newsletters; an active website; active social media participation; and personal visits to schools, area businesses, and civic organizations; timely reporting on all grants as required by the grantors; and an annual report. The 2012 visitor and member surveys highlighted the importance of word-of-mouth communication, and reminds us that every board and staff member, donor, supporter, and, indeed, every stakeholder, is part of the Discovery Center's communications team.

McAuliffe-Shepard Discovery Center Business Plan

It is the executive director's responsibility to ensure that communications with the various stakeholders are consistent and timely. But the specific communications will be managed by the directors of marketing and development.

- External communications with donors, members, sponsors, other supporters, visitors, area schools, and the general community.
- Internal communications with trustees, officers and staff

Organizational Social Responsibility

The Discovery Center strives to operate in a manner that is sensitive to the natural environment and to the community and wider society in which it exists. Specific actions to pursue environmental sustainability and overall organizational social responsibility (OSR) are:

- Include environmental sustainability and organizational social responsibility measurements in the key performance indicators regularly reported to the board.
- Include these indicators in the staff performance goals, so that they affect promotions and compensation.
- Minimize energy use and carbon emissions, primarily through facility management and operations.
- Minimize waste through our purchasing, usage, and disposal / recycling.
- Make OSR an explicit factor in the vendor selection process.
- Incorporate OSR as a component in our exhibits and educational activities.

Key Performance Indicators and Contingency Actions

The following key performance indicators (KPIs) will help the Discovery Center remain on course to achieve its objectives. They can be viewed monthly, quarterly, and annually:

- Operational KPIs
 - Total Facility Operation Hours
 - Facility Utilization Index
 - Energy use (electricity kWh and gas cf)
 - Water use (gallons)
 - Waste generated (cf?)
- Market & Program KPIs
 - Total Visitors (onsite and offsite, first-time and repeat)
 - Total New Exhibits, Shows & Events
 - Total New and Repeat Private Rentals
 - Quality Rating of Exhibits, Shows and Events
 - Net Promoter Index
- Financial KPIs
 - Total Earned Revenue
 - Total Contributed Revenue
 - Total Expenses
 - Net Working Capital
 - Projected Cash Balance +1M, +2M, +3M
- Development KPIs
 - Total Members
 - Total Donors + In-Kind Supporters
 - Increase in Member and Donor Levels

The Discovery Center must monitor its KPIs, compare them with targets, and be prepared to trigger contingency actions if any of them exceed certain predefined thresholds.

McAuliffe-Shepard Discovery Center Business Plan

Contingency actions may be program and revenue-related: changing opening hours, adjusting pricing, and/or adjusting marketing strategies, for example. Other contingency actions may be cost-related, such as delaying exhibit rotations, canceling some least-effective programs, and/or reducing staff costs.

As of October 31, 2012, during the transition period active fundraising for the new McAuliffe-Discovery Center has not yet begun; fundraising plans are in the early stages of development on the board level, and staffing needs to be augmented to bring on development assistance. The executive director will be able to focus strongly on fundraising once all administrative pieces are in place for the new Discovery Center.

Consequently, the Discovery Center must plan for a 1st quarter (Q1) budget that utilizes only start-up funds from the State (\$227K) and Touch the Future (~\$40K), plus anticipated Q1 revenues from earned income and memberships based on a three-year average of past earned Q1 revenues of \$178K; and it must not plan to spend all of the State and Touch the Future funds in case earned revenues are below target in Q1 or Q2-Q3.

As funds are brought in, staff and programs can be added to achieve the \$1.3M scenario of full staffing and full program offerings. While this may result in qualified staff from the former State Agency Discovery Center not being available for hire in Q2/Q3, the alternative would result in an unacceptable deficit.

For Q1, full-time staffing will include the executive director, plus five additional key positions, and recruitment will begin for the development director. Part-time staffing will be at the level of 6-7 full time equivalent (FTE) positions. Traveling exhibit rental will be delayed for one month. Medical coverage may be for staff only, not for spouses or family. This will result in a projected Q1 ending balance of \$195K.

As soon as general operating funds of \$75,000 in contributed revenue are secured, recruitment will begin for a director of finance and administration. As soon as an additional \$75,000 in contributed revenue exceeding target is secured, recruitment will commence for a marketing director. As funds are secured for grant-funded positions (typically for education team members), those positions will be brought on for the duration of the grant funding.

Contributed revenues and/or earned revenues exceeding target will result in bringing on additional staff, bringing in additional traveling exhibits, and other costs, leading to a migration from the 2013 Start-up budget to the planned \$1.3M business plan budget. New/above target funds must be at least \$5,000 in excess of costs for a full-year's funding of a full-time position's salary and benefits before any commitments are made for filling each additional full-time staff position. With the increased revenues, the Board of Directors, in consultation with the executive director, may opt to increase pay and benefits to current staff up to the \$1.3M budget's salary levels and/or increase program funding up to the \$1.3M budget level, before bringing on additional staff, once the positions for development director, finance and administration director, and marketing director are filled.

Anticipated earned revenues and memberships based on prior three-year average (two-year average for Q4) and \$1 general admission price increase:

Q1	\$178,000
Q2	\$192,000
Q3	\$109,000
Q4	\$ 99,000

In order to fulfill its mission, the Discovery Center will focus on its services to the public while steadily increasing its revenue stream so that it can migrate to its sustainable budget level of \$1.3M with an operating surplus that grows year by year, as soon as possible. Target date for this full transition to a sustainable level of operations is September 1, 2013.

McAuliffe-Shepard Discovery Center Business Plan

Appendices

Appendix 1: Board of Directors Biographies

PAMELA A. BELLINO

A manager in the natural gas industry with 35 years of proven leadership experience in operations, customer service, labor relations, process improvement, and project management, including the execution of major cost reductions and productivity initiatives, and the motivation and development of employees, Bellino is currently director of customer service operations for Unitil Service Corporation and is responsible for a \$12 million budget. She is a graduate of Eastern Nazarene College and has had extensive board experience.

TRICIA A. BOUCHER, CPA

A Certified Public Accountant with 15 years of experience with the well-established accountancy firm Nathan Wechsler Company of Concord, NH, Tricia Boucher has many clients who are private non-profit charitable corporations, and serves as Treasurer of the Board for her church. She and her children are frequent visitors to, and passionate supporters of, the Discovery Center.

FREDERICK BRAMANTE

Past chair of the NH Board of Education, Bramante was a middle school science teacher who founded Daddy's Junky Music Store - which eventually grew into the 14th largest music product retailer in the United States. His innovative advocacy for student-centered mastery of learning led to meaningful redesign of education policy in New Hampshire. Bramante has a bachelor's degree in science from Keene State College and a master's degree in organizational leadership from Plymouth State University.

RICHARD CANTZ

Director of public policy and advocacy for Goodwill Industries of Northern New England, a private non-profit charitable foundation, Cantz's position entails working with legislators in the Northern New England states and numerous public advocacy groups. Cantz previously served as vice-president of resource development for the United Way of Greater Portland. He graduated from Springfield College with a degree in Clinical Psychology and his first work was with foster care services.

SHARON ENG (CURRENT BOARD SECRETARY)

Eng is president and co-owner of Contract Support Group, a contract manufacturing company specializing in electromechanical assembly located in Belmont, New Hampshire. Previously, she was director and founder of the Avalon Education Foundation in Hong Kong. Earlier in Hong Kong, she served in a variety of volunteer roles at the Chinese International School and at Crossroads International, organizing donations of furniture and clothing sent to Kosovo during that conflict. In the 1990s, Eng worked as a senior principal consultant at the Hay Group, the Asian regional headquarters of a human resources consulting firm. She has also worked as an investment broker, research and development engineer and as an investment engineer. She earned a BS degree from Vanderbilt University and an M.Ed. from the University of Hong Kong.

PAUL HIGGINS

A life-long New Hampshire resident who spent 18 years teaching automotive technology at the college level and was a self-employed automotive technician, Higgins is the founder of the Alex Higgins Memorial Space Camp Scholarship Program, which has sent 38 NH students to Space Camp over the past 11 years. Higgins has served on the Massabesic Audubon Center and the NH Audubon Society, and is a founding member of the Manchester NH Chapter of the Compassionate Friends (an international support group for bereaved parents). He has a B.A. in Education from Keene State College.

McAuliffe-Shepard Discovery Center Business Plan

ROBERT INTRONE

Introne is a retired Air Force Officer and Meteorologist who served six terms in the NH legislature, including the House Committee on Science and Technology. A Pennsylvania State University graduate with a BS and an MS from Colorado State University, he has served on the boards of the Sports Car Club of America, Program Committee of the American Meteorological Society, America Legion, and Military Officers Association.

JAMES R. MacKAY, Ph.D. (CURRENT BOARD CHAIR)

A psychotherapist in private practice, Dr. MacKay has also served as a university professor, a director and coordinator of Community Mental Health Services, a major in the Medical Service Corps of the US Army Reserve, past mayor of Concord and a six-term state legislator. MacKay is current Chair of the NH Suicide Prevention Council, Vice-Chair of the Merrimack Valley Assistance Program (HIV/AIDS), a member of the City of Concord Airport Advisory Committee and the McAuliffe-Shepard Discovery Center Commission, a member of the Board of Directors of Goodwill Industries of Northern New England, Touch the Future, Inc., The Children's Lobby, NH Child and Family Services, and serves on the Suicide Fatality Review Board and the Executive Committee of the Merrimack County Legislative Delegation.

COL. WILLIAM MORAN

A retired Air Force Colonel with a distinguished career as a pilot, instructor pilot, evaluation pilot and member of the Society of Experimental Pilots, Col. Moran commanded the 46th Bomb Squadron. During his command, Moran's Squadron received the Air Force Outstanding Unit Award. After serving in increasingly significant assignments, his last as the Vice Commander of the Air Warfare Center at Nellis Air force Base in Nevada, Col. Moran worked as a small business account executive at an insurance agency. Presently, he is the New Hampshire Wing Commander of the NH Civil Air patrol. He graduated from the University of Rhode Island and immediately joined the USAF after graduation. He was a Distinguished Graduate of Officers Training School and then completed USAF pilot training.

STEVEN MURPHY (CURRENT BOARD TREASURER)

The senior vice president, chief financial officer and treasurer of Associated Grocers of New England, Inc., Murphy has had 24 years of experience in the grocery industry. The scope of his responsibilities at Associated Grocers include corporate accounting, corporate finance, IT systems and loss prevention. He serves on many committee assignments as part of the Executive Management Team of Associated Grocers of New England. Murphy has a BS in Business Administration from Boston University and an MBA from Southern New Hampshire University. He is a CPA and CGMA.

NANCY NADEAU

Vice President for Administration at Bellwether Community Credit Union, Manchester, Nancy Nadeau has had major responsibility since 1994 for planning, directing and overseeing all human resources and administrative functions including HR, payroll, facilities, security, training and business continuity. Nadeau has served on the Make-A-Wish Foundation of New Hampshire, Dress for Success, Volunteer NH, Saint John the Evangelist Church-Holiday Fair Chair, New Horizons for New Hampshire and as a Guardian ad Litem for CASA of New Hampshire. Nadeau has an A.A. in Business Administration from Southern New Hampshire University.

REP. WILLIAM REMICK

A retired science educator and four-term member of the New Hampshire House of Representatives serving on the Standing Committee on Science, Technology and Energy, Remick served four years in the United States Air Force. He has served as an educator in several significant capacities in this and other countries, and has served on elected school boards in addition to his professional work. Remick has a BA in Education from Keene State College and an M.S. from Southern Connecticut State College.

McAuliffe-Shepard Discovery Center Business Plan

JAYME SIMOES

President of Louis Karno and Company Communications, LLC, Simoes manages all accounts for this company he founded in 1999, including directing the firm's strategy and marketing efforts. He was recently honored with the Advertising and Public Relations Award from the New Hampshire Travel Council. Simoes is a past president of the Public Relations Society of America - Yankee Chapter and is a 2003 recipient of the Union Leader's "40 under 40" award which honors New Hampshire's outstanding young professionals.

[Senate President Appointee: TBD, in place by January 2013]

[Speaker of the House Appointee: TBD, in place by January 2013]

JEANNE T. GERULSKIS

In her capacity as executive director, Gerulskis is an *ex officio* member of the board of directors.

She has been in the museum field for 22 years, with 15 years as the executive director of a science museum, the McAuliffe-Shepard Discovery Center (formerly called the Christa McAuliffe Planetarium from 1998-2008), five years as senior curator of programs and three years as program coordinator at Ketchikan Museums, a history and anthropology museum and Native American cultural center. Gerulskis is currently leading the transition of the Discovery Center from a state museum to a nonprofit operation, the McAuliffe-Shepard Discovery Center Corporation. Gerulskis holds a B.A. in economics from Williams College, where she also studied genetics, multi-variable calculus, chemistry, physics, art history and studio art. Under her leadership, the Discovery Center expanded from a stand-alone planetarium to a 45,000 square-foot science center with interactive science and engineering exhibits, a planetarium, science programs and an observatory, became a NASA Space Grant Affiliate Institution and NASA Educator Resource Center.

McAuliffe-Shepard Discovery Center Business Plan

Appendix 2: Transition and Outreach Plan 2012

The following tasks must be completed as part of the Discovery Center's transition from a state agency to an independent, not-for-profit corporation. **Note: C = Task Completed; P = Task in Process; O = Task Not Started**

GOVERNANCE, ORGANIZATION & STAFFING

- C Create Board of Directors
- C Create Business Plan & submit to the Fiscal Committee of the General Court
- P Complete the Discovery Center legal formation
- P Define new organization structure, staffing & compensation structure
- P Create policies and procedures documents
- O Conduct staff workplace training

MARKETING

- C Conduct Market Analysis
- C Conduct Summer '12 Marketing Campaign
- C Create Marketing Plan (4Ps, etc.)
- P Improve online presence
- P Update website & social media sites
- O Aggressively publicize schedule

PROGRAMS & SERVICES

- P Improve exhibits
- P Address visitor survey suggestions
- P Improve exhibit turnaround w/ 3-Yr Plan
- P Analyze program offerings' ROI
- O Optimize schedule of exhibits & events
- O Collections Handling
- O Collections policies & procedures document
- O Implement collections policies & procedures

FUNDRAISING & DVLPT

- O Start \$450K/yr fundraising campaign
- O Improve donor acknowledgment program

FACILITIES

- C Compile full equipment inventory per HR1274
- O Conduct energy audit & implement
- P Fix planetarium roof & theater seats
- O Install security cameras
- P Improve outdoor facilities
- P Spruce up facility
- P Establish facility lease with State of NH

FINANCE & ADMIN

- O Transition Procedures & Accounting
- P Select bank, payroll, and audit vendors
- O Establish financial control procedures
- P Select & develop new accounting system
- O Review & migrate all the Discovery Center contracts
- P Establish 12/31/12 financial baseline
- P Information Technology
- O Select IT vendor
- P Dvlp VISTA & Crystal visitor statistics
- P Risk Management & Security
- P Dvlp & implement IT security
- P Dvlpt & implement workplace security
- P Obtain appropriate insurance

McAuliffe-Shepard Discovery Center Business Plan

- P Expense Optimization
- C Minimize staff-related costs
- C Ensure access to State of NH's purchasing discounts

COMMUNICATIONS

- P Conduct Transition Outreach
- P Regular staff communications
- P Create Transition Message & Outreach Team
- P Visit or write to donors & supporters
- P Identify & visit area youth and civic organizations
- O Identify & visit area partners & supporters
- O Identify & visit area schools
- O Communicate Reopening
- O Invite Key Stakeholders to Reopening
- O Send Letter to Staff
- O Announce Reopening to Public

GRAND REOPENING

- O Grand Reopening Event

##

McAuliffe-Shepard Discovery Center Business Plan

Appendix 3: Conflict-of-Interest, Whistleblower and Harassment Policies

CONFLICT OF INTEREST POLICY

The reputation of McAuliffe Shepard Discovery Center is contingent upon adherence to the highest principles of fairness, honesty and integrity. It is vital that these principles be upheld and that the highest standards of conduct be maintained in all activities. It is the expectation of the Discovery Center that employees will avoid any activity or behavior that could conceivably be deemed by others as inappropriate or to negatively reflect upon the Discovery Center. Employees are therefore expected to refrain from:

- Participation in any commercial activity involving the Discovery Center in which the employee or any member of the employee's family or a personal friend has a personal interest.
- Acceptance of any gift or other favor that might be reasonably deemed by others to influence the employee's judgment or actions with regard to the Discovery Center.
- Use of any proprietary or confidential information learned in the course of employment by the Discovery Center for other than Discovery Center work-related purposes.

Furthermore:

- Employees who accept additional employment outside of the Discovery Center shall report such employment to their immediate supervisor.
- Employees must promptly report any *potential* conflict of interest – that is, any circumstances that could cause concern – to their immediate supervisor.

WHISTLEBLOWER POLICY

A Whistleblower as defined by this policy is an employee of McAuliffe Shepard Discovery Center who reports an activity that s/he considers to be illegal or dishonest to one or more of the parties specified in this Policy. The Whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor, the executive director, or any member of the board of directors. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination of employment.

Whistleblower protections are provided in two important areas -- confidentiality and retaliation. Insofar as possible, the confidentiality of the Whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. MSDC will not retaliate against a Whistleblower. This includes, but is not limited to, the employee's right to protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of harm. Any whistleblower who believes s/he is being retaliated against must contact the executive director or any member of the board of directors immediately. The right of a Whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the executive director (unless the activity involves wrongdoing on the part of the executive director; then the report will be submitted directly to the Chair of the Operations Committee of the Board of Directors) who is responsible for investigating and coordinating corrective action.

HARASSMENT POLICY

McAuliffe-Shepard Discovery Center Business Plan

The Discovery Center, as part of its equal employment opportunity program, is firmly committed to providing its employees with a working environment free of all forms of unlawful discrimination, including sexual harassment. Actions or words that harass or intimidate Discovery Center employees, volunteers, vendors, or visitors are strictly forbidden and will not be tolerated. Such conduct will result in disciplinary action in accordance with Discovery Center policy, up to and including termination of employment.

For the purposes of Discovery Center policy, "unlawful harassment" is defined as verbal or physical conduct that on the basis of a protected characteristic has the purpose or effect, from the point of view of a reasonable person possessing that characteristic, either of interfering with an individual's employment performance or of creating an intimidating, hostile or offensive employment environment.

Unlawful harassment may include, but is not limited to, the following actions if, as isolated acts or as part of a pattern, they have the prohibited purpose or effect on employment performance or environment:

- jokes,
- derogatory expressions, or comments,
- the display of graphics, cartoons, or objects,
- sending or forwarding electronic mail messages,
- other conduct offensive to a reasonable person possessing a particular protected characteristic.

Sexual harassment is a particular type of unlawful harassment. In addition to conduct described in the preceding paragraph that is of a sexual nature, sexual harassment includes conduct that a reasonable person would judge to be:

- unwelcome sexual advances,
- requests for sexual favors,
- other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct explicitly or implicitly affects employment decisions concerning an individual,
- or when the conduct has the purpose or effect of substantially interfering with an employee's performance,
- or creating an intimidating, hostile or offensive environment because of the employee's gender.

Any individual who feels s/he has been the recipient of unlawful harassment by anyone, including supervisory employees, co-workers, visitors, vendors, board members or other individuals doing business with the Discovery Center, is encouraged to come forward immediately and report her/his concern to her/his supervisor or any management level employee with whom the employee is comfortable. The Discover Center will take all complaints seriously; investigate the facts promptly and thoroughly; and take appropriate corrective action. Any employee making a good faith complaint of unlawful harassment, sexual harassment or discrimination-related harassment will be protected from any retaliation as a result of the complaint.

An employee who believes that s/he is being or has been subjected to any form of retaliation for having brought forward a good faith complaint, or having participated in an investigation of such a complaint, should immediately notify the employee's supervisor, the executive director, or any member of the board of directors.

Although employees are encouraged to bring any complaints of harassment to management, employees may also refer complaints of harassment to:

New Hampshire Commission on Human Rights
2 Chennel Drive, Concord, NH 03301

The United States Equal Employment Opportunity Commission ("EEOC")
JFK Federal Building, Room 475, Boston, Massachusetts 02203 / 1-617-565-3200

McAuliffe-Shepard Discovery Center Business Plan

Appendix 4: Document Retention and Destruction Policy

Federal and state laws require the retention of certain documents for specified minimum periods of time. At the same time, privacy requirements mean that certain data pertaining to staff and visitors must be secured or destroyed after a designated period of time. Not-for-profit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance with the policy.

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a) Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Discovery Center's finance director, executive director, or the the Discovery Center board of directors.
- b) All other paper documents will be destroyed after three years.
- c) All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year.
- d) No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified), or ongoing grant-funded project.
- e) No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

Document Retention

The following table indicates the Discovery Center's minimum document retention policy. These may change based on changes in federal or state requirements. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

McAuliffe-Shepard Discovery Center Business Plan

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years



PUBLIC UTILITIES COMMISSION

21 S. Fruit Street, Suite 10
Concord, N.H. 03301-2429

CHAIRMAN
Amy L. Ignatius

COMMISSIONERS
Michael D. Harrington
Robert R. Scott

EXECUTIVE DIRECTOR
Debra A. Howland

January 10, 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

Your Excellency and Honorable Councilors:

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI authorize the Public Utilities Commission to budget and expend prior year carry forward funds from the Renewable Energy Fund (REF) created by RSA 362-F:10, I. The requested amount of \$2,663,089 will be used to fund electric or thermal renewable energy projects in New Hampshire through grant and rebate programs, effective upon Joint Fiscal Committee and Governor and Council approval through June 30, 2013. Funding is 100% REF.

These funds should be budgeted as follows:

02-81-81-811510-54540000 Renewable Energy Fund 362-F:10				
SFY2013				
Source of Funds				
Class	Description	Current Budget	Increase (Decrease)	Modified Budget
009-403292	Agency Income	5,667,120	2,663,089	8,330,209
Totals		5,667,120	2,663,089	8,330,209

Class	Description	Current Budget	Increase (Decrease)	Modified Budget
20-500200	Current Expenses	4,513		4,513
26-500251	Organizational Dues	500		500
27-502799	Transfers to OIT	21,235		21,235
28-500292	Transfers to General Services	15,888		15,888

40-500800	Indirect Costs	4,860		4,860
46-500464	Consultants	25,000		25,000
49-500294	Transfer to Other State Agen	22,763		22,763
70-500704	In-State Travel	300		300
73-500582	Grants-Non Federal	5,572,061	2,663,089	8,235,150
80-500710	Out-of-State Travel			
Totals		5,667,120	2,663,089	8,330,209

EXPLANATION

The Renewable Energy Fund (REF) is a dedicated, non-lapsing fund whose purpose is to support thermal and electrical renewable energy initiatives in New Hampshire. RSA 362-F:10, I. The fund derives its revenues solely from payments by electric utilities and electricity suppliers that are required to obtain a portion of the electricity they sell from renewable sources, pursuant to the state's Renewable Portfolio Standard (RPS) law, RSA 362-F. These electricity suppliers must either obtain renewable energy certificates (RECs) for each of four classes of renewable energy, or make alternative compliance payments (ACPs) instead. In 2012, there was a substantial shortfall of RECs in three of the four renewable energy classes.

Since its inception in 2009, the REF has awarded more than 1,200 rebates for renewable energy systems, and provided New Hampshire homeowners, businesses, schools, towns, non-profit organizations and other eligible entities with more than \$5 million in funding towards these systems. In addition the Commission's competitive grant program has provided close to \$2 million in funding for renewable projects featuring technologies from biomass heating systems to hydroelectricity upgrades to photovoltaic, solar hot air, and landfill gas to energy, among others. These funds have been leveraged with over \$23 million in private investment, providing a boost to the state's economy and creating jobs for electricians, plumbers, and alternative energy businesses.

The Commission seeks to carry forward \$2,663,089 in unspent FY 2012 REF funds. These funds accumulated because certain rebate programs were undersubscribed and funds for the commercial and industrial grant program were not fully obligated.

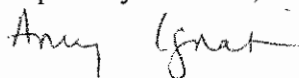
The \$2,663,089 in unspent funds will be budgeted in part to bolster residential and commercial rebate programs. Specifically, a total of \$971,620 will be added to the residential solar and wind rebate program and the commercial and industrial solar rebate program. The remaining funds will be added to the commercial and industrial competitive RFP grant program. RSA 362-F:10, XI requires the Commission to issue a Request for Proposals for grant projects each year by March 1. The program this year will fund projects that will generate substantial quantities of RECs in New Hampshire, thereby lowering REC prices and reducing the need for ACPs. As a result, RPS compliance costs for electric utilities and electricity suppliers should be reduced.

The Commission is requesting authorization to budget and expend \$2,663,089 in the Renewable Energy Fund and to budget the monies as follows:

Class 073-500582 Grants-Non Federal will be used to increase funding for the competitive RFP grant program and to increase funding for both the residential and commercial solar and wind energy rebate programs.

Accordingly, your consideration of our request is appreciated.

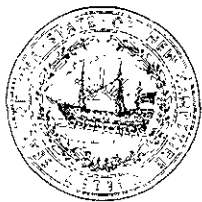
Respectfully submitted,



Amy L. Ignatius
Chairman

FISCAL SITUATION

2012-2013 Appropriation	\$	5,667,120
Budget & Expend Request	\$	2,663,089
Modified 2012-2013 Appropriation	\$	<hr/> 8,330,209



State of New Hampshire

FIS 13 081

HOUSE OF REPRESENTATIVES

CONCORD

February 27, 2013

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

Dear Representative Wallner and Members of the Committee,

RSA 14:30-a, III requires the Fiscal Committee to consider recommendations proposed to it by the Legislative Performance Audit and Oversight Committee.

At its February 22, 2013 meeting, the Legislative Performance Audit and Oversight Committee voted to recommend six new performance audit topics for the Office of Legislative Budget Assistant, Audit Division. The new topics are:

1. Department of Corrections, Division of Community Corrections.
2. Department of Health and Human Services, Health Facilities Administration, Assisted Living and Nursing Facility Inspections.
3. Department of Health and Human Services, Electronic Benefit Transfer Cards.
4. Department of Resources and Economic Development, Economic Development Programs.
5. Police Standards and Training Council, The Council in Performance of its Charter.
6. Community Development Finance Authority, Program Results.

I respectfully request the Fiscal Committee's approval of these topics at its next meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Weber".

Representative Lucy McVitty Weber, Chairman
Joint Legislative Performance Audit
and Oversight Committee



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

June 17, 2013

The Honorable Mary Jane Wallner, 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 (DOS), Division of State Police, to amend Fiscal Item #FIS12-294, approved on September 14, 2012, and Item #100, approved by Governor and Council on September 19, 2012, by changing the end date only, with no increase in funding, **retroactive** from June 30, 2013, to a new end date of September 30, 2013, to align with the Federal grant end date. Effective upon Fiscal Committee and Governor and Council approval for the period of July 1, 2013, through September 30, 2013. Funding Source: 100% Agency Income.

Funds are budgeted in the following account:

02-23-23-234010-22110000 Dept. of Safety – Division of State Police – Highway Safety Equipment and Training Grants
RSRC: 405921

Explanation

This requested action to amend the end date only is for the Highway Safety Federal grant that ends on September 30, 2013, and as such is not budgeted in the 2014/2015 biennium budget. This grant was not budgeted in the 2014/2015 biennium budget because the Division anticipated fully expending the funding prior the end of SFY 2013. 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.

The NH State Police Computer Air Cards grant will be used to fund the monthly costs of wireless computer air cards, which will allow troopers to complete certain activities through their cruiser Mobile Data Terminal (MDT) then send the data via a wireless air card to the designated control points. Activities such as crash reports will be timelier allowing for up-to-date crash statistics. Troopers will have the ability to send digital photographs and images pertinent to missing children and wanted individuals, Amber Alerts, prison escapees, and BOLO's (Be on the Lookout messages). This ability to track activities in real time will also ensure our efforts to analyze workload and allow the most efficient deployment of resources.

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-75-08-2012-01



State of New Hampshire

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

FIS 12-294
09-14-2012

JOHN J. BARTHELMES
COMMISSIONER

August 16, 2012

G+C # 100
09-19-2012

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

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

Requested Action

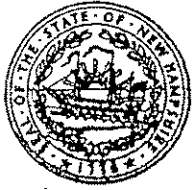
Pursuant to RSA 14:30-a, VI authorize the Department of Safety, Division of State Police, to accept and expend \$146,306.00 of federal funds from the NH Highway Safety Agency entitled Highway Safety Equipment and Training Grants for the purpose of covering the monthly cost of two hundred and fifty (250) wireless air cards. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. 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
RSRC: 405921
Amount: \$146,306.00

Class	Description	Current Adjusted		Revised Adjusted
		Authorized	Requested Action	Authorized
009	Agency Income	\$ (1,328,579.12)	\$ (146,306.00)	\$ (1,474,885.12)
020-500221	Current Expenses	\$ 162,892.86	\$ 131,700.00	\$ 294,592.86
030-500311	Equipment	\$ 277,144.60	\$ -	\$ 277,144.60
037-500173	Technology - Hardware	\$ 20,000.00	\$ -	\$ 20,000.00
038-509038	Technology - Software	\$ 100,000.00	\$ -	\$ 100,000.00
040-500800	Indirect Cost.	\$ 86,101.66	\$ 14,606.00	\$ 100,707.66
046-500465	Consultants	\$ 250,000.00	\$ -	\$ 250,000.00
103-502664	Contracts for Op Services	\$ 432,440.00	\$ -	\$ 432,440.00
	Total	\$ 1,328,579.12	\$ 146,306.00	\$ 1,474,885.12

SP-75-08-2012-01



State of New Hampshire

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

FIS 12-294
09-14-2012

JOHN J. BARTHELMES
COMMISSIONER

August 16, 2012

B+C # 100
09-19-2012

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

His Excellency, Governor John H. Lynch
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 \$146,306.00 of federal funds from the NH Highway Safety Agency entitled Highway Safety Equipment and Training Grants for the purpose of covering the monthly cost of two hundred and fifty (250) wireless air cards. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. 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
RSRC: 405921
Amount: \$146,306.00

<u>Class</u>	<u>Description</u>	<u>Current Adjusted</u> <u>Authorized</u>	<u>Requested Action</u>	<u>Revised Adjusted</u> <u>Authorized</u>
009	Agency Income	\$ (1,328,579.12)	\$ (146,306.00)	\$ (1,474,885.12)
020-500221	Current Expenses	\$ 162,892.86	\$ 131,700.00	\$ 294,592.86
030-500311	Equipment	\$ 277,144.60	\$ -	\$ 277,144.60
037-500173	Technology - Hardware	\$ 20,000.00	\$ -	\$ 20,000.00
038-509038	Technology - Software	\$ 100,000.00	\$ -	\$ 100,000.00
040-500800	Indirect Cost	\$ 86,101.66	\$ 14,606.00	\$ 100,707.66
046-500465	Consultants	\$ 250,000.00	\$ -	\$ 250,000.00
103-502664	Contracts for Op Services	\$ 432,440.00	\$ -	\$ 432,440.00
	Total	\$ 1,328,579.12	\$ 146,306.00	\$ 1,474,885.12

Representative Ken Wcyler, Chairman
Fiscal Committee of the General Court

His Excellency, Governor John H. Lynch
and the Honorable Council
August 16, 2012
Page 2 of 2

Explanation

The NH State Police Computer Air Cards grant will be used to fund the monthly costs of wireless computer air cards, which will allow troopers to complete certain activities through their cruiser Mobile Data Terminal (MDT) and then send the data via a wireless air card to the designated control points. Activities such as crash reports will be timelier allowing for up-to-date crash statistics. Troopers will have the ability to send digital photographs and images pertinent to missing children and wanted individuals, Amber Alerts, prison escapees, and BOLO's (Be on the Lookout messages). This ability to track activities in real time will also ensure our efforts to analyze workload and allow the most efficient deployment of resources.

The funds are to be budgeted as follows:

The funds in class 020 are needed to cover the monthly costs for two hundred and fifty (250) wireless air cards.


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.

This grant was not included in the agency's operating budget as the Department of Safety was unaware of its availability prior to the end of the budget process.

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

Federal Funds Awarded:

FFY 2012 Grant - NH State Police Computer Air Cards - 10/1/11-9/30/12	\$194,940.00
FFY 2012 Grant - NH State Police TAR Equipment - 10/1/11-9/15/12	\$52,139.60
FFY 2012 Grant - NH State Police Crash Records - 11/1/11-9/30/12	\$236,600.00
FFY 2012 Grant - NH State Police E-Ticketing - 11/1/11-9/30/12	\$162,450.00
FFY 2012 Grant - NH State Police Media Campaign - 1/1/12-9/30/13	\$440,840.00
FFY 2012 Grant - NH State Police Laptop Conversion - 1/1/12-9/30/12	\$384,286.33
FFY 2013 Grant - NH State Police Computer Air Cards - 10/1/12-9/30/13	\$146,306.00
Total Grant Funds Awarded	\$1,617,561.93

Less SFY 2012 expenses on FFY 2012 Grants	(\$142,675.88)
Less SFY 2013 expenses on FFY 2012 Grants	\$0.00
Less SFY 2013 expenses on FFY 2013 Grants	\$0.00

Total (\$142,675.88)

Net Grant Funds Remaining as of July 1, 2012 (SFY 2013) **\$1,474,886.05**

Less: SFY 2013 Current Adjusted Appropriation including prior year encumbrances:

02-23-23-234010-22110000

\$1,328,579.12

Excess grant funds available to appropriate **\$146,306.93**

Less previous SFY 2013 request

\$0.00

Remaining excess grant funds available to appropriate **\$146,306.93**

This Request

\$146,306.00

**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 October 20, 2011	Project Number #310-12S-006
Date Approved October 21, 2011	PSP and Task # 12-04, 06

Part I

1. Project Title NH State Police Computer Air Cards	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 NH 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, 2011 Termination Date: September 30, 2012	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
---	---

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	\$180,000.00	\$180,000.00			
c. Equipment					
d. Indirect Costs Audit	\$14,940.00	\$14,940.00			
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$194,940.00	\$194,940.00			

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

**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 October 20, 2011	Project Number #315-12S-053
Date Approved October 21, 2011	PSP and Task # 12-03, 10

Part I

1. Project Title NH State Police TAR 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 NH 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, 2011 Termination Date: September 15, 2012	Functional Area PT - Police Traffic Services CFDA# 20.600 Program Title State & Community Highway Safety 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	\$1,200.00	\$1,200.00			
c. Equipment	\$50,840.00	\$50,840.00			
d. Indirect Costs Audit	\$99.60	\$99.60			
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$52,139.60	\$52,139.60			

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

**CONTRACTUAL AGREEMENT
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 20, 2011	Project Number 310-12S-004
Date Approved June 1, 2012	PSP and Task # 12-04, 06

Part I.

1. Project Title NH State Police Crash Records Management System	2. Type of Application (Check One) <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Continuation
---	---

3. Applicant	
A. Name of Agency NH Department of Safety NH Division of State Police	DUNS Number 060340564
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 K9 - 408 Data Program Incentive
A. Contract Period	CFDA# 20.610
Start Date: November 1, 2011	Program Title Traffic Safety Info System Improvements Gr.
Termination Date: September 30, 2012	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 Revised Budget	Original Budget	Additional Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense	\$100,000.00	\$100,000.00			
c. Equipment	\$20,000.00	\$20,000.00			
d. Indirect Costs Audit	\$16,600.00	\$16,600.00			
e. Contractual Services	\$100,000.00	\$100,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$236,600.00	\$236,600.00			

7. Local Benefit:

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

**CONTRACTUAL AGREEMENT
FOR HIGHWAY SAFETY PROJECT GRANT**

For HSA Use Only

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

Date Received October 20, 2011	Project Number 310-12S-005
Date Approved June 1, 2012	PSP and Task # 12-04, 06

Part I

1. Project Title NH State Police E-Ticketing (Phase II)	2. Type of Application (Check One) <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Continuation
--	---

3. Applicant A. Name of Agency DUNS Number 060340564 NH Department of Safety NH 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: November 1, 2011 Termination Date: September 30, 2012	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
--	---

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 Revised Budget	Original Budget	Additional Budget	State Budget	Other Funds
a. Personnel Services					
b. Current Expense					
c. Equipment					
d. Indirect Costs - Audit	\$12,450.00	\$12,450.00			
e. Contractual Services	\$150,000.00	\$150,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$162,450.00	\$162,450.00			

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

**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 December 6, 2011	Project Number #308-12S-018
Date Approved December 6, 2011	PSP and Task # 12-02, 15

Part I

1. Project Title NH State Police Media Campaign	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 NH 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: January 1, 2012 Termination Date: September 30, 2013	Functional Area PM - Paid Advertising CFDA# 20.600 Program Title State & Community Highway Safety 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	\$400,000.00	\$400,000.00			
c. Equipment					
d. Indirect Costs Audit	\$40,840.00	\$40,840.00			
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$440,840.00	\$440,840.00			

7. Local Benefit:	12-02, 15 PM = \$220,420. 12-03, 18 PM = \$220,420
It is anticipated that the federal share for local benefit will be:	100% (\$440,840.00)

**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 December 13, 2011	Project Number #310-12S-007
Date Approved December 13, 2011	PSP and Task # 12-04, 06

Part I

1. Project Title NH State Police Laptop Conversion	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 Department of Safety NH Division of State Police	DUNS Number 060340564
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 K9 - 408 Data Program Incentive
A. Contract Period	CFDA# 20.610
Start Date: January 1, 2012	Program Title Traffic Safety Info System Improvements Grant
Termination Date: September 30, 2012	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 Expense					
c. Equipment	\$381,182.96	\$381,182.96			
d. Indirect Costs Audit	\$3,103.37	\$3,103.37			
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$384,286.33	\$384,286.33			

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

**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 August 15, 2012	Project Number #310-13S-001
Date Approved August 15, 2012	PSP and Task # 13-04, 06

Part I

1. Project Title NH State Police Computer Air-Cards	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 NH 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, 2012 Termination Date: September 30, 2013	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
---	---

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	\$131,700.00	\$131,700.00			
c. Equipment					
d. Indirect Costs Audit	\$14,606.00	\$14,606.00			
e. Contractual Services					
f. Other					
Total Estimated Costs Including Non-Federal Share	\$146,306.00	\$146,306.00			

7. Local Benefit: It is anticipated that the federal share for local benefit will be: <u>100%</u> (\$146,306.00)

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.

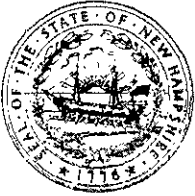
COMMON RULE (49 CFR Part 18) (Effective October 1988). This rule establishes the Uniform Administrative Requirements for Grants and Cooperative Agreements and Sub-awards to state and local governments and Indian tribal governments. Administrative rules set forth include:

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

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

JOHN J. BARTHELMES
 COMMISSIONER

June 17, 2013

The Honorable Mary Jane Wallner, 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 (DOS), Division of State Police, to amend Fiscal Item #FIS13-052, approved on March 08, 2013, and Item #70, approved by Governor and Council on March 20, 2013, by changing the end date only, with no increase in funding, **retroactive** from June 30, 2013, to a new end date of September 30, 2013, to align with the Federal Grant end date. Effective upon Fiscal Committee and Governor and Council approval for the period of July 1, 2013, through September 30, 2013. Funding Source: 100% Agency Income

Funds are budgeted in the following account:

02-23-23-234010-33450000 Dept. of Safety – Division of State Police – NHDOJ Grants
 RSRC: 407085

Explanation

This requested action to amend the end date only is for two Highway Safety Federal grants that end on September 30, 2013, and as such are not budgeted in the 2014/2015 biennium budget. The Division received the grant after the budget was prepared, as this is a solitary award we do not foresee continuing to receive this award. 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.

In accordance to the 1983 Interstate Identification Index compliance granted by the Federal Bureau of Investigation, the New Hampshire State Police, specifically the Criminal Records Unit, is the sole submitting agency for all criminal and applicant tenprint impressions to the FBI. All tenprint impressions, submitted via inked or electronically by the state, county, local law enforcement agencies, and every correctional facility, are forwarded to the state police Criminal Records Unit for processing and submission to the FBI.

The Department of Safety's Automated Fingerprint Identification System (AFIS) is part of a tri-state system, comprised of the states of New Hampshire, Maine, and Vermont (Tri-State). New Hampshire is the host state for the system, housing the back end of the AFIS. Each state uses its own independent workflow.

The current OmniTrak version of the Tri-State AFIS stores tenprint, Unsolved Latent File (ULF), Palmprint File, and Unsolved Latent Palmprint File data and has the capability of unilaterally updating the state's Central Criminal

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of The General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

June 17, 2013

Page 2 of 2

History (CCH) database with an arrestee's demographic information when tenprint data is entered into the AFIS either electronically by livescan capture or by inked tenprint impressions digitally scanned into the system.

New Hampshire's AFIS interfaced with its CCH in March of 2011. Shortly thereafter, it was discovered that when scanning an inked tenprint card into AFIS, a new State Identification number (SID) was assigned to the images without checking the CCH for an existing SID. This required a manual check of the CCH for an existing SID and removing the new SID if one had already been assigned. This added step actually slowed the process beyond the normal data entry into criminal history before the interface. This workflow problem was not within the original interface design, and to correct it requires the added expense of an additional workflow change. This grant will be used to fund this workflow change.

The FBI will soon no longer accept hard-copy (inked) tenprint cards or hard-copy biometrics such as palmprints. The FBI has suggested that agencies update their current processing of inked tenprint submittals. In 2011 New Hampshire received 13,583 inked criminal tenprint cards. Whereas mailing the inked hard-copy tenprint cards to the FBI assures timely submission, the FBI by ceasing the acceptance of inked hard-copy tenprint cards prevents New Hampshire's limited resources and current AFIS capability from the timely scanning and forwarding of tenprint data to the FBI for inclusion into their criminal history record information database. This seriously jeopardizes officer safety and potentially fosters an air of false security with respect to hiring, housing, and licensing on the civil side.

This plan is also consistent with another Department of Safety initiative, J-One, which will substantially improve our ability to track a particular offender from arrest/summons through completion of all requirements of a resulting sentence.

The 20% match requirement in the grant will be met with in-kind expenditures from Criminal Records.

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

Respectfully,


John J. Barthelmes
Commissioner



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

January 14, 2013

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

*Fiscal # FIS 13-052
03-08-2013*

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

*HC #70
03-20-2013*

Requested Action

Pursuant to RSA 14:30-a, VI, authorize the Department of Safety (DOS), Division of State Police, to accept and expend a sub-grant from the New Hampshire Department of Justice in the amount of \$129,450.00 to purchase software enhancements to the existing Automated Fingerprint Identification System (AFIS). Effective upon Fiscal Committee and Governor and Council approval through June 30, 2013. Funding Source: 100% Agency Income.

Funds are to be budgeted in the following account:

02-23-23-234010-33450000 Dept. of Safety -- Division of State Police -- NHDOJ Grants
RSRC: 407085
Amount: \$129,450.00

<u>Class</u>	<u>Description</u>	<u>Current Appropriation</u>	<u>Requested Action</u>	<u>Revised Appropriation</u>
009	Agency Income	\$ -	\$ (129,450.00)	\$ (129,450.00)
030-500312	Equipment	\$ -	\$ 129,450.00	\$ 129,450.00
	Total	\$ -	\$ 129,450.00	\$ 129,450.00

Explanation

In accordance to the 1983 Interstate Identification Index compliance granted by the Federal Bureau of Investigation, the New Hampshire State Police, specifically the Criminal Records Unit, is the sole submitting agency for all criminal and applicant tenprint impressions to the FBI. All tenprint impressions, submitted via inked or electronically by the state, county, local law enforcement agencies, and every correctional facility, are forwarded to the state police Criminal Records Unit for processing and submission to the FBI.

The Department of Safety's Automated Fingerprint Identification System (AFIS) is part of a tri-state system, comprised of the states of New Hampshire, Maine, and Vermont (Tri-State). New Hampshire is the host state for the system, housing the back end of the AFIS. Each state uses its own independent workflow.

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of The General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

January 14, 2013

Page 2 of 2

The current OmniTrak version of the Tri-State AFIS stores Tenprint, Unsolved Latent File (ULF), Palmprint File, and Unsolved Latent Palmprint File data and has the capability of unilaterally updating the state's Central Criminal History (CCH) database with an arrestee's demographic information when tenprint data is entered into the AFIS either electronically by livescan capture or by inked tenprint impressions digitally scanned into the system.

New Hampshire's AFIS interfaced with its CCH in March of 2011. Shortly thereafter, it was discovered that when scanning an inked tenprint card into AFIS, a new State Identification number (SID) was assigned to the images without checking the CCH for an existing SID. This required a manual check of the CCH for an existing SID and removing the new SID if one had already been assigned. This added step actually slowed the process beyond the normal data entry into criminal history before the interface. This workflow problem was not within the original interface design, and to correct it requires the added expense of an additional workflow change. This grant will be used to fund this workflow change.

The FBI will soon no longer accept hard-copy (inked) tenprint cards or hard-copy biometrics such as palmprints. The FBI has suggested that agencies update their current processing of inked tenprint submittals. In 2011 New Hampshire received 13,583 inked criminal tenprint cards. Whereas mailing the inked hard-copy tenprint cards to the FBI assures timely submission, the FBI by ceasing the acceptance of inked hard-copy tenprint cards prevents New Hampshire's limited resources and current AFIS capability from the timely scanning and forwarding of tenprint data to the FBI for inclusion into their criminal history record information database. This seriously jeopardizes officer safety and potentially fosters an air of false security with respect to hiring, housing, and licensing on the civil side.

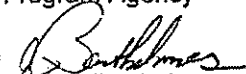

This plan is also consistent with another Department of Safety initiative, J-One, which will substantially improve our ability to track a particular offender from arrest/summons through completion of all requirements of a resulting sentence.

The 20% match requirement in the grant will be met with in-kind expenditures from Criminal Records.

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

Respectfully,


John J. Barthelmes
Commissioner

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name: Department of Safety		Vendor No.: 177878B001
Program Name: AFIS Equipment		Amount: \$ 129,450.00
Grant Start Date: 12/5/2012	State Grant Number: 2012RU01	
Grant End Date: 9/30/2013	Federal Grant Number: 2012-RU-BX-K003	
Appropriation No.: 02-20-20-201510-2909-072-500576		
Head of Agency	Project Director	Fiscal Officer
John J. Barthelmes Commissioner 33 Hazen Drive Concord, NH 03305 271-2791	Jeffrey Kellett Chief Administrator 271-2791	John T. Beardmore Director of Administration 271-2589
Federal Grant Name:	Bureau of Justice Statistics	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.554	
Purpose of Grant:	Purchase of AFIS Technology.	
Financial Requirements:	See signed Program Conditions and Guidelines.	
Match Requirements:	20% match requirement 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 Faretta
Title	Commissioner	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		

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.]

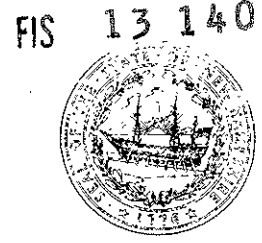
V. [Repealed.]

VI. Any non-state funds in excess of \$50,000, 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.

Source. 1965, 239:19. 1987, 416:7. 1989, 396:13; 408:2. 1991, 346:18, I. 1995, 9:8, eff. June 11, 1995. 2005, 177:11, eff. July 1, 2005. 2006, 290:21, eff. June 15, 2006.



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

June 3, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
and

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

REQUESTED ACTIONS

1. Pursuant to RSA 14:30-a, VI, authorize DES to **RETROACTIVELY** amend the acceptance and expenditure of \$97,500 in Federal flow-through funds from the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment (USGOMA) for the implementation of a grant to fund Northeast Regional Ocean Council activities by extending the end date to June 30, 2014 from June 30, 2013, effective upon Fiscal Committee and Governor and Council approval. This award was originally approved by Fiscal Committee on April 13, 2012, item # FIS12-113. No additional funding is involved in this time extension. 100% Other (Federal flow-through) funds.
2. Authorize the Department of Environmental Services (DES) to **RETROACTIVELY** amend an existing agreement with the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment (VC# 166740) for implementation of a grant to fund Northeast Regional Ocean Council (NROC) activities, by extending the completion date to June 30, 2014 from June 30, 2013. No additional funding is involved in this time extension. The original agreement was approved by Governor and Council on May 9, 2012, Item # 71. 100% Other (Federal flow-through) funds.

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.

The original agreement (copy attached) provided grant funds to DES from the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment (USGOMA) to undertake two tasks. Task 1 provides staff support for the continued development of the Northeast Regional Ocean Council (NROC) as the lead regional ocean partnership for the Northeast United States and support its administration and operations over the next eighteen months. This support will improve NROC's organizational and governance capacity, strengthen its partnerships and collaborative relationships, and increase its participatory processes and communication. Task 2 provides staff support for NROC's

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court and

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

Page 2

efforts to advance coastal and marine spatial planning in the Northeast United States through public listening sessions and workshops about future ocean use and resource issues; implementation of data protocols and development of the Northeast Regional Ocean Data Portal; obtaining information regarding recreational uses and commercial fishing through a series of discussions with constituencies; coordination and collaboration among entities engaged in marine habitat classification; and coordination and participation in a public workshop in which NROC will present spatial data regarding human activities and natural resources for public review and discussion.

We are requesting approval of this amendment to the agreement in order to have additional time to complete the agreed upon scope of work. A twelve month time extension is requested to finish these tasks. To date, DES has spent \$86,600 of the total agreement amount of \$97,500. DES will continue to conduct activities outlined in the Scope of Service and will report to USGOMA on progress made under each task.

In the event that Federal flow-through funds are not available to complete the grant, General Funds will not be requested to support this project.

The amendment has been approved by the Office of the Attorney General as to form, execution, and content. We respectfully request your approval.



Thomas S. Burack
Commissioner

**Agreement for Services with the Association of US Delegates to the Gulf of Maine Council
on the Marine Environment (USGOMA)**
Amendment No. 1

This Agreement (hereinafter called the "Amendment") is by and between the State of New Hampshire, acting by and through its Department of Environmental Services (hereinafter referred to as the "State") and the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment, acting by and through its President, W. Donald Hudson, Jr. (hereinafter referred to as the "Grantee").

WHEREAS, pursuant to a Contract (hereinafter called the "Agreement") approved by the Governor and Council on May 9, 2012, the Grantee agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the State of certain sums as specified therein; and

WHEREAS, The Grantee and the State have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement: The Agreement is hereby amended as follows:
 - (A) The Completion Date as set forth in paragraph 2, Term of Contract, of the Agreement shall be changed from June 30, 2013 to June 30, 2014.
 - (B) The Completion Dates for each Task in Appendix A, Scope of Service, Focus Area 1 shall be changed to June 30, 2014.
 - (C) The Completion Dates for each Task in Appendix A, Scope of Service, Focus Area 2 shall be changed to December 31, 2013.
2. Effective Date of Amendment: This Amendment shall take effect upon the date of approval of this Amendment by the Governor and Executive Council of the State of New Hampshire.
3. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

ASSOCIATION OF U.S. DELEGATES TO THE GULF OF MAINE COUNCIL ON THE MARINE ENVIRONMENT

By W. Donald Hudson, Jr.
W. Donald Hudson, Jr., President

STATE OF MAINE
COUNTY OF SACANDHUOC

On this the 8 day of April, 2013, before the undersigned officer, personally appeared W. Donald Hudson, Jr., President who acknowledged himself to be the person who executed the foregoing instrument for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Rebecca J. Clifford
REBECCA J. CLIFFORD
enter name notary public/JOP, select title

My Commission Expires: REBECCA J. CLIFFORD
Notary Public, Maine
My Commission Expires April 07, 2019

THE STATE OF NEW HAMPSHIRE
Department of Environmental Services

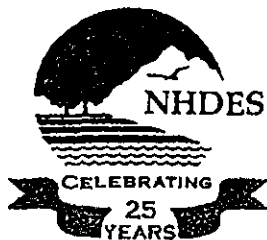
By Thomas S. Burack
for Thomas S. Burack, Commissioner

Approved by Attorney General this 14th day of May, 2013

OFFICE OF ATTORNEY GENERAL

By [Signature]

MAR 08 '12 at 3:15 PM Dave Murphy



The State of New Hampshire
Department of Environmental Services

Thomas S. Burack, Commissioner



*Celebrating 25 Years of Protecting
New Hampshire's Environment*

March 6, 2012

APPROVED
FISCAL COMMITTEE

DATE 4/13/2012

ITEM # FIS 12-113

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
and

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

APPROVED G & C

DATE 5/9/2012

ITEM # 71

REQUESTED ACTIONS

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Environmental Services (DES) to accept and expend \$97,500 in Federal flow-through funds from the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment (USGOMA) for implementation of a grant to fund Northeast Regional Ocean Council (NROC) activities effective upon Fiscal Committee and Governor and Council approval through June 30, 2013. 100% Other (Federal flow-through) funds. Funding is to be budgeted as follows:

Ocean Planning
03-44-44-442010-70350000
FY 2012

Class	Budget Category	Current Budget	Requested Action	Revised Budget
Income				
005-407991	Ocean Planning	\$0	\$97,500	\$97,500
Expenditures				
018-500106	Overtime	\$0	\$2,319	\$2,319
040-500800	Indirect Costs	\$0	\$3,723	\$3,723
042-500620	Additional Fringe Benefits	\$0	\$4,303	\$4,303
050-500109	Personal Services	\$0	\$55,060	\$55,060
060-500601	Benefits	\$0	\$27,902	\$27,902
070-500704	In-State Travel	\$0	\$1,400	\$1,400
080-500713	Out-of-State Travel	\$0	\$2,793	\$2,793
TOTAL		\$0	\$97,500	\$97,500

2. Authorize the Department of Environmental Services (DES) to enter into a retroactive agreement with the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment

(USGOMA) (VC# 172667) in the amount of \$97,500 for implementation of a grant to fund Northeast Regional Ocean Council (NROC) activities effective as of January 1, 2012 through June 30, 2013, upon Governor and Council approval. 100% Other (Federal flow-through) funds.

EXPLANATION

DES was awarded a grant from the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment (USGOMA). Through this grant, DES will undertake two tasks. Task 1 will provide staff support for the continued development of the Northeast Regional Ocean Council (NROC) as the lead regional ocean partnership for the Northeast United States and support its administration and operations over the next eighteen months. This support will improve NROC's organizational and governance capacity, strengthen its partnerships and collaborative relationships, and increase its participatory processes and communication. Task 2 will provide staff support for NROC's efforts to advance coastal and marine spatial planning in the Northeast United States through (1) public listening sessions and workshops about future ocean use and resource issues; (2) implementation of data protocols and development of the Northeast Regional Ocean Data Portal; (3) obtaining information regarding recreational uses and commercial fishing through a series of discussions with constituencies; (4) coordination and collaboration among entities engaged in marine habitat classification; and (5) coordination and participation in a public workshop in which NROC will present spatial data regarding human activities and natural resources for public review and discussion. Due to the delay in receiving the Federal flow-through funds from the USGOMA, this request is retroactive back to January 1, 2012. DES did not receive the award from USGOMA prior to the start date of the award as a result of delays in their receipt of the original award from the National Oceanic and Atmospheric Administration (NOAA). This retroactive request is necessary to fulfill the terms of the agreement with USGOMA via the funds provided.

This grant does not have a matching requirement.

These grant funds are budgeted and described as follows:

Class 018 *Overtime* - To cover expected overtime hours for project implementation.

Class 040 *Indirect Costs* - To be budgeted in accordance with state guidelines.

Class 042 *Additional Fringe Benefits* - To be budgeted in accordance with state guidelines.

Class 050 *Personal Services* - The additional amount of \$55,060 will not be used for new positions. These funds are available in support of expanded or new program activities not previously budgeted. Employee support from existing DES programs will be used to conduct activities under this grant. These funds will be used to supplant funding for the following positions, which are currently budgeted:

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
And
His Excellency, Governor John H. Lynch
And the Honorable Council

Page 3 of 3

Position #	Title	Account (03-44-44-)	Funding Mix	Amount
10026	Senior Planner	442010-36420000-010	100% Federal	\$15,200
30001	Principal Planner	442010-36420000-010	100% Federal	\$21,593
40468	Principal Planner	442010-36420000-010	100% Federal	\$5,672
16670	Executive Secretary	442010-36420000-010	100% Federal	\$2,199
18556	Administrator IV	442010-76020000-010	100% Federal	\$9,220
42177	Environmentalist IV	442010-76020000-010	100% Federal	\$1,176

Funding in the amount of \$55,060, which is budgeted for the current positions referenced above, will be either lapsed or closed to control, resulting in a net-zero increase in budgeted funds.

Class 060 *Benefits* - To cover benefit costs associated with personnel.


Class 070 *In-state Travel* - To cover travel costs to attend required meetings.

Class 080 *Out-of-State Travel* - To cover travel costs to attend required meetings.

These funds were not included in the 12/13 Operating Budget as DES did not anticipate receiving this competitive grant at that time.

In the event that the Federal flow-through funds are not available to complete the grant, General Funds will not be requested to support these projects.

We respectfully request your approval.


Thomas S. Burack, Commissioner

DEPARTMENT OF ENVIRONMENTAL SERVICES
OCEAN PLANNING
Fiscal Situation FY12
03-44-44-442010-70350000

Total Authorization	\$ 97,500.00
Less Expenditures through 6/30/11	<u>\$0.00</u>
Remaining Authorization to Budget	\$ 97,500.00
Less Current FY12 Budget Authorization	<u>\$0.00</u>
Total Available for Budgeting	\$ 97,500.00
REQUESTED ACTION	<u>\$ 97,500.00</u>
Available to Budget at a Later Date	<u><u>\$0.00</u></u>

Grant Award	Award Amount	Expenditures to 6/30/11	Balance
USGOMA	\$ 97,500.00	\$0.00	\$ 97,500.00

CONTRACT FOR SERVICES

between

Association of United States Delegates to the Gulf of Maine Council (USGOMA)

and

State of New Hampshire, Department of Environmental Services Coastal Program

for

"Northeast Regional Ocean Council Project Support"

This agreement made and entered into by and between: State of New Hampshire, Department of Environmental Services Coastal Program (hereinafter called the "Contractor"), 29 Hazen Drive, PO Box 95, Concord NH 03301-0095 and the Association of US Delegates to the Gulf of Maine Council on the Marine Environment, 84 Marginal Way, Suite 600, Portland, ME 04101-2480 (hereinafter called the "Association"). The mailing address for the Association is P.O. Box 6063, Falmouth, ME 04105.

Whereas the Association desires to enter into a Contract for Services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of the Contract to the satisfaction of the Association, therefore this Contract is entered into under the following terms and conditions:

1. **Services:** The Contractor agrees to perform the services as described in the attached, Appendix A, Scope of Services. Only those attachments specifically referenced in this Contract for Services shall apply. The terms and conditions as contained in the Contract for Service shall take precedence over any conflicting terms as may be attached hereto.
2. **Term of Contract:** From January 1, 2012 to June 30, 2013.
3. **Payment:**
 - A. The Association shall compensate the Contractor for services in accordance with the schedule as found in the attached, Appendix A, Scope of Services. The compensation of \$97,500 is in United States dollars.
 - B. The Contractor will be required to seek the approval of the Association for any modifications to the Budget.
 - C. As the Contractor you agree to pay your own expenses, self-employment and income taxes, and that, as a non-employee, you are not eligible for worker's compensation or other employee benefits.
 - D. Quarterly payments will be made upon submission of approved invoices based on deliverables in Appendix A and Payment Schedule in Appendix C. Approved invoices will be submitted by the 25th of each month for check-writing on the 30th. No payment shall be made for work done prior to the entry into force of this Contract.
 - E. The total of all payments made against this contract shall not exceed \$97,500 (US).
4. **Permission:** The Contractor must obtain the written permission of the Association to undertake any action not included in this Contract.
5. **Funding and Fiscal Appropriations:** The obligations of this Association under this Contract for the present or any subsequent fiscal year following the fiscal year in which this Contract is executed are subject to the appropriation of the funding agency to the Association of funds sufficient to discharge the Association's obligation which accrues in this or any subsequent fiscal year. In the absence of such appropriation or authorization, this Contract shall be terminated immediately upon the Contractor's receipt of notice to said effect without liability for damages, penalties, or other charges arising from early termination. Expenditures for Contracted services that will extend beyond a single fiscal year shall not exceed in any fiscal year the amount appropriated and authorized for said fiscal year. The

Contractor's yearly cost, as contained herein, may not exceed the amount appropriated for said year.

6. **Termination:** The Contract may be terminated without cause by either party by given written notice to the other at least thirty (30) calendar days prior to the effective date of termination stated in the notice. If the Contractor fails to fulfill his/her/its obligations, the Association may terminate this Contract by giving written notice to the Contractor at least seven (7) calendar days before the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach. The Contract and all its obligations shall be considered null and void and no further payments shall be made to the Contractor, should the Association not receive the Final Report by June 30, 2013. Should the Contract be found null and void according to the terms set forth above, the Contractor shall be notified by the Association and shall cease and desist from any further work on the Contract. Should the Contract be found null and void according to the terms set forth above, the Contractor shall return any funds received from the Association, excepting however, that funds used for and confirmed by receipts for work on the Contract may be retained by the Contractor, subject to review and approval by the Association.
7. **Obligations in Events of Termination:** Upon termination, all finished or unfinished documents, data, studies, and reports prepared by the Contractor pursuant to this Contract, shall become the property of the Association.
8. **Recordkeeping, Audit, and Inspection of Records:** The Contractor shall maintain an accurate accounting system, records, and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for period of six (6) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The Federal grantor agency, the Association, or any their duly authorized representatives or designees shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records, and other compilations of data of the Contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, reviews, and copying of records.
9. **Political activity prohibited, Anti-Boycott Warranty:** The contract may not use any Contract funds nor shall any of the services to be provided by the Contractor be used for any partisan political activity or to further the election or defeat of any candidate for public office. During the term of this Contract, neither the Contractor or any controlled groups within the meaning of s.993(a)(3) of the Internal Revenue Code, as amended, shall participate in or cooperate with any international boycott as defined in s.999(b)(3) and (4) of the Internal Revenue Code of 1954, as amended.
10. **Assignment by Contractor and Subcontracting:** The Contractor shall not assign or in any way transfer any interest in this Contract without the prior written consent of the Association nor shall (s)he/it subcontract any services without the prior written approval of the Association.
11. **Publicity, Publication, Reproduction, and Use of Contract Products or Materials:** Unless provided otherwise by law or the Association, title and possession of software, equipment, furnishings, and any other documentation or product paid for with Association

funds shall rest with the Association at the termination of the Contract. The Contractor and its researchers involved in the provision of services under this Contract shall have an unrestricted right to publish freely and engage in unfettered scholarly dissemination of ideas with respect to any aspect of this work. If the Contractor, or any of its subcontractors, publishes work dealing with an aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the Association shall have a royalty-free non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication. The Contractor shall use reasonable means to inform the public that the Association provides financial support for its operations and services. The Contractor must explicitly state on publicity material, stationery, posters, journals, reports and other written materials, and on its premises the following: "This program is supported in part (or in full) by the National Oceanic and Atmospheric Administration Award #NA12NOS4730010 and #NA12NOS4730006," along with a display of the National Oceanic and Atmospheric Administration logo.

12. **Confidentiality:** The Contractor shall comply with all laws and regulations relating to confidentiality and privacy as defined by any and all State and Federal statutes.
13. **Nondiscrimination in Employment and Affirmative Action:** The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation. The Contractor agrees to comply with all applicable Federal and State statutes, rules, and regulations prohibiting discrimination in employment.
14. **MBE/WBE Fair Share Objective:** The Contractor shall agree to ensure to the fullest extent possible that, in procuring goods and service, funds shall be made available to organizations owned or controlled by the socially and economically disadvantaged individuals including women and minority owned businesses.
15. **Recycling:** The Contractor shall agree make reasonable efforts to use recycled paper for all products and reports which are prepared as part of this Contract.
16. **Force Majeure:** Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but not limited to, acts of God or of a public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
17. **Compliance with Laws:** The Contractor shall comply with all applicable laws, rules, regulations, ordinances, orders or requirements of any governmental authority relating to the delivery of the services specified in the Contract. This award is subject to Executive Order 12549, "Debarment and Suspension" and DoC implementation regulations published at 15 CFR Part 26, Subparts A through E, "Government wide Debarment and Suspension (nonprocurement)."
18. **Waivers:** All conditions, covenants, duties and obligations contained in this Contract can be waived only by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party.

19. **Amendments:** No amendments to this Contract shall be effective unless it is signed by the authorized representatives of both parties and complies with all other regulations and requirements of law.

20. **Entire Agreement:** The parties understand and agree that this Contract and attachments (if any) superseded all other verbal and written agreements and negotiations by the parties relating to the services under this Contract.

21. **Notice:** Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing addressed to the persons and addresses indicated below:

in the case of the Association to:

Cynthia Krum, Executive Director
Association of US Delegates to the Gulf of Maine Council
PO Box 6063
Falmouth, ME 04105
US


and in the case of the Contractor:

Susan A. Carlson
Chief Operations Officer
NH Department of Environmental Services
29 Hazen Drive
PO Box 95
Concord NH 03301-0095

The Association and the Contractor hereby mutually agree to the above terms and certify under the pains and penalties of perjury that to the best of my knowledge and belief, the following is true, correct, and complete:

For the Association of US Delegates
to the Gulf of Maine Council

For the Contractor
NH Department of Environmental Services

By: 
Authorized signature

By: 

W. Donald Hudson, Jr., President
Print or type name and title

Susan Carlson, Chief Operations Officer
Print or type name and title

Legal Address: _____

Telephone: _____

Date: 2/23/2012

Date: 2.28.12

Note: the contractor is hereby notified that this form constitutes a substitute W-9, or MW-9, form and that payments under this contract are considered taxable income on the Contractor's federal and state tax returns and will be reported to the Internal Revenue Service. A Form 1099 will be sent to the contractor's legal address, as noted in paragraph 22, above.

STATE OF NEW HAMPSHIRE

Inter-Department Communication

DATE: March 14, 2012

FROM: Evan J. Mulholland AT (OFFICE) Department of Justice
Assistant Attorney General Environmental Protection Bureau

SUBJECT: Contract between Association of United States Delegates to the Gulf of Maine
Council and Department of Environmental Services Coastal Program

TO: Thomas S. Burack, Commissioner
Department of Environmental Services

I have reviewed and approved the above-referenced contract for form, substance and execution.



Evan J. Mulholland

Appendix A
Scope of Service for
State of New Hampshire, Department of Environmental Services Coastal Program
Contractor for: Northeast Regional Ocean Council Project Support

Contract Dates: January 1, 2012 – June 30, 2013

Note: The State of New Hampshire, Department of Environmental Services Coastal Program (NHCP) will serve as a contractor to NROC / USGOMA for the following 2 scopes of work: (1) NROC Focus Area 1 grant "Advancing Coastal and Marine Spatial Planning in the Northeast" and (2) NROC Focus Area 2 grant "Advancing the Development of the Northeast Regional Ocean Council"

Scope for Focus Area 1 "Advancing Coastal and Marine Spatial Planning in the Northeast"

Note: The US Gulf of Maine Association (fiscal agent for the Northeast Regional Ocean Council) will be hiring separate subcontractors with primary responsibility (as directed by NROC) for Tasks 1-5 below. The scope of work for the NHCP below describes how NHCP will support, collaborate with and enhance the work of the lead subcontractors to ensure that the work is customized, accurate, suitable, and useful for both the Northeast Region and the State of New Hampshire. For each category below, NHCP will ensure the participation of knowledgeable staff and/or other in-state experts to complete the listed tasks.

- **Task 1. Initial public engagement. The NHCP will:**
 - Assist in organizing and convening preliminary public meetings and workshops (Jan-June 2012).
 - Review, edit and finalize summary documentation/goals/information obtained (July-September 2012)
 - Assist in organizing public meetings to discuss draft goals, information obtained (July-September 2012)
 - Assist in convening public meetings re: draft goals (October-December 2012)

Deliverables – summary report of state assistance provided to USGOMA/NROC public engagement sub-contractor to customize outreach for New Hampshire. Sign off on that contractor's document of accurately summarized meetings held in New Hampshire

- **Task 2. Implement data protocols and develop data products. The NHCP will:**
 - Assist in developing draft data products (January-December 2012)
 - Review and provide comments on draft data products (March-December 2012)
 - Approve final data products (September-December 2012)

- Advise the data portal team as needed on incorporation of data products into data portal (September-December 2012)

Deliverables – summary report of New Hampshire interaction with the data portal team to ensure that final data products address NROC and New Hampshire’s needs and priorities

- Task 3: Priority gaps in human use mapping. The NHCP will:
 - Assist in development of project methodologies, including outreach efforts (January-March 2012)
 - Ensure that project methodologies are applied through appropriate surveys, meetings (April-October).
 - Review results and assist in development of draft data products (October-December 2012)
 - Advise the data portal team as needed on incorporation of data products into data portal (January-February 2013)

Deliverables: Summary report describing how mapping efforts were customized and based on input provided.

- Task 4: Habitat classification. The NHCP will:
 - Coordinate the participation of a suitably qualified staff person or other expert in a working group of regional practitioners and managers (January-March 2012)
 - Review the lead contractor’s overview of habitat approaches in the region and elsewhere, as appropriate,(May-September 2012)
 - Assist in developing an agenda for a meeting to discuss the overview, and identify opportunities for specific regional collaboration (May-September 2012)
 - Participate in the above meeting (October 2012)
 - Assist in developing a work plan to address regional opportunities (October-December 2012)
 - Assist in creating a schedule for implementation of the workplan and assist in completion of initial phases of the workplan (commensurate with available funding) (January-June 2013)

Deliverables: Summary report describing participation in habitat classification work group, active participation in regional meeting, list of in-state contacts, description of New Hampshire’s potential role in implementing the workplan (commensurate with available funding.)

- Task 5: Public workshops to discuss initial data and information development. The NHCP will:
 - Assist with workshop organization, agenda development, logistics (January-April 2013)
 - Review and sign-off on workshop agenda (January-April 2013)
 - Assist in workshop convening (April-June 2013)
 - Review and sign-off on workshop summary (June 2013)

Deliverables: summary report of state assistance provided to USGOMA/NROC public engagement sub-contractor to customize workshop for New Hampshire. Sign off that contractor’s document accurately summarized meetings held in New Hampshire.

Scope for Focus Area 2 "Advancing the Development of the Northeast Regional Ocean Council"

- Task 1. Ensure that a NH delegate and/or an alternate and any NROC committee chair or working group lead will attend each of the NROC full Council meetings during the grant period.
 - In advance of the Council meetings, NH will work with Federal partners, the NROC Executive Committee, and the NROC Coordinator on the development of the meeting agenda and provide written updates/status reports on work plan progress or other related actions.
 - This item may include travel costs for mileage, tolls, parking, meals (at federal per diem rate), hotel and other expenses necessary to support attendance at Council meetings
 - Estimated schedule for full Council meetings: January/February 2012 [Note a regional CMSP workshop to be scheduled may affect this Council meeting date—in the case that the workshop takes place in-lieu-of a winter Council meeting, NROC business will be addressed as necessary through a separate conference call or possibly via a dedicated lunch or sidebar meeting during the workshop]; May/June 2012 ; and September/October 2012; January/February 2013.

- Task 2. Ensure adequate participation in a NROC retreat or similar Council forum to assess current agenda and organization structure, define new/updated two year strategic priorities, and reorganize/restructure Committees and working groups as needed to align with updated priorities.
 - Schedule: January 2012 to June 2012.

- Task 3. Provide significant professional staff participation in, and support for, at least one NROC Committee or working group. Significant participation involves either:
 - Chairing (co-chairing) a NROC standing Committee; and/or
 - Assuming lead for a NROC working group or strategic team; and/or
 - Direct staff involvement in both the development and implementation of NROC work or action plan tasks or projects.
 - Schedule: Full grant period.

- Task 4. Ensure timely and substantive review of NROC documents and materials, including updates to NROC Terms of Reference, NROC strategic priorities summaries, draft work plans, website revisions, and new communication/outreach materials.
 - Schedule: Full grant period.

Reporting: Quarterly work reports will be sent with invoices to NROC lead and USGOMA. At completion of contract, a financial report will be sent that shows actual expenditures in the SF424A categories. This report will also include statement that travel detail followed federal requirements.

Appendix B Project Budget
 State of New Hampshire, Department of Environmental Services Coastal Program
 Northeast Regional Ocean Council Project Support

Contract Dates: January 1, 2012 – June 30, 2013

"Focus Area 1" Budget per NOAA Form SF424-A Categories

Object Class Categories	Federal Funding
a. Personnel	\$44,259
b. Fringe Benefits	\$24,961
c. Travel	\$4,193
d. Equipment	-
e. Supplies	-
f. Contractual	-
g. Construction	-
h. Other	-
i. Total Direct Charges	\$73,413
j. Indirect Charges	\$2,887
k. TOTALS	\$76,300

Note: Any budget changes that add categories, change indirect column or move more than 10% within existing budget categories, must have prior written approval from USGOMA.

"Focus Area 2" Budget per NOAA Form 424-A Categories

Object Class Categories	Federal Funding
a. Personnel	13,120
b. Fringe Benefits	7,244
c. Travel	-
d. Equipment	-
e. Supplies	-
f. Contractual	-
g. Construction	-
h. Other	-
i. Total Direct Charges	20,364
j. Indirect Charges	836
k. TOTALS	\$21,200

Note: Any budget changes that add categories, change indirect column or move more than 10% within existing budget categories, must have prior written approval from USGOMA.

Appendix C USGOMA Budget

State of New Hampshire, Department of Environmental Services Coastal Program
 Contractor for: Northeast Regional Ocean Council Project Support

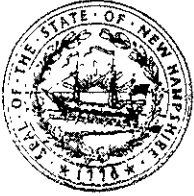
Cost categories	Association \$
Grants	
Contractual	\$ 97,500
Other	
Totals	\$ 97,500

Table 2. "Focus Area 1" Invoicing and Payment Schedule

Period	Dates	Invoice description	Amount
Quarter 1	January 2012 through March 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 2, 3 and 4	\$15,400
Quarter 2	April 2012 through June 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 2, 3 and 4	\$15,400
Quarter 3	July 2012 through September 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 2, 3 and 4	\$15,400
Quarter 4	October 2012 through December 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 3 and 4	\$12,200
Quarter 5	January 2013 through March 2013	Progress update and statement of completed work products and deliverables for Tasks 3, 4 and 5	\$10,000
Quarter 6	April 2013 through June 2013	Progress update and statement of completed work products and deliverables for Tasks 4 and 5	\$7,900
Total			\$76,300

"Focus Area 2" Invoicing and Payment Schedule

Period	Dates	Invoice description	Amount
Quarter 1	January 2012 through March 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 2, 3 and 4	\$4,600
Quarter 2	April 2012 through June 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 2, 3 and 4	\$4,600
Quarter 3	July 2012 through September 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 3 and 4	\$3,000
Quarter 4	October 2012 through December 2012	Progress update and statement of completed work products and deliverables for Tasks 1, 3 and 4	\$3,000
Quarter 5	January 2013 through March 2013	Progress update and statement of completed work products and deliverables for Tasks 1, 3, and 4	\$3,000
Quarter 6	April 2013 through June 2013	Progress update and statement of completed work products and deliverables for Tasks 1,3 and 4	\$3,000
Total			\$21,200



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

June 17, 2013

The Honorable Mary Jane Wallner, 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 amend FIS 12-345 approved by the Fiscal Committee on November 8, 2012 and Governor and Executive Council on November 14, 2012, item #139, by extending the end date only, with no increase in funding, of the grant received from the Department of Justice, Office of Justice Programs, for the purpose of reducing and deterring serious crime in New Hampshire, **retroactive** from the original end date of June 30, 2013, to a new end date of September 30, 2013. Effective upon Fiscal Committee and Governor and Council approval for the period of July 1, 2013 through September 30, 2013. Funding source: 100% Federal Funds.

Funds are available in SFY2013 in the following account:

02-23-23-234010-60420000 Dept. of Safety – Division of State Police – Operation Street Sweeper 2009

RSRC: 406480

Explanation

This requested action to amend the end date only is for the Street Sweeper Federal grant that ends on September 30, 2013, and as such is not budgeted in the 2014/2015 biennium budget. This grant was not budgeted in the 2014/2015 biennium budget because the Division anticipated fully expending the funding prior the end of SFY 2013. The Street Sweeper grant is not expected to continue after September 30, 2013, as funding is longer available for this program. 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 grant is used to improve the Division's ability to fulfill its role as the primary law enforcement agency responsible for statewide drug and major crime investigations. The primary goal of this grant and enforcement program is to reduce the total number of serious crimes that are occurring within the State of New Hampshire. Its Memorandum of Agreement with the City of Manchester is for the enforcement of activities relating to gang, undercover drug investigations, and related search warrant executions

In the event that Federal 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

SP-ADMIN-10-2012-01



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER
Representative Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

October 5, 2012

Fiscal #
FIS 12-345

11-08-2012

J+C # 139

11-14-2012

His Excellency, Governor John H. Lynch
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 amend FIS 12-116 approved by the Fiscal Committee on April 13, 2012 and Governor and Executive Council on May 9, 2012, item #98, by retroactively extending the end date only, with no increase in funding, of the grant received from the Department of Justice, Office of Justice Programs, for the purpose of reducing and deterring serious crime in New Hampshire, from the original end date of September 30, 2012, to a new end date of June 30, 2013. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2013. Funding source: 100% Federal Funds.

Funds are available in SFY2013 in the following account:

02-23-23-234010-60420000 Dept. of Safety – Division of State Police – Operation Street Sweeper 2009

RSRC: 406480

2. Authorize the Department of Safety to retroactively amend a Memorandum of Agreement (MOA), upon approval of requested action #1, with the City of Manchester (VC#177433) by extending the effective end date from September 30, 2012 to September 30, 2013. All other terms and conditions remain unchanged for the enforcement of activities relating to gang, undercover drug investigations, and related search warrant executions. Effective upon Governor and Council approval. 100% Federal Funds.

Explanation

This request is retroactive due to the length of time for the Division to obtain the grant extension authorization from the Department of Justice as well as the time necessary for the Division to prepare the paperwork for submission due to its complexity.

This grant is used to improve the Division's ability to fulfill its role as the primary law enforcement agency responsible for statewide drug and major crime investigations. The primary goal of this grant and enforcement program is to reduce the total number of serious crimes that are occurring within the State of New Hampshire. Its MOA with the City of Manchester is for the enforcement of activities relating to gang, undercover drug investigations, and related search warrant executions

In the event that Federal 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

MOA Agreement Amendment
Extension of Performance Period

City of Manchester

It is hereby agreed that the Memorandum of Agreement (MOA) approved by the Governor and Executive Council on May 9, 2012, Item #98, between the City of Manchester and the Department of Safety, Division of State Police for the enforcement of activities relating to Gang, Undercover Drug Investigations, and related search warrant executions is amended as follows:

1. GENERAL PROVISIONS, Section 12 Termination;
Change the effective from September 30, 2012 to September 30, 2013.
2. All other provisions of the grant agreement, approved by the Governor and Executive Council on May 9, 2012 shall remain in full force and effect.

EFFECTIVE DATE OF THE AMENDMENT: This Amendment shall be effective upon its approval by the Governor and Executive Council of the State of New Hampshire. If approval is withheld, this document shall become null and void, with no further obligation or recourse to either party. IN WITNESS WHEREOF, the parties have hereunto set their hands:

APPROVED BY:

City of Manchester

By (signature):

Print Name:

Title:

State of: New Hampshire

County of: Hillsborough

As Notary Public/Justice of the Peace, REGISTERED IN THE STATE OF NEW HAMPSHIRE,

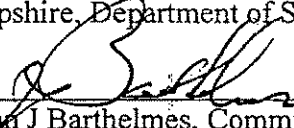
COUNTY OF Hillsborough, UPON THIS DATE September 5, 2012, APPEARED

BEFORE ME (print full name of notary) Victoria Ferraro the undersigned officer

In witness whereof I hereunto set my hand and official seal. (Provide notary signature and seal)

Victoria L. Ferraro

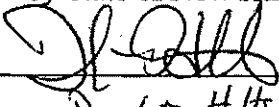
State of New Hampshire, Department of Safety:

By (signature): 
John J. Barthelmes, Commissioner

State of New Hampshire, Department of Safety, Division of State Police:

By (signature): 
Robert L. Quink, Director of State Police

Approval by State of New Hampshire Attorney General as to form, substance, and execution:

By: , Assistant Attorney General, on 10/17/12
David M. H. Hs

Approval by State of New Hampshire Governor and Executive Council:

By: _____, on _____



Change Project Period GAN



[All Active](#)

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

[Change Requested](#)

GRANT ADJUSTMENT NOTICE

[Approved](#)

Grantee Information				
Grantee Name:	New Hampshire Department of Safety	Project Period:	10/01/2010 - 09/30/2013	GAN Number: 003
Grantee Address:	33 HAZEN DRIVE CONCORD, 03305	Program Office:	BJA	Date: 07/26/2012
Grantee DUNS Number:	06-034-0564	Grant Manager:	Linda Hill-Franklin	
Grantee EIN:	02-6000618	Application Number(s):	2010-H5704-NH-D1	
Vendor #:	026003618	Award Number:	2010-DD-BX-0539	
Project Title:	Operation Street Sweeper - 2010	Award Amount:	\$750,000.00	

[Denied](#)

[Draft](#)

[Create Grant Adjustment](#)

[Help/Frequently Asked Questions](#)

Change Project Period				
Current Grant Period:	Month: 09 Day: 30	New Grant Period:	Month: 10 Day: 31	
Project Start Date:	10/01/2010	*New Project Start Date:	10/01/2010	
Project End Date:	09/30/2012	*New Project End Date:	09/30/2013	
*Required Justification for Change Project Period:				
This request is for a no-cost, 12-month extension to the existing project period, currently due to expire 09-30-2012. As of June 30, 2012, approximately \$268,800 has been expended from this grant; representing ~36% of				
Attachments:				
None				
Actions:				
<input type="button" value="Close"/>				
<input type="button" value="Printer Friendly Version"/>				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	07/26/2012 12:00 PM	View Note
Submitted	PO - Grant Manager	mlieb1	07/24/2012 3:39 PM	View Note
Draft	EXTERNAL - External User	mlieb1	07/24/2012 3:37 PM	View Note



State of New Hampshire

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

Fiscal 4-13-12
 # FIS 12-116

G#C 5-9-12
 # 98

JOHN J. BARTHELMES
 COMMISSIONER

March 12, 2012

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

His Excellency, Governor John H. Lynch
 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 amend Fiscal Item #FIS11-221, originally approved on September, 23, 2011, and Item #121, originally approved by Governor and Council on September 28, 2011, by reallocating grant funds of \$75,000.00 received from the Department of Justice, Office of Justice Programs, for the purpose of reducing and deterring serious crime in New Hampshire. Effective upon Fiscal Committee and Governor and Council approvals through September 30, 2012. Funding source: 100% Federal Funds.

Account: 02-23-23-234010-60420000 Dept. of Safety Div. of State Police Operation Street Sweeper 2009
 RSRC: 406480

Class	Description	SFY 2012 Current		Requested Action	SFY 2012 Revised	
		Adjusted	Authorized		Adjusted	Authorized
000-406480	Federal Funds	\$	(1,351,474.54)	\$	-	\$ (1,351,474.54)
018-500106	Overtime	\$	405,332.58	\$	(75,000.00)	\$ 330,332.58
020-500200	Current Expense	\$	135,605.30	\$	-	\$ 135,605.30
024-500227	Maint. Other Than Build.-Grnd.	\$	56,000.00	\$	-	\$ 56,000.00
030-500311	Equipment	\$	504,028.60	\$	-	\$ 504,028.60
040-500800	Indirect Cost	\$	105,466.81	\$	-	\$ 105,466.81
041-500801	Audit Fund Set Aside	\$	1,551.34	\$	-	\$ 1,551.34
060-500602	Benefits	\$	101,328.14	\$	-	\$ 101,328.14
072-500574	Grants - Federal	\$	25,832.95	\$	75,000.00	\$ 100,832.95
080-500713	Out-Of-State-Travel	\$	16,328.82	\$	-	\$ 16,328.82
	Total	\$	1,351,474.54	\$	-	\$ 1,351,474.54

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court

His Excellency, Governor John H. Lynch
and the Honorable Council
March 12, 2012
Page 2 of 2

2. Authorize the Department of Safety to enter into a Memorandum of Agreement, upon approval of requested action #1 with the City of Manchester (VC#177433) in the amount of \$75,000.00 for the enforcement of activities relating to Gang, Undercover Drug Investigations, and related search warrant executions. Effective upon Governor and Council approval through September 30, 2012. 100% Federal Funds.

Funding is available in an account titled "Operation Street Sweeper 2009" as follows, with the authority to adjust encumbrances in each of the state fiscal years through the Budget Office if needed and justified.

010-02300-60420000-072-500574 Grants to Local Gov't - Federal

SFY 2012
\$75,000.00

Explanation

The request to reallocate funds is needed as follows:

Class 018 - The appropriations originally budgeted in class 018 were budgeted in the federal grant to be awarded to Local Police Departments for the enforcement of activities relating to Gang, Undercover Drug Investigations, and related search warrant executions.


Class 072 - Appropriations are needed to enter into the MOA with the City of Manchester for the enforcement of activities relating to Gang, Undercover Drug Investigations, and related search warrant executions.

When the grant was originally accepted, the funds were accepted in class 018 because the Division of State Police was not aware at that time of the amounts that would be awarded to the local Police Departments. Class 018 can only be used to pay for state employee overtime; therefore, the requested action #1 is needed to move the appropriations into class 072.

These funds are to be used by the local Police Departments to supplement their current budget, to fund law enforcement activities that would not otherwise be available to perform at the local level, for the enforcement activities relating to Gang, Undercover Drug Investigations, and related search warrant executions (SWAT).

In the event that Federal 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

MEMORANDUM OF AGREEMENT (MOA)

With The State of New Hampshire, Department of Safety,
Division of State Police, and the City of Manchester
Police Department

REGARDING THE USE OF THE FFY 2010 FEDERAL STREETSWEEPER GRANT FOR LAW ENFORCEMENT OVERTIME

1. **PARTIES.** The parties to this agreement are the City of Manchester Police Department and the State of New Hampshire, Department of Safety, Division of State Police.
2. **AUTHORITY.** This Agreement is authorized under the provisions of the United States Department of Justice.
3. **OVERVIEW.** The New Hampshire Department of Safety, Division of State Police, at its sole discretion, has allocated from its current grant budget an amount of \$75,000, for the period of approval of the State of New Hampshire Fiscal Committee and the State of New Hampshire's Governor and Council through September 30, 2012, to the Manchester Police Department. These funds are to be used by the Manchester Police Department for the enforcement activities relating to Gang, Undercover Drug Investigations and related search warrant executions. Although these funds represent a portion of a larger Grant, issued to the New Hampshire Department of Safety, Division of State Police, by the U.S. Department of Justice - BJA, it should be noted that the Manchester Police Department is not a sub-grantee of this awarded Grant, nor is the Manchester Police Department named by the U.S. Department of Justice - BJA in this Grant Award in any manner or fashion. However, as a party to and participant with the NH Department of Safety grant and the stated objectives, the Manchester Police Department is responsible for compliance with all Federal Terms and Conditions as attached. This includes being available in person and with appropriate documentation to participate in any audits from Federal or State authorities that may result from the award of this grant.
4. This award is funded for the period noted on this MOA. No guarantee is given or implied of subsequent funding in future year. The \$75,000 allotment, which requires no matching funds, is a discretionary amount that the Division of State Police has voluntarily made available to the Manchester Police Department for the specific purpose of funding the afore mentioned functions. The use of these funds is limited to the payment of overtime salaries that are being paid to Manchester Police Officers working the streets, in the performance of joint patrols, undercover drug investigations and search warrant executions with the State Police, as referenced above, and does not include benefits or other miscellaneous expenses incurred by the Manchester Police Department as a consequence of their personnel working these gang, drug investigations or search warrant executions. The funds will be distributed in the following amounts; \$75,000.00 after approval of the State of New Hampshire Fiscal Committee and New Hampshire's Governor and Council, on a reimbursement basis as defined in #7 of this agreement. The grant will expire September 30, 2012.
5. **PURPOSE.** The purpose of this Agreement is to identify the affiliation among the Department of Safety, Division of State Police and the City of Manchester to combat crime within the city and monitor Gang activity and illegal drug sales.
6. **AGREEMENT.** Monthly invoices and activity reports (summarizing activities on a weekly basis) should be submitted to the attention of:

Captain John G. LeLacheur
NH State Police - Operations Bureau, Room 200
33 Hazen Drive
Concord, NH 03305 - 0001
JOHN.LELACHEUR@DOS.NH.GOV

via e-mail attachment. Captain LeLacheur will be responsible for making all invoices and activity reports available to the Colonel of the State Police and the Commissioner of Safety upon receipt. The activity reports are to include such items as:

- Number and itemization of motor vehicle activity generated; both warning, summons and arrests.
- Number of DWI arrests specifically made by these patrols.
- Number of City ordinance violations; both warning and summons.
- Number of Criminal Arrests in total.
- Number of drug related arrests specifically made by these patrols.
- Number of "Field Reporting Cards" generated.
- Number of overall calls responded to on any given night by these patrols.
- Number of fights responded to on any given night by these patrols.
- Number and types of seizures made as a consequence of these patrols.
- Number of Gang Members Identified.
- Number of New Informants generated.

Information that the Department of Safety obtains from these weekly reports and other summary reports that the Department of Safety may request from time to time, is to be incorporated into the progress reports that the Department of Safety is required to file with the Granting Agency. At a minimum a formal quarterly report in conjunction with our federal reporting periods will be required for submission from the Manchester Police Department. It is important that these reports are completed and submitted in a timely fashion, so as to avoid any reimbursement funding delays. Accuracy of the information submitted is also important as it helps the Department of Safety to support future requests for funding of this kind and to maintain minimum current grant compliance.

7. **TERMS OF REIMBURSEMENT:** As per the budget plan approved by the U.S. DOJ reimbursement will be made to the City of Manchester at a rate not to exceed \$55 per hour per sworn law enforcement personnel, which provides a 10% variance above the approved grant rate. This is the maximum allowable rate per person. If an officer is charged at a lower rate on the municipal payroll then the lower rate must be reported to NH State Police and will be reimbursed at that lower rate. Overtime expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of pre-approved activities related specifically to the objectives of this grant. Payment of overtime expenses will be for work performed by Manchester Police Department employees in excess of the established work week (usually 40 hours or by contract) related to approved objectives of this grant. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.); even though such work may benefit both activities. Documentation will be retained at the Municipal/Agency level and be available for State/Federal audit. All documented expenses will be further certified as an accurate record of time and wage of those incurred by the listed individual for this specific grant approved activities and that the individuals have been paid by the municipality. This signed certification will be submitted in a summarized spreadsheet format and will include payroll verification, signed by a payroll supervisor and the Chief of the Department verifying the time worked. The spreadsheet must include employees name, hours worked, dates worked, and salary paid for that period.

As requested in previous years, the billing by your Agency is to be done on a monthly basis and is to be submitted within 10 business days following the month being requisitioned. The invoice will accompany the monthly activity reports. These invoices should be directed to the attention of Captain John LeLacheur, at 33 Hazen Drive in Concord, NH. Captain LeLacheur will review these invoices and subject to our receipt of the requested weekly reporting for the given month, will forward your invoices to our Administrator within the Division of State Police for authorization for payment.

Please refer any question that you may have concerning the reporting requirements to Captain LeLacheur, at 603-223-8514, or Tim Pifer at 603-223-8334, and any concerning payment discrepancies to Mrs. Tammy Holso, at 603-223-8355.

8. **OTHER PROVISIONS.** Nothing in this Agreement is intended to conflict with current laws or regulations of the State of NH or Federal Grant Terms and Conditions or other stipulations as specified by the grant award issued by the U.S. DOJ. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but remaining terms and conditions of this agreement shall remain in full force and effect.

9. **Non-Supplanting of local and state costs with Federal Funds:** per OMB 1121-0323: "Non-Supplanting: Federal funds must be used to supplement existing state and local funds for the program activities and must not replace those funds that have been appropriated for the same purpose." **Non-Supplanting Agreement:** The sub-grantee shall not use grantor (DOS via US DOJ) funds to supplant state or local funds or other resources that would otherwise have been made available for this program. **Non-Supplanting Certification:** This certification, which is a required component of the New Hampshire application, affirms that federal grant funds will be used to supplement (add to) existing funds, and will not supplant (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal Homeland Security grant funds.

Supplanting funds is loosely defined (for these purposes) as using federal grant money to "replace" or "take the place of" existing local funding for equipment or programs. The funds are intended to provide local entities with increased capabilities or to build capacity to address the direct objectives of this grant as outlined in this agreement. DOS/US DOJ grant funds cannot be used to replace aged, local equipment; instead they are intended to help increase capabilities. The funds are not to be used to replace items that are worn out/broken or for replacing (supplanting) routine local budget expenses.

10. **EFFECTIVE DATE.** The terms of this agreement will become effective upon approval of the State of New Hampshire Fiscal Committee and the State of New Hampshire's Governor and Council. As per the U.S. DOJ Financial Guide, (Part III - Ch. 16) any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable for reimbursement.
11. **MODIFICATION.** This agreement may be modified upon the mutual written consent of the parties and upon appropriate approval of the State of New Hampshire Fiscal Committee and the State of New Hampshire's Governor and Council, as needed.
12. **TERMINATION.** The terms of this agreement, as modified with the consent of both parties, will remain in effect until September 30, 2012. Either party upon 30 days written notice to the other party may terminate this agreement.

APPROVED BY:

State of New Hampshire, Department of Safety, Division of State Police

[Signature] 3/6/12
Signature Date

Robert L. Quinn 3/6/12
Robert L. Quinn, Director of State Police Date

City of Manchester

Theodore Gossas
Signature

Theodore L. Gossas
Print Name, Title MAYOR Date

Signature

Print Name, Title Date

Signature

Print Name, Title Date

Signature

Print Name, Title Date

State of New Hampshire, Department of Safety

[Signature]
Signature

John J. Barthelmes Commissioner 3/7/12
Date

State of New Hampshire, NH Department of Justice

Signature

Print Name, Attorney General Date

GRANT TERMS AND CONDITIONS – FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

As a condition of the receipt of these funds:

- 1) Funding may be suspended or terminated for filing a false certification in this application or other reports or documents as part of this program.
- 2) Availability of Federal Funds: This grant award is contingent upon availability of federal funds approved by Congress. No State funds will be substituted should Federal funds be no longer available for this project.
- 3) Reports: The sub-grantee shall submit, at such times and in such form as may be prescribed, such reports as NH DOS may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports. Recipients shall be responsible for providing updated obligation and expenditure information on a regular basis. The State DOS must provide to US DOJ consolidated information in the Biannual Strategy Implementation Reports (BSIR) and the Categorical Assistance Progress Reports (CAPR) and local and other funding recipients shall be obligated to supply requested data to meet these obligations.
- 4) Applicable Federal Regulations: The recipient agrees to comply with the organizational audit requirement of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit organizations. The recipient must comply with the Office of Management and Budget (OMB) Circulars, as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governments; A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Non-Profit Organizations. Also, the Sub-grantee must comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 5) Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable OMB Circulars referenced above.
- 6) Audit Requirements: The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by NH DOS and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements by the completion of the cover page and the signature page of the application.
- 7) Equal Employment Opportunity: No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under sub-grants awarded pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, code of Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Labor Regulation 41 CFR Part 60; and the Department of Justice Non-discrimination

GRANT TERMS AND CONDITIONS – FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

Regulations 28 CFR Part 42, Subparts C, D, E and G. The sub-grantee must therefore ensure it has a current Equal Employment Opportunity Program (EEO) which meets the requirements of 28 CFR 42.301. The Sub-grantee further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of the EEO, as supplemented in Department of Labor Regulations 41 CFR Part 60. The Sub-grantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to NH DOS.

- 8) Compliance with Federal Civil Rights Laws and Regulations: The grantee is required to comply with Federal civil rights laws and regulations. Specifically, the grantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:
 33. *Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.* – no person on the grounds of race, color, or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance.
 34. *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance.
 35. *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* – discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance.
 36. *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.
- 9) Grantee must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.
- 10) Limited English Proficiency (LEP): Recipients of US DOJ financial assistance is required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, natural origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, see <http://www.lep.gov>.
- 11) Ensuring Equal Treatment for Faith based Organizations: Per 28 CFR part 38 requiring State Administrative Agencies to treat these organizations the same as any other applicant or recipient. Prohibits SAA from making awards or from administering grants based upon an organization's religious character, or affiliation, religious name, or the religious composition of the Board of Directors. The regulation also prohibits faith-based organizations from using financial assistance from US DOJ to fund inherently religious activities. Additional stipulations may apply and should be referred to U.S. DOJ.
- 12) Conflict Of Interest: Personnel and other officials connected with this grant shall adhere to the requirements given below:

GRANT TERMS AND CONDITIONS - FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

- 13) Appearance: In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/sub-grantees shall avoid any action that might result in, or create the appearance of the following:
- 33. Using his or her official position for private gain;
 - 34. Giving preferential treatment to any person;
 - 35. Losing complete independence or impartiality;
 - 36. Making an official decision outside official channels; and/or
 - 37. Adversely affecting the confidence of the public in the integrity of the government or the program.
- 14) The recipient must promptly refer to DOJ/OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either: 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any sub recipient.
- 15) Bonding: It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match. (RSA 31:95B)
- 16) Non-Supplanting Agreement: The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Non-Supplanting Certification: This certification, which is a required component of the New Hampshire application, affirms that federal US DOJ grant funds will be used to supplement (add to) existing funds, and will not supplant (replace) funds that have been locally appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post award monitoring, and the audit. Applicants and/or grantees will be/may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons OTHER than the receipt or expected receipt of federal US DOJ grant funds.
- Supplanting funds is loosely defined (for these purposes) as using federal grant money to "replace" or "take the place of" existing local funding for equipment or programs. The funds are intended to provide local entities with increased capabilities or to build capacity to address CBRNE/WMD terrorist incidents. Federal US DOJ grant funds cannot be used to replace aged, local equipment; instead they are intended to help increase capabilities. The funds are not to be used to replace items that are worn out/broken or for replacing (supplanting) routine local budget expenses.
- 17) Written Approval of Changes: Any mutually agreed upon changes to this sub-grant must be approved, in writing, by NH DOS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.
- 18) Bidding Requirements: The sub-grantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable. On any items, including that bid in the aggregate, whose total cost is less than \$5,000, the bids do not have to be submitted to the NH DOS for review and approval; but adequate documentation must be maintained in the sub-grantee's files.
- 19) Buy American Act: In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a) However, grants authorized under the Stafford Act, including this DOJ program, must follow

GRANT TERMS AND CONDITIONS – FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

these standards. The Buy American Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such purchases would not be in the public interest.

- 20) Obligation of Grant Funds: Grant funds may not be obligated prior to the effective date of the approved grant application and without advance written approval by NH DOS. No obligations may be made, and the final request for payment must be submitted, no later than 30 calendar days before the end of the grant period.
- 21) Utilization and Payment of Grant Funds: Funds awarded are to be expended only for purposes and activities covered by the grant recipients approved project plan and budget. Items must be in the sub-grantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.
- 22) Recording and Documentation of Receipts and Expenditures: Sub-grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
- 23) Financial Responsibility: The financial responsibility of sub-grantee must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:
 - a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
 - b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - c. The accounting system should provide accurate and current financial reporting information; and,
 - d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.
- 24) Retention of Records: Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved.
- 25) Property Control: Effective control and accountability must be maintained for all personal property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for

GRANT TERMS AND CONDITIONS – FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

authorized purposes. Sub-grantees should exercise caution in the use, maintenance, protection and preservation of such property.

1. **Title:** Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
 2. **Property Control Record:** The sub-grantee agrees to be subject to a biennial audit by NH DOS and/or its duly authorized representatives. Upkeep, maintenance, and training of and for equipment procured as part of the US DOJ grant program is a local and/or grantee responsibility. The inventory of this equipment is a local responsibility and the recipient of such understands that inspections, auditing, and inventory accounting of this equipment may occur as a condition of this grant either from Federal, State or other appropriate level agency and agent
 3. **Use and Disposition:** Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the sub-grantee shall request, in writing, disposition instructions from NH DOS prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to NH DOS immediately. To comply with OMB circular A-87, equipment valued over \$5,000 must be inventoried and tracked locally and be reported to the NH Department of Safety (DOS) Grants Management Unit for 3 years or until the item carries a depreciated value of less than \$100. The disposition of the equipment must be reported. DOS recommends consulting with local auditors for GASB-34 compliance and disposition rules governing equipment procured with Federal funds.
- 26) **Performance:** This grant may be terminated or fund payments discontinued by NH DOS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by NH DOS. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from NH DOS, the sub-grantee shall reimburse NH DOS the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse NH DOS for payments made.
- 27) **Deobligation of Grant Funds:** All grants must be deobligated within thirty (30) calendar days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by NH DOS.
- 28) **Final Report:** The report is in addition to the cumulative progress reports and is also due 30 days after the end of the grant period.
- 29) **Copyright:** Except as otherwise provided in the terms and conditions of this grant, the sub-grantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or state funding agency (NH DOS) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or NH DOS purposes:

GRANT TERMS AND CONDITIONS – FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

1. the copyright in any work developed under this grant or through a contract under this grant; and,
 2. any rights of copyright to which a sub-grantee or subcontractor purchases ownership with grant support.
- 30) The federal government's rights and/or NH DOS' rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.
- 31) Americans with Disabilities Act of 1990 (ADA): The sub-grantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
- 32) Compliance with the National Energy Conservation Policy and Energy Policy Acts: In accordance with the *Consolidated Security, disaster Assistance, and continuing Appropriations Act, 2009* (Public Law 110-329), grant funds must comply with the following two requirements:
- None of the funds made available shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order No. 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et seq), or subtitle A of title I of the Energy Policy Act of 2005 (including amendments made thereby).
- None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC 13212).
- 33) Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantees, contractors, subcontractors, assignees or successors.
- 34) Construction and Renovation: Construction and Renovation is generally prohibited except as outlined below. Such construction and renovation shall be strictly limited and allowable only when it is a necessary component of a security system at critical infrastructure facilities.
1. Funds may not be used for any type of construction or renovation
 2. Project construction and renovation not exceeding \$1,000,000 is allowable, as deemed necessary. The following types of projects are considered to constitute construction or renovation, and must be submitted to NH DOS for compliance review under Federal environmental planning and historic preservation (EHP) laws and requirements prior to initiation of the project:
 - a. Construction and/or renovation to guard facilities
 - b. Renovation of and modifications, including the installation of security and communication equipment, to buildings and structures that are 50 years old or older
 - c. Any other construction or renovation efforts that change or expand the footprint of a facility or structure, including security enhancements to improve perimeter security.
 3. Physical security enhancements, including but not limited to:
 - a. Lighting

GRANT TERMS AND CONDITIONS - FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

- b. Fencing
 - c. Closed-circuit television (CCTV) systems
 - d. Motion detection systems
 - e. Barriers, doors, gates and related security enhancements
4. In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted to US DOJ for EHP review. Per the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act of 2009 (Public Law 110-329), communications towers are not subject to the \$1,000,000 construction and renovation cap.
- 35) 32. Environmental and Historic Preservation (EHP) Compliance US DOJ is required to consider the potential impacts to the human and natural environment of projects proposed for US DOJ funding. US DOJ, through its EHP Program, engages in a review process to ensure that US DOJ-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (1988), Wetlands (1990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations. Grantees may be required to provide additional detailed information about the project, including the following: location; description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.
- 36) Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Grantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Failure of the grantee to meet Federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as a result of US DOJ's EHP review may jeopardize Federal funding. Please refer to IB 271 for information on Environmental Planning and Historic Preservation Requirements for Grants. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for US DOJ funding.
33. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
34. Debarment Certification: With the signing of the grant application, the sub-grantee agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" form. (Attached)
35. Drug-Free Workplace Certification: the Federal Drug-Free Workplace Act of 1988 requires this certification. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency sub-grantees that they will maintain a drug-free workplace.

GRANT TERMS AND CONDITIONS – FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

36. Disclosure of Federal Participation: In compliance with Section 623 of Public Law 102-141, the sub-grantee agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the project unless the sub-grantee agrees to the following:
- a. Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of federal funds that will be used to finance the acquisition; and,
 - b. Expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.
- 37) The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.
- 38) Publications: The sub-grantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the sub-grantee describing programs or projects funded in whole or in part with federal funds, shall prominently contain the following statement:
33. This document was prepared under a grant from U.S. DOJ. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of U.S. DOJ or the NH Department of Safety (DOS)".
- 39) The sub-grantee also agrees that one copy of any such publication will be submitted to NH DOS to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. NH DOS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.
- 40) Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
- 41) Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by NH DOS Guidelines or "Special Conditions" placed on the grant award.
- 42) Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by NH DOS. Failure to comply could result in a "Stop Payment" being placed on the grant.
- 43) Suspension or Termination of Funding: NH DOS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a sub-grantee for any of the following reasons:
- a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.
 - b. Failure to adhere to the requirements, standard conditions or special conditions.
 - c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.


GRANT TERMS AND CONDITIONS – FFY 2010 U.S. DOJ

NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

- d. Failure to submit reports.
- e. Filing a false certification in this application or other report or document.
- f. Other good cause shown

CERTIFICATION BY PROGRAM MANAGER/CONTACT*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Program Manager/Contact as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

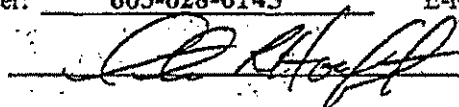
Name: David J. Mara Title: Chief of Police
Agency: Manchester Police Department Mailing Address: 351 Chestnut St
Phone Number: 603-628-6132 x301 Manchester, NH 03101
Fax Number: 603-628-6137 E-Mail Address: dmara@manchesternh.gov
Signature: 

CERTIFICATION BY FINANCIAL OFFICER*

GRANT TERMS AND CONDITIONS - FFY 2010 U.S. DOJ

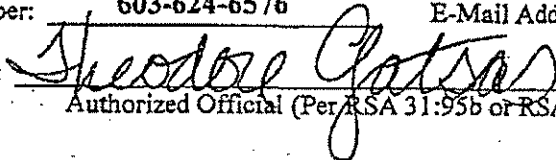
NOTE: The Grant terms and conditions must be submitted within thirty (30) days from award date and prior to disbursement of funds unless otherwise specified.

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Financial Officer as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Steven L. Hoelt Title: Business Services Officer
Agency: Manchester Police Department Mailing Address: 351 Chestnut St
Phone Number: 603-628-6132 x330 Manchester, NH 03101
Fax Number: 603-628-6145 E-Mail Address: shoelt@manchesternh.gov
Signature: 

CERTIFICATION BY AUTHORIZED OFFICIAL*

I certify that: (1) I understand and agree to comply with the general and fiscal provisions of this grant application including the terms and conditions; (2) I understand and agree to comply with provisions of the regulations governing these funds and all other federal and state laws; (3) all information presented is correct; (4) there has been appropriate coordination with affected agencies; (5) I am duly authorized by the applicant to perform the tasks of Authorized Official as they relate to the requirements of this grant application; (6) costs incurred prior to Grantee approval may result in the expenditures being absorbed by the sub-grantee; and, (7) the receipt of these grant funds through the Grantee will not supplant state or local funds.

Name: Theodore L. Gatsas Title: Mayor
Agency: City of Manchester Mailing Address: One City Hall Plaza
Phone Number: 603-624-6500 Manchester, NH 03101
Fax Number: 603-624-6576 E-Mail Address: gatsas@manchesternh.gov
Signature: 
Authorized Official (Per RSA 31:95b or RSA 37:6)

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

Matthew Normand
City Clerk



Heather Freeman
Assistant City Clerk

JoAnn Ferruolo
Assistant City Clerk

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: Leon LaFreniere
Director of Planning & Community Development

From: Matthew Normand
City Clerk

Date: February 22, 2012

Re: Reports of the Committee on Community Improvement

Enclosed please find copies of reports of the Committee on Community Improvement accepted by the Board of Mayor and Aldermen on February 21, 2012.

Enclosures

pc: William Sanders, Finance Officer
Samuel Maranto, CIP Manager
William Sanders, Finance Officer
David Mara, Chief of Police

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that amending Resolution and budget authorization providing for acceptance of funds in the amount of \$75,000 for CIP project #412412 – Operation Streetsweeper Program be approved.

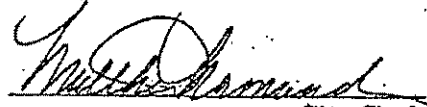
(Unanimous vote)

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held February 21, 2012, on a motion of Alderman O'Neil, duly seconded by Alderman Osborne, the report of the Committee was accepted and its recommendations adopted.



City Clerk



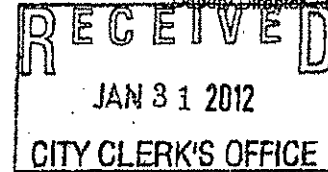
CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
Community Improvement Program
Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

* Pamela H. Gaucher, AICP
Deputy Director - Planning & Zoning

Matthew M. Sink
Deputy Director - Building Regulations



Memo to: Matthew Normand, City Clerk &
Board of Mayor and Aldermen

From: Leon L. LaFreniere, AICP
Director of Planning and Community Development

Date: January 9, 2012

Subject: Police Department -- CIP #412412 -- Operation Streetsweeper Program
(New Funding)

The Police Department has notified us that the City has received a grant from the State of New Hampshire, Department of Safety, Division of State Police totaling \$75,000 for the implementation of the Operation Streetsweeper Program.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

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

Attachments:

Date: 2/07/12
On motion of Ald. O'Neill
Seconded by Ald. Roy
Voted to refer to the Committee on
Community Improvement.

Matthew Normand City Clerk

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 or (603) 624-6475 Fax: (603) 624-6529 or (603) 624-6324
E-Mail: pcd@manchesternh.gov
www.manchesternh.gov



City of Manchester
Office of Risk Management

Harry G. Ntapaits
Risk Manager

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6503 Fax (603) 624-6528
TTY: 1-800-735-2964

**CERTIFICATE OF COVERAGE
TO WHOM IT MAY CONCERN**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage within the financial limits of RSA 507-B as follows:

	Limits of Liability (in thousands 000)	
GENERAL LIABILITY	Bodily Injury and Property Damage	
	Each Person	275
	Each Occurrence	925
AUTOMOBILE LIABILITY	Bodily Injury and Property Damage	
	Each Person	275
	Each Occurrence	975
WORKER'S COMPENSATION	Statutory Limits	

The City of Manchester, New Hampshire maintains a Self-Insured, Self-Funded Program and retains outside claim service administration. All coverages are continuous until otherwise notified. Effective on the date Certificate issued and expiring upon completion of contract. Notwithstanding any requirements, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the limits described herein is subject to all the terms, exclusions and conditions of RSA 507-B.

DESCRIPTION OF OPERATIONS/LOCATION/CONTRACT PERIOD

Issued the 18th day of August, 2009.

Harry G. Ntapaits
Risk Manager



State of New Hampshire

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

File to Jott 811911

Fiscal 9-23-11
#FIS 11-221

G+C 9-28-11
#121

JOHN J. BARTHELMES
COMMISSIONER

August 13, 2011

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

His Excellency, Governor John H. Lynch
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 amend Fiscal Item #FIS11-041, approved on February 18, 2011 and Item # 79, approved by Governor and Council on February 16, 2011, and subsequently amended Fiscal Item #FIS11-188, approved on June 17, 2011 and Item #329, approved by Governor and Council on June 22, 2011 by reallocating grant funds from the Department of Justice, Office of Justice Programs due to the reallocating of the indirect cost as directed by the Federal agency. Effective upon Governor & Council approval through September 30, 2012. Funding source: 100% Federal Funds.

Funds are available in SFY2012 in the following account:

02-23-23-234010-6042 Dept. of Safety -- Division of State Police -- Operation Street Sweeper 2009
RSRC: 406480

Class	Description	SFY 2012 Adjusted Authorized	Requested Action	SFY 2012 Revised Adjusted Authorized
000	Federal Funds	\$ (1,351,474.54)	\$ -	\$ (1,351,474.54)
018-500106	Overtime	\$ 376,332.58	\$ 29,000.00	\$ 405,332.58
020-500200	Current Expense	\$ 135,605.30	\$ -	\$ 135,605.30
024-500227	Maint. Other Than Build.-Grnd.	\$ 56,000.00	\$ -	\$ 56,000.00
030-500311	Equipment	\$ 504,028.60	\$ -	\$ 504,028.60
040-500800	Indirect Cost	\$ 139,254.81	\$ (33,788.00)	\$ 105,466.81
041-500801	Audit Fund Set Aside	\$ 1,551.34	\$ -	\$ 1,551.34
060-500602	Benefits	\$ 96,540.14	\$ 4,788.00	\$ 101,328.14
072-500574	Grants - Federal	\$ 25,832.95	\$ -	\$ 25,832.95
080-500713	Out-Of-State-Travel	\$ 16,328.82	\$ -	\$ 16,328.82
	Total	\$ 1,351,474.54	\$ -	\$ 1,351,474.54



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 3

1. RECIPIENT NAME AND ADDRESS (including Zip Code)
New Hampshire Department of Safety
33 Hazza Drive
Concord, NH 03305-0001

4. AWARD NUMBER: 2010-DD-BX-0539

5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2012
BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2012

6. AWARD DATE 09/08/2010

7. ACTION

8. SUPPLEMENT NUMBER
00

Initial

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE
Operation Street Sweeper - 2010

10. AMOUNT OF THIS AWARD

\$ 750,000

11. TOTAL AWARD

\$ 750,000

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under Department of Justice Appropriations Act, 2010 (Pub. L. No. 111-117)

15. METHOD OF PAYMENT

CFRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Laurie Robinson
Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

John Barthelme
Commissioner

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

9/24/10

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	BUD. OFC.	DIY. REG.	SUB.	POMS	AMOUNT
X	B	D1	80	00	00		750000

21. JDIUGT3116

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 \$50,000, 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.

Source. 1965, 239:19. 1987, 416:7. 1989, 396:13; 408:2. 1991, 346:18, I. 1995, 9:8, eff. June 11, 1995. 2005, 177:11, eff. July 1, 2005. 2006, 290:21, eff. June 15, 2006.

June 19, 2013

The Honorable Mary Jane Wallner, 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

Dear Governor Hassan and Honorable Council:

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI the New Hampshire Department of Agriculture, Markets & Food, Division of Agricultural Development (DAMF) respectfully requests authorization to retroactively budget and expend carry forward grant funds from the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) in the amount of \$156,342.00 for the period of July 1, 2013 approval through June 30, 2015. 100% Federal Funds.

Funds to be budgeted into account as follows:

02-18-18-185010-33460000 SPEC CROP BLK GRANT #12-25-B-1475

OBJECT

<u>CLASS</u>	<u>ACCOUNT</u>	<u>FY2014</u>	<u>FY 2015</u>	<u>TOTAL</u>
040-500800	Indirect costs	\$ 12,665	\$ 1,404	\$ 14,069
041-500801	Audit Fund Set aside	128	14	142
072-500575	Grants Other State Agen.	<u>127,951</u>	<u>14,180</u>	<u>142,131</u>
	Total	\$140,744	\$15,598	\$156,342
<u>Revenue</u>				
000-405583	Federal Funds	\$140,744	\$15,598	\$156,342

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.

The New Hampshire Department of Agriculture, Markets & Food, Division of Agricultural Development (DAMF) has been awarded a grant from the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) Specialty Crop Block Grant Program to fund eight specific projects. The projects were solicited through the RFP process and submitted for review by USDA, Agricultural Marketing Service as part of a New Hampshire state application. USDA, AMS approved the NH State Plan and all of the included projects.

The funds from this grant will be utilized as follows:

Object Class – 040 – Indirect Cost \$14,069. Funds budgeted at the 10% maximum allowed by USDA AMS.

Object Class – 041 – Audit Set Aside \$142.00. Funds budgeted covering the required rate.

Object Class – 072 – Grants \$142,131. Funds for conducting agricultural specialty crop program projects as approved by USDA, AMS.

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

Fiscal Situation

Awarded Grant Total	\$238,572.00
Total Expended & Encumbered FY 2013	<u>(82,230.00)</u>
Balance Forward	\$156,342.00
Request this item	\$156,342.00

Respectfully Submitted,



Lorraine S. Merrill
Commissioner

New Hampshire
Department of Agriculture,
Markets & Food

Lorraine S. Merrill, Commissioner

January 17, 2013

The Honorable Mary Jane Wallner, 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

Dear Governor Hassan and Honorable Council:

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI the New Hampshire Department of Agriculture, Markets & Food, Division of Agricultural Development (DAMF) respectfully requests authorization to accept and expend grant funds from the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) in the amount of \$238,572.00 for the period of Fiscal Committee and Governor and Council approval through June 30, 2013. 100% Federal Funds.

Funds to be budgeted into account as follows:

02-18-18-185010-33460000 SPEC CROP BLK GRANT #12-25-B-1475

OBJECT

<u>CLASS</u>	<u>ACCOUNT</u>	<u>FY2013</u>
040-500800	Indirect costs	\$ 23,630.94
041-500801	Audit Fund Set aside	215.00
072-500575	Grants Other State Agen.	<u>214,726.06</u>
	Total	\$238,572.00
<u>Revenue</u>		
000-405583	Federal Funds	\$238,572.00

EXPLANATION

The New Hampshire Department of Agriculture, Markets & Food, Division of Agricultural Development (DAMF) has been awarded a grant from the United States Department of Agriculture (USDA) Agricultural Marketing Service (AMS) Specialty Crop Block Grant Program to fund eight specific projects. The projects were solicited through the RFP process and submitted for review by USDA, Agricultural Marketing Service as part of a New Hampshire state application. USDA, AMS approved the NH State Plan and all of the included projects.

The funds from this grant will be utilized as follows:

Object Class – 040 – Indirect Cost \$23,630.94. Funds budgeted at the 10% maximum allowed by USDA AMS.

Object Class – 041 – Audit Set Aside \$215.00. Funds budgeted covering the required rate.

Object Class – 072 – Grants \$214,726.06. Funds for conducting agricultural specialty crop program projects as approved by USDA, AMS.

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "L. Merrill", written in a cursive style.

Lorraine S. Merrill
Commissioner

United States Department of Agriculture
Agricultural Marketing Service
AGREEMENT FACE SHEET

2012

1. Accounting Code: 12122501DB62FVDCS100RFV01NH		2. Vendor I.D. (EIN): 02-6000618		3. DUNS Number: 176836583	
4. Agreement Number: 121251B1475		Amendment Number:		5. Type of Instrument: Grant	
6. CFDA Number: 10.170					
7. Title of Agreement: New Hampshire Department of Agriculture, Markets and Food Specialty Crop Block Grant Program – Farm Bill Activities.					
8. Objective: To enhance the competitiveness of New Hampshire specialty crops.					
9. Statement of Work: This agreement shall be carried out by the organizational units or officials of the Federal Agency and the Grantee in the manner and subject to the conditions provided in the Specialty Crop Block Grant Program – Farm Bill Terms and Conditions attached hereto and made a part of this agreement.					
10. Legal Authority: Section 101 of the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) of Public Law 108-465; amended by Section 10109 of the Food, Conservation, and Energy Act of 2008, Public Law 110-246; 7 CFR Part 1291 (published March 27, 2009; 74 FR 13313); and Section 713 of Title VII (General Provisions) of Division A of Public Law 108-7.					
11. Federal Agency (Name and Address): Specialty Crop Block Grant Program – Farm Bill Agricultural Marketing Service United States Department of Agriculture Washington, DC 20250			12. Grantee: New Hampshire Department of Agriculture, Markets and Food Concord, NH 03302		
13. Federal Agency Project Manager: Trista Etzig, Project Manager Telephone: (202) 690-4942 Email: Trista.Etzig@ams.usda.gov			14. Grantee Project Coordinator: Gail McWilliam-Jellie, Director Telephone: (603) 271-3788 Email: gail.mcwilliam.jellie@agr.nh.gov		
15. Period of Performance: 9/30/2015 through 9/29/2015		16. Federal Agency Funding Amount: \$238,572.00		Non-Federal Matching Amount: N/A	


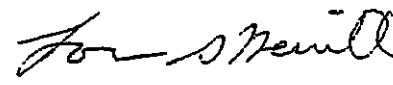
PROVISIONS

This Grant Award incorporates the following:

- The referenced State Plan and any amendments thereto – Incorporated by reference
- \$112.65 is reallocated to the State Agency and shall be expended on projects in the referenced State Plan. The reallocated amount is reflected in block 16. Federal Agency Funding Amount. The State Agency shall submit to the Federal Agency a request to amend the Grant Agreement if the reallocated funding results in a change that requires prior approval in accordance with award term 6, "Changes Requiring Prior Approval" in the Specialty Crop Block Grant Program-Farm Bill Terms and Conditions (11/2011).
- The State Agency will complete activities outlined in the approved State Plan hereby entitled New Hampshire Department of Agriculture, Markets and Food Fiscal Year 2012 Specialty Crop Block Grant Program – Farm Bill Application dated, 7/6/2012
- Specialty Crop Block Grant Program – Farm Bill Terms and Conditions (11/2011) – incorporated by reference and can be found at:
<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELPRDCS095522>
- 7 CFR Part 3015, 7 CFR Part 3016, 7 CFR Part 3019, and 7 CFR 3052 – Incorporated by reference
- The Approved Award Budget
- Grant funds received under this award shall supplement the expenditure of State funds in support of specialty crops grown in that State, rather than replace State funds.
- The obligation of funds may be terminated without further cause unless the grantee commences the timely drawdown of funds; initial drawdown must be made within the first year of the grant period.

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This agreement, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government, unless amended or terminated by mutual consent of the parties in writing, or terminated by either party upon 60 days' notice in writing.

17. Federal Agency Representative Approval:		18. Grantee Representative Approval (Please Print):	
 <p>ROBERT KEENEY Deputy Administrator Fruit and Vegetable Program</p> <p><small>Digitally signed by ROBERT KEENEY DN: c=US, o=U.S. Government, ou=Department of Agriculture, cn=ROBERT KEENEY, 0.9.2342.19100300.100.1.1=12001000111988 Date: 2012.09.12 16:59:10 -0400</small></p>		<p>Name: <i>LORRAINE S. MERRILL</i></p> <p>Title: <i>COMMISSIONER</i></p>	
		19. Grantee Representative Approval Signature:	Date:
			<i>10-29-12</i>

Paperwork Burden Statement:
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0581-0248. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0581-0248), Washington, DC 20503.

The U.S. Department of Agriculture (USDA) does not discriminate in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, or because all or part of an individual's income is derived from any public assistance program. (Not applicable to certain tribal programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Disability Relay at 202-720-2620 (voice and TDD). To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 843-6136 (Spanish). USDA is an equal opportunity provider and employer.

From: Miklozek, John - AMS [mailto:John.Miklozek@ams.usda.gov]
Sent: Monday, January 14, 2013 5:49 PM
To: McWilliam Jellie, Gail
Cc: Etzig, Trista - AMS
Subject: RE: 2012 SCBG

Hi Gail,

Sorry about the confusion associated with AMS agreement 12-25-B-1475. That was a typo on our part. Item number 15 (Period of Performance) should state 9/30/2012 to 9/29/2015.

Please let me know if you need anything else. I'll be more than happy to help.

John Miklozek
Specialty Crop Block Grant Program
USDA, Agricultural Marketing Service
Telephone: 202-720-1403
Fax: 202-720-0016
Email: John.Miklozek@usda.gov



STATE OF NEW HAMPSHIRE
THE ADJUTANT GENERAL'S DEPARTMENT

FIS 13 165

BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

William N. Reddel, III, Major General
The Adjutant General

Phone: 603-225-1360
Fax: 603-225-1341
TDD Access: 1-800-735-2964

Carolyn J. Protzmann, Brigadier General
Deputy Adjutant General

June 14, 2013

Stephanie L. Milender
Administrator

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
Concord, New Hampshire 03301

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

REQUESTED ACTION

- (1) Pursuant to RSA 14:30-a, VI, authorize the Adjutant General's Department to accept and expend additional federal funds in the amount of \$585,000.00 from the National Guard Bureau for the purpose of Deployment Cycle Support Program (DCSP) for the period of Fiscal Committee and Governor and Council Approval through September 30, 2013.
- (2) Authorize the Adjutant General's Department to enter into an Inter-Agency Agreement with the Department of Health and Human Services (DHHS) for this Deployment Cycle Support Program, for the period of Governor and Council Approval through September 30, 2013. 100% Federal Funds.

The federal funds noted above are to be budgeted as follow:

State FY2014 Deployment Cycle Support Program, 010-012-22770000

<u>Object Class</u>	<u>Description</u>	<u>FY 2014 Proposed Budget</u>	<u>Requested Change</u>	<u>New Proposed Budget</u>
041-500801	Audit Fund Set Aside	\$0.00	\$585.00	\$585.00
217-502682	Inter-Agency Payments	\$1.00	\$584,415.00	\$584,416.00
Totals:		\$1.00	\$585,000.00	\$585,001.00

Source of Funds

000	Federal Government	(\$1.00)	(\$585,000.00)	(\$585,001.00)
-----	--------------------	----------	----------------	----------------

June 14, 2013

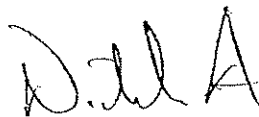
EXPLANATION

Additional Federal funds were appropriated by Congress to provide deployment cycle support and outreach services to military personnel and their families. The two primary objectives of the DCSP are to provide support to military members and their families during pre-deployment and to follow up and provide necessary support through the deployment, post deployment and re-entry or normalization period. Federal Funds to pay for this agreement are provided to the Adjutant General's Department by the National Guard Bureau pursuant to a Federal-State Master Cooperative Agreement for the mutual support of the New Hampshire National Guard. The cost of this agreement shall be reimbursed to the State of New Hampshire by the Federal Government at a rate of 100%. In the event that Federal Funds are not available, General Funds will not be requested to support this program.

Respectfully submitted,



William N. Reddel, III
Major General, NH National Guard
The Adjutant General



Nicholas A. Toumpas
Commissioner
Dept. of Health & Human Services

Enclosures

FISCAL SITUATION

FFY 2013 Grant Funds Allocated to SFY 2013	\$640,000.00
Additional FFY 2013 Grant Funds Allocated SFY 2014	<u>\$585,000.00</u>
Total of FFY 2013 Grant Award	<u>\$1,225,000.00</u>
SFY 2014 Proposed Budget Appropriation for FFY 2013	\$0.00
Additional FFY 2013 Grant Funds Allocated to SFY 2014	<u>\$585,000.00</u>
FFY 2013 Grant Funds Allocated to SFY 2014	<u>\$585,000.00</u>

INTER-AGENCY AGREEMENT

THIS AGREEMENT defines the responsibilities of the parties in support of the New Hampshire National Guard Deployment Cycle Support Program (DCSP). The two primary objectives of this program are to provide support to military members and their families during pre-deployment, to follow up and provide necessary support to those military members and their families throughout the deployment, post deployment and re-entry or normalization period; and to implement a program to provide proactive, community-based, full spectrum care to reserve members and their families who are geographically separated from active duty facilities. Crisis prevention for families and military members will be addressed through early development of "care plans" by professional care providers.

THIS AGREEMENT is made by and between the **Department of Health & Human Services** (hereinafter referred to as DHHS) 129 Pleasant Street, Concord, NH 03301 and the **Adjutant General's Department**, 1 Minuteman Way, Concord, NH 03301-5607.

1. The DCSP will provide, evaluate, and document community-based support and systems that integrate current services for veterans, military members and their families with existing and newly developed community service delivery systems, allowing local access for full-spectrum care.
2. This agreement is contingent upon approval by Governor and Executive Council and shall be in effect for the period of July 1, 2013 through September 30, 2013.
3. The funds provided to DHHS under this agreement will be transferred to the following appropriation of 010-095-51920000, revenue source 406220, vendor code 177926 in accordance with paragraph 7 below and will be administered/provided to service provider(s) who will be required to provide the following deliverables under this agreement:
 - A. Implementation and management of a statewide Deployment Cycle Support Program (DCSP) for service members/families who are in the deployment cycle, based upon the program model currently in use and reflected in the DCSP Manual.
 - B. Meet the needs of service members and their families, regardless of their geographic/physical address. Provide adequately staffed offices located in regions of the State where the target population is more isolated and in heavily populated regions of the State where additional offices/staff may be needed;
 - C. Provide appropriate personnel to work on some weekends in order to introduce the program to the target audience and to do intakes. The number of Care Coordinators required to participate will depend on the number of service members participating in the drill. Care Coordinators will be required at times to meet with service members/families at night. In the event of a crisis/emergency, the service member/families should be able to contact the Care Coordinator, or if not available, the Care Coordinator's program office, in order to identify their situation and obtain assistance as needed;

- D. Educate/train and make available to service members and their families the opportunity to request services from DCSP utilizing the process/tools identified in the DCSP Manual;
- E. Receive and process new referrals from service members and their families, assess, develop and implement care plan, including any appropriate services.
- F. Identify, facilitate, and make available to service members and their families philanthropic sources of flexible funding for assistance with emergencies;
- G. Maintain, expand, and continuously update list of all resources for service members and their families;
- H. Maintain sufficient staffing levels to meet program goals and objectives, including program manager(s), supervisors, a strong team of trained care coordinators, and support staff;
- I. Perform program administrative requirements to include meeting the recording, monitoring and evaluation requirements in Scope of Services;
- N. Manage the program so the DCSP recipients feel well taken care of, can access services with dignity, and feel that their needs are anticipated by the system;
- O. DCBCS/CBMP may, during the contract period, request and instruct the Contractor to conduct and submit a program evaluation covering the contract period. DCBCS/CBMP will consider the availability of funds and other relevant matters in making the final determination to request an evaluation.
- P. Performance measures and evaluation process will be developed and used to assure progress towards meeting the performance measures and the overall program objectives and goals within 90 days, then quarterly. As specified by DCBCS/CBMP, Contractors will report Quarterly on their progress towards meeting the performance measures, and overall program goals and objectives to demonstrate they have met the minimum required services for the proposal.

4. The use of these federal funds are for the direct services and support are limited to the provision of services, support and completion of care plans for service members and families in New Hampshire. Services provided to other service members and their families will be incidental. These funds are administered pursuant to a Cooperative Agreement between the State of New Hampshire and the National Guard Bureau as such the terms of the Cooperative Agreement are incorporated by reference.

5. Reporting and monitoring required during the agreement:
- a. DHHS shall provide Monthly Service Reports and
 - b. Both parties shall participate in quarterly briefing meetings.

6. The individuals listed below shall be the primary point of contact for each agency. Whenever notices, reports or other documents are required to be sent by one party to another, it shall be directed to the individuals identified at the addresses specified below.

The Adjutant General's Department

Brig. Gen. Carolyn Protzmann
One Minuteman Way
Concord, NH 03301-5607
Phone: (603) 225-1302

DHHS

Jo Moncher
DHHS - Division of Community Based Care Services
129 Pleasant Street
Concord, NH 03301
Phone: (603) 271-4402

7. The Adjutant General's Department shall provide funding to DHHS in the amount of **\$584,415.00**. Payments will be made on a quarterly basis upon the receipt and validation of a proper invoice. Invoices should be sent to the contact noted above.

Invoices will include at a minimum:

- Dates of service performed
- Type of service(s) performed
- Signature of individual authorized to request payment

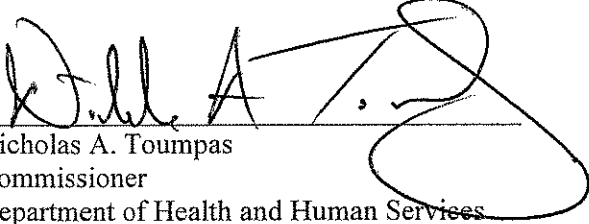
8. All documents, notices, press releases, research reports, and other materials prepared during or resulting from the performance of services of the Agreement shall include the following statement, "The preparation of this (report, document, etc.) was financed under agreement with the State of New Hampshire, Adjutant General's Department and Department of Health and Human Services, Division of Community Based Care Services." All materials, documents and announcements referred to above will be reviewed and approved by the Public Affairs Office of each Agency prior to release.

9. The Adjutant's General's Department and DHHS are both agencies of the State of New Hampshire. Any dispute between the agencies as to the terms of operation of this Agreement shall be submitted to the New Hampshire Department of Justice for resolution, whose decision is final. This Agreement does not abrogate any of the rights and immunities of the State as to third parties.

10. This Agreement makes up the entire agreement between the parties. Neither party may further modify or amend the terms of this agreement except by a written agreement signed by both parties. This Agreement shall be construed under the laws of the State of New Hampshire.

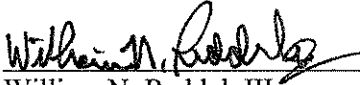
IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year first above written.

STATE OF NEW HAMPSHIRE
DEPT. OF HEALTH & HUMAN SERVICES



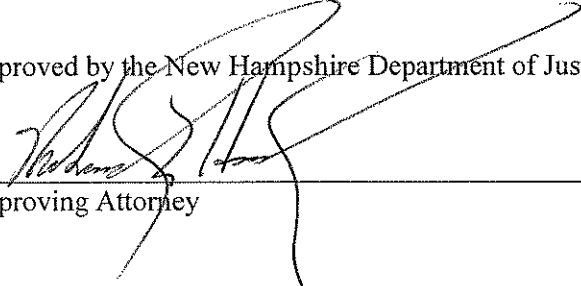
Nicholas A. Toumpas
Commissioner
Department of Health and Human Services

STATE OF NEW HAMPSHIRE
ADJUTANT GENERAL'S DEPARTMENT



William N. Reddel, III
Major General, New Hampshire National Guard
The Adjutant General

Approved by the New Hampshire Department of Justice as to form, substance and execution:



Approving Attorney



NATIONAL GUARD BUREAU
U.S. PROPERTY AND FISCAL OFFICER FOR NEW HAMPSHIRE
1 MINUTEMAN WAY
CONCORD, NH 03301-5607

NGNH-PFO


11 June 2013

MEMORANDUM FOR New Hampshire Adjutant General's Department, ATTN: Stephanie L. Milender, 4 Pembroke Rd, Concord NH 03301-5607

SUBJECT: Availability of Federal Funds for Deployment Cycle Support Program (DCSP)

1. This memorandum is to certify that the United States Property and Fiscal Office for New Hampshire received the sum of \$585,000 available for use in Special Military Project Agreement W912TF-10-2-3075. The FY13 funds are in addition to previous Federal funding for the DCSP.
2. These funds have been made available by a transfer of 0100 Limit 6048 funds from the Army Budget Office (ABO). The funds are to be used for outreach services to military personnel and their families involved with the DCSP.
3. If you have any questions, please contact SSG Phillip Frechette at (603) 227-5177 or at Phillip.p.frechette.mil@mail.mil.

Encl


LUIS N. MALDONADO, CDFM
COL, NGB
USPFO for NH

CF:
Col Loiselle
MAJ Strevig

COOPERATIVE AGREEMENT MODIFICATION

AGREEMENT NO. W912TF-10-2-3075 FY13 PAGE 1 OF 1 PAGES
 MODIFICATION NO. P13004 DATED: 11 June 2013
 ISSUED BY: COL Luis N. Maldonado ISSUED TO: Maj. Gen. William N. Reddel III
 NATIONAL GUARD BUREAU THE STATE OF NEW HAMPSHIRE

A. This modification is issued pursuant to NGR 5-1/ANGI 63-101, Chapter 2, paragraphs 2-6 and 2-7, and the W912TF-10-2-3075, Section 703. This modification may be further explained in accompanying attachments.

B. This modification reflects administrative and/or funding changes.

SMP- Deployment Cycle Support Program INCREASE FY13 FUNDS:

- Transfer of \$585,000 in 0100 Funds from NGB

See Attached Funding Documents

Section

	Previous	Adjustment	New Appendix Total
100% Federal Share			
Direct Funds	\$640,000.00	\$585,000.00	\$1,225,000.00
IKA	\$0.00	\$0.00	\$0.00
Reimbursable Funds	\$0.00	\$0.00	\$0.00
IKA	\$0.00	\$0.00	\$0.00
75% Federal Share			
Direct Funds	\$0.00	\$0.00	\$0.00
Reimbursable Funds	\$0.00	\$0.00	\$0.00
50% Federal Share			
Direct Funds	\$0.00	\$0.00	\$0.00
Reimbursable Funds	\$0.00	\$0.00	\$0.00
FEDERAL SUBTOTAL	\$640,000.00	\$585,000.00	\$1,225,000.00
50% State Share	\$0.00	\$0.00	\$0.00
25% State Share	\$0.00	\$0.00	\$0.00
Program Income	\$0.00	\$0.00	\$0.00
STATE SUBTOTAL	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$640,000.00	\$585,000.00	\$1,225,000.00

EXECUTION

Except as provided herein, all terms and conditions of the Cooperative Agreement, as heretofore changed, remains unchanged in full force and effect.

IN WITNESS WHEREOF, the parties by their authorized representatives execute this Cooperative Agreement Modification.

<p align="center"><u>THE STATE OF NEW HAMPSHIRE</u></p> <p align="center"><i>William N. Reddel III</i></p> <p>BY: <u>MG William N. Reddel III</u> Name</p> <p><u>ADJUTANT GENERAL</u> Title</p> <p><u>12 JUN 13</u> Date</p>	<p align="center"><u>NATIONAL GUARD BUREAU</u></p> <p align="center"><i>Luis N. Maldonado</i></p> <p>BY: <u>COL LUIS N. MALDONADO</u> Name</p> <p><u>USPFO FOR NEW HAMPSHIRE</u> Title</p> <p><u>12 JUN 13</u> Date</p>
<p>Approved as to legal form:</p> <p>_____</p> <p>Counsel</p>	<p>Approved as to legal form:</p> <p>_____</p> <p>Counsel</p>

NEW HAMPSHIRE NATIONAL GUARD

NHNG-SMFS

11 June 2013

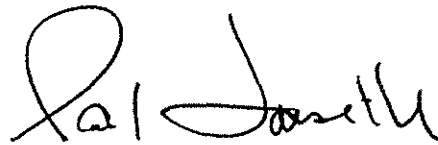
MEMORANDUM FOR USPFO FOR NEW HAMPSHIRE, ATTN: USPFO-GOR, 1 MINUTEMAN WAY, CONCORD, NH 03301

SUBJECT: Request for Cooperative Agreement Action

1. Request modification to Appendix 3075, W912TF-10-3075, NHNG Deployment Cycle Support Program (DCSP) Cooperative Agreement
2. This modification P13004 is necessary to increase FY13 funds, Appendix 3075,
3. Funding limitations should be changed as follows:

	Previous	Adjustment	New Appendix Total
100% Federal Share			
Direct Funds	\$640,000.00	\$585,000.00	\$1,225,000
IKA	\$0.00	\$0.00	\$0.00
Reimbursable Funds	\$0.00	\$0.00	\$0.00
IKA	\$0.00	\$0.00	\$0.00
75% Federal Share	\$0.00	\$0.00	\$0.00
Direct Funds	\$0.00	\$0.00	\$0.00
Reimbursable Funds	\$0.00	\$0.00	\$0.00
50% Federal Share	\$0.00	\$0.00	\$0.00
Direct Funds	\$0.00	\$0.00	\$0.00
Reimbursable Funds	\$0.00	\$0.00	\$0.00
FEDERAL SUBTOTAL	\$640,000.00	\$585,000.00	\$1,225,000
50% State Share	\$0.00	\$0.00	\$0.00
25% State Share	\$0.00	\$0.00	\$0.00
Program Income	\$0.00	\$0.00	\$0.00
STATE SUBTOTAL	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$640,000.00	\$585,000.00	\$1,225,000

4. POC is Robin Trudelle, x1594.



PAUL N. LOISELLE
COL, NHNG
Program Director

COOPERATIVE AGREEMENT MODIFICATION

Agreement/Appendix Title and Number: Special Military Project – W912TF-2-10-3075

Project Name/Description and Location: Deployment Cycle Support Program

Modification Number: P11001

ISSUED BY:

ISSUED TO:

USPFO For NEW HAMPSHIRE
NATIONAL GUARD BUREAU

THE ADJUTANT GENERAL
STATE OF NEW HAMPSHIRE

This modification is issued pursuant to the Authorities, 31 U.S.C. Chapter 63; MCA and Appendices Article VII, Sect 703; MCCA Article XII, Sect 1201 of the basic cooperative agreements. Mark purpose and obtain signatures as appropriate IAW NGR 5-1, Chapter 3.

- a. FUNDING
- b. TERMS AND CONDITIONS
- c. TERMINATION
- d. OTHER ADMINISTRATIVE

DESCRIPTION OF MODIFICATION:

Extension of the SMPCA – NHNG Deployment Cycle Support Program, through 30 September 2013, per GCAPL12-5 issued 21 August 2012.

The extension makes no changes to the limitation on the obligation of funds. Funds must be obligated in the year in which they were appropriated.

EXECUTION

Except as provided herein, all terms and conditions of the Cooperative Agreement and/or Appendix remain unchanged in full force and effect.

IN WITNESS WHEREOF, the parties by their authorized representatives execute this Cooperative Agreement Modification.

THE STATE OF NEW HAMPSHIRE:

BY: William N. Reddell III

William N. Reddell III
Maj Gen, NHNG
The Adjutant General

Date: 30 Aug 12

NATIONAL GUARD BUREAU:

BY: Luis N. Maldonado

Luis N. Maldonado, CDFM
COL, NGB
USPFO for New Hampshire

Date: 30 Aug 12

NGB-OPR-PM:

BY: _____

Date: _____

APPROVED AS TO LEGAL FORM:

BY: Robert G. [Signature]

STATE ATTORNEY GENERAL OR
DESIGNEE

Date: 8/31/12

APPROVED AS TO LEGAL FORM:

BY: Jeffrey S. Chang

Jeffrey S. Chang,
MAJ, NHNG
Staff Judge Advocate

Date: 29 August 2012

Agreement Particulars :

- a. Grantee/Recipient Category: Government
 - b. Grantee/Recipient Type: State Government
 - c. Grantee/Recipient DUNS:
 - d. Principle Place of Performance (if different from "Issued To"):
 - e. Grantee/Recipient County (Principle Place of Performance):
 - f. Grantee/Recipient Congressional District (Principle Place of Performance):

 - g. Major Agency: DOD
 - h. Agency Code: 2100
 - i. Funding Agency:
 - j. Program Source Agency:
 - k. Transaction Type: Cooperative Agreement
 - l. CFDA:
 - m. CFDA Program Title:
 - n. Program Source Account-Funding:
 - o. Treasury Appropriation Code:
 - p. Action Date:
 - q. Starting Date:
 - r. Ending Date:
 - s. Record Type: Individual action
 - t. Fiscal Year / Quarter:
- Modification Amount:
Federal Dollars to include this Modification:
State Dollars to include this Modification:

COMPLETION INSTRUCTIONS FOR COOPERATIVE AGREEMENT MODIFICATION FORM

- 1- AGREEMENT TITLE AND NUMBER: Enter the Agreement name and number as it appears on the basic document.
- 2- PROJECT NAME AND LOCATION: Enter information only if the modification is for a Military Construction Cooperative Agreement. Enter the project name and location as it appears on the basic document.
- 3- MODIFICATION NUMBER: Enter a number. This number is for local use and is locally assigned. Create a series of letters and/or numbers to meet internal needs for distinguishing between various agreements.
- 4- ISSUED BY: Enter local Grantor/NGB representative; normally this would be the USPFO for State/Territory/District and location address.
- 5- ISSUED TO: Enter local Grantee/State/Territory/District representative; this is The Adjutant General for State/Territory/District and location address to include County and Zip Code-4, Congressional District, and Country.
- 6- THIS MODIFICATION IS ISSUED...: Mark the box or boxes appropriate to the reason for the modification.
- 7- DESCRIPTION OF ...: Enter a description/explanation of action(s) to be taken as a result of this modification. Enter information provided by a CA PM or NGB-OPR-PM as necessary. The last paragraph/item must be the total award amount.
- 8- EXECUTION BLOCKS: Enter the official signature block of the authorized individual signing. Normally for checked boxes a. and/or d., only the Execution blocks for The Adjutant General and the National Guard Bureau signatories need to be completed. ; Normally for checked boxes b. and/or c., all the Execution blocks need to be completed. Reference NGR 5-1, Chapter 3.
- 9-AGREEMENT PARTICULARS Self-explanatory. Each data element *shall* be completed.

DISTRIBUTION OF COMPLETED COOPERATIVE AGREEMENT MODIFICATION

The original executed modification along with backup documents i.e. request for modification, funding documents shall be maintained with the basic agreement.

Copies of the executed Cooperative Agreement modification should be provided to all signatories, local Finance and Accounting (Comptroller), Cooperative Agreement Program Managers and State Military Department personnel. Reference NGR 5-1, Chapter 3.



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE, AH2
ARLINGTON, VA 22204-1373

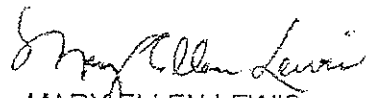
21 August 2012

NGB-PARC-A

MEMORANDUM FOR THE USPFO FOR NEW HAMPSHIRE

SUBJECT: Grants and Cooperative Agreements Policy Letter (GCAPL) 12-5 – Extension of Special Military Project Cooperative Agreement (SMPCA) W912TF-10-2-3075 – NHNG Deployment Cycle Support

1. This Policy Letter authorizes the extension of SMPCA W912TF-10-2-3075, NHNG Deployment Cycle Support, through 30 September 2013. The Grants Officer is authorized to execute a modification to his existing Agreement to implement the extension.
2. This extension makes no change to the limitation on the obligation of funds. Funds must be obligated in the year for which they were appropriated, i.e., funds appropriated for FY12 must be obligated by 30 Sep 12 and FY13 funds must be obligated during the period 1 October 2012 through 30 September 2013.
3. Questions related to this GCAPL should be directed to the undersigned at 703-607-5284, or by email at maryellen.lewis@ngb.mil.


MARYELLEN LEWIS
Chief, NGB Grants and
Cooperative Agreements

SPECIAL MILITARY PROJECT COOPERATIVE AGREEMENT New Hampshire National Guard Deployment Cycle Support Program	
AGREEMENT NO. W912TF-10-2-3075	PAGE 1 OF 21 PAGES
ISSUED BY: NATIONAL GUARD BUREAU	ISSUED TO: THE STATE, COMMONWEALTH, OR TERRITORY OF NEW HAMPSHIRE

TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGES	ARTICLE	DESCRIPTION	PAGES
I	SCOPE, PURPOSE AND AUTHORITY		VII	GENERAL PROVISIONS	2
II	OBLIGATIONS OF THE PARTIES	1	VIII	APPLICABLE LAWS AND REGULATIONS	4
III	COSTS	1	IX	PROCUREMENT	1
IV	FUNDING LIMITATIONS	1	X	PROPERTY	1
V	PAYMENT	2	XI	LEGAL AUTHORITY	1
VI	DEFINITIONS	3	XII	TERMINATION, ENFORCEMENT, CLAIM AND DISPUTE RESOLUTION	1
			XIII	AGREEMENT PARTICULARS	1
				ATTACHMENTS - APPENDICES	2

EXECUTION

By executing this Special Military Project Cooperative Agreement, the parties agree to the terms and conditions contained herein, including attachments.

IN WITNESS WHEREOF, the parties by their authorized representatives execute this Special Military Project Cooperative Agreement.

THE STATE, COMMONWEALTH, OR TERRITORY OF <u>New Hampshire</u> BY: <u>William N. Reddel III</u> William N. Reddel III Major General, NHNG The Adjutant General <u>12 March 10</u> Date	NATIONAL GUARD BUREAU BY: <u>David R. Holtgrieve</u> David R. Holtgrieve, CDFM COL, NGB USPFO for NH <u>12 MAR 10</u> Date
Approved as to legal form: <u>[Signature]</u> State Counsel <u>DEPUTY ATTORNEY GENERAL</u> 3/12/10	Approved as to budget form: _____ NGB-OPR-PM
_____ _____	Approved as to legal form: <u>[Signature]</u> Staff Judge Advocate Francine, 1 Swan Col, NHNG

ARTICLE II - OBLIGATIONS OF THE PARTIES

Section 201. Obligations of the Grantee.

a. The Grantee shall exercise its best efforts to supervise, manage, operate and/or maintain all activities or projects within the scope of this Special Military Project Cooperative Agreement according to sound, efficient, commercial practice and the terms, conditions, and specifications of this Cooperative Agreement.

b. The Grantee will obligate sufficient funds to pay its share of the costs of this Special Military Project Cooperative Agreement and, where NGB provides services in kind, the costs of which are to be shared under the terms of this Cooperative Agreement, to reimburse NGB in the manner provided in this Cooperative Agreement.

c. The Grantee's obligations are contingent upon the NGB funding of this Special Military Project Cooperative Agreement in each fiscal year.

Section 202. Obligations of NGB.

a. NGB shall reimburse the Grantee for the allowable costs incurred in performance of this Special Military Project Cooperative Agreement according to its terms and conditions for reimbursement.

b. Whenever the terms of this Special Military Project Cooperative Agreement provide for approval by NGB, the approval will not be unreasonably withheld. Any request for approval shall be considered and acted upon by NGB in a timely fashion.

c. The obligations of NGB are subject to the availability of Federal funds for this Special Military Project Cooperative Agreement and the Grantee's funding contribution for its share of the costs, if any, of this Agreement.

Section 203. Obligations of Both Parties - Close-out.

NGB and the Grantee both share in the responsibilities for an accurate and timely closeout of this Special Military Project Cooperative Agreement. Fiscal year end closeout and or project completion/termination closeout of this Special Military Project Cooperative Agreement will be in accordance with NGR 5-1, Chapter 11.

ARTICLE IV - FUNDING LIMITATIONS

Section 401. Funding and Funding Limitations.

a. Funding limitations, including both Federal and Grantee shares, for each fiscal year of this agreement are contained in Appendix 1. Updated funding limitations will be issued by the NGB-OPR-PM each fiscal year that this agreement is in force. Increases/decreases to the AFP in any given FY will be by a bilateral modification.

b. If, at any time within the fiscal year, the Grantee determines that NGB's share of allowable costs has reached the amount reflected in this section or determines that the total amount of NGB's share of allowable costs exceeds 90% of the amount reflected in this section, the Grantee will notify the USPFO in writing. The notice shall state the total estimated amount of NGB's share of allowable costs and the amount of the Grantee's share of allowable costs necessary to complete a fiscal year.

c. Within its discretion, NGB may unilaterally increase the maximum funding limitation reflected in this section at any time.

d. The Grantee shall have no obligation to incur costs which exceed NGB's share of the maximum funding limitation of this Section.

e. The NGB-OPR-PM will be advised of any additive funding received by the Grantee from any source that is executed to support activities/programs managed under this agreement.

Section 402. Method of Funding.

a. This agreement may be funded in full or in part. The Army National Guard typically funds its programs incrementally throughout each fiscal year. The Air National Guard typically funds its programs in full at the onset of each fiscal year. Funding is subject to the availability of funds and corresponding requirements.

b. Other funds provided through separate agreements or appropriations supporting this agreement will be funneled through either Army or Air National Guard funding channels, as appropriate, and managed accordingly. Approved budgets, decreases and increases to funding will be provided to the State/USPFO as soon as feasible.

Section 403. Budgets.

a. The New Hampshire National Guard Deployment Cycle Program (DCSP) will follow established budgetary procedures and requirements established within the Special Military Cooperative Agreement. Both parties will comply.

Section 404. Limitation on the Availability of Funds For Grantee Obligation.

a. Funds provided by NGB under this Special Military Project CA for any Fiscal Year are available for obligation (as the term "obligation" is defined in 32 CFR 33.3) by the Grantee only in that Fiscal Year.

b. Allowable costs must be incurred in the funding period specified in this Special Military Project CA. NGB is obligated to reimburse the State for the allowable cost incurred in performance of this Special Military Project CA, up to the CA funding limit.

c. If any funds provided by NGB under this Special Military Project CA are available for obligation by the Grantee for more than one Fiscal Year, the limitation on availability of funds for Grantee obligation, shall be as provided in paragraphs a. and b. for the Fiscal Years for which the funds are available.

ARTICLE V - PAYMENT

Section 501. General.

There are only two payment methods authorized in the execution of this MCA, the reimbursement method and the advance method.

Section 502. Payment by Reimbursement Method.

Reimbursement method payments shall be according to procedures established by the Defense Finance and Accounting Service (DFAS), DoD Financial Management Regulation 7000.4R Volume 10 and NGR 5-1, Chapter 11.

Section 503. Payment by Advance Method.

NGB may reimburse the Grantee in advance. The advance payment method shall be according to procedures established in NGR 5-1, Chapter 11.

Section 504. Direct Federal Payment of State Obligations.

In no event, shall the USPFDO make direct payment to a State contractor, State employee, contractor employee, or State vendor for any costs incurred by the State under this Special Military Project CA.

Section 505. Interest.

The amount of interest due the United States on funds advanced to the State or of interest due the State shall be determined and paid in accordance with 31 U.S.C. § 6503 and the regulations as have been issued by the U.S. Department of Treasury and the Department of Defense, as amended.

ARTICLE VII - GENERAL PROVISIONS

Section 701. Term of Agreement.

Unless sooner terminated by its terms, this Special Military Project CA shall terminate on 30 September 2012.

Section 702. Sole Benefit.

This Special Military Project CA is intended for the sole benefit of NGB and the State and is not intended to create any other beneficiaries.

Section 703. Modification.

This Special Military Project CA may be modified only by a written instrument signed by the parties hereto.

Section 704. Successors and Assigns.

This Special Military Project CA may not be assigned by a party without the express written consent of the other party. All covenants made under this Special Military Project CA shall bind and inure to the benefit of any successors and assigns of the parties whether or not expressly assumed or acknowledged by such successors or assigns.

Section 705. Entire Agreement.

This Special Military Project CA forms the entire agreement between the parties as to scope and subject matter of this Special Military Project CA. All prior discussions and understandings concerning the scope and subject matter are superseded and incorporated by this Special Military Project CA.

Section 706. Severability.

If any provision of this Special Military Project CA is held judicially invalid, the remainder of the Agreement shall continue in force and effect to the extent not inconsistent with such holding.

Section 707. Waiver of Breach.

If a party waives enforcement of any provision of this Special Military Project CA upon any event of breach by the other party, the waiver shall not automatically extend to any other or future events of breach.

Section 708. Notices.

Any notice, transmittal, approval, or other official communication made under this Special Military Project CA shall be in writing and shall be delivered by hand, facsimile transmission, or by mail to the other party at the address or facsimile transmission telephone number set forth below or at such other address as may be later designated:

NGB David R. Holtgrieve, Colonel NGB USPFO NH, Bldg A, 1 Minuteman Way, Concord
NH 03301-5607

State William N. Reddel III, Major General, The Adjutant General, 1 Minuteman Way,
Concord NH 03301-5607

ARTICLE VIII – APPLICABLE LAWS AND REGULATIONS

Section 801. Applicable Law.

This Special Military Project CA is incidental to the implementation of a Federal program. Accordingly, this Special Military Project CA shall be governed by and construed according to Federal law as it may affect the rights, remedies, and obligations of the United States.

Section 802. Governing Regulations.

To the extent not inconsistent with the express terms of this Agreement, the provisions of 32 CFR Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements, DoD Grant and Agreement Regulations (DoDGARs) (DoD 3210.6-R) dated 13 Apr 98, 2 CFR Subtitle A, Chapter II Part 225, and NGR 5-1, are hereby incorporated into this Special Military Project CA by reference as if fully set forth herein, shall govern this Agreement.

Section 803. Nondiscrimination.

The Grantee covenants and agrees that no person shall be subject to discrimination or denied benefits in connection with the State's performance under the MCA. Accordingly, and to the extent applicable, the Grantee covenants and agrees to comply with the following national policies prohibiting discrimination:

- a. On the basis of race, color or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.), as implemented by DoD regulations at 32 CFR part 195.
- b. On the basis of race, color or national origin, in Executive Order 11246 (3 CFR, 1964-1965 Comp. pg. 339), as implemented by Department of Labor regulations at 41 CFR part 60.
- c. On the basis of sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), as implemented by DoD regulations at 32 CFR part 196.
- d. On the basis of age, in The Age Discrimination Act of 1975 (42 U.S.C. Section 6101 et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90.
- e. On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR part 41 and DoD regulations at 32 CFR part 45.

Section 804: Lobbying.

a. The Grantee covenants and agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency, or a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any CA; and, the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or CA.

b. The Final Rule, New Restrictions on Lobbying, issued by the Office of Management and Budget and the Department of Defense (32 CFR Part 28) to implement the provisions of Section 319 of Public Law 101-121 (31 U.S.C. Section 1352) is incorporated by reference and the State agrees to comply with all the provisions thereof, including any amendments to the Interim Final Rule that may hereafter be issued.

Section 805: Drug-Free Work Place.

The Grantee covenants and agrees to comply with the requirements regarding drug-free workplace requirements in Subpart B of 32 CFR part 26, which implements sec. 5151-5160 of the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. 701, et seq.).

with whom the Grantee enters into transactions that are "covered transactions" under Subpart B of 2 CFR part 180 and the DoD implementation in 2 CFR Part 1125.

Section 809. Buy American Act.

The State covenants and agrees that it will not expend any funds appropriated by Congress without complying with The Buy American Act (41 U.S.C. 10). The Buy American Act gives preference to domestic end products and domestic construction material. In addition, the Memorandum of Understanding between the United States of America and the European Economic Community on Government Procurement, and the North American Free Trade Agreement (NAFTA), provide that EC and NAFTA end products and construction materials are exempted from application of the Buy American Act.

Section 810. Uniform Relocation Assistance and Real Property Acquisition.

The State covenants and agrees that it will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601 et seq.) and regulations issued thereunder (49 CFR Part 24).

Section 811. Copeland "Anti-Kickback" Act.

The State covenants and agrees that it will comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). As applied to this agreement, the Copeland "Anti-Kickback" Act makes it unlawful to induce, by force, intimidation, threat or procuring dismissal from employment, or otherwise, any person employed in the construction or repair of public buildings or public works, financed in whole or in part by the United States, to give up any part of the compensation to which that person is entitled under a contract of employment.

Section 812. Contract Work Hours and Safety Standards Act.

The State covenants and agrees that it will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). As applied to this agreement, the Contract Work Hours and Safety Standards Act specifies that no laborer or mechanic doing any part of the work contemplated by this agreement shall be required or permitted to work more than 40 hours in any workweek unless paid for all additional hours at not less than 1 1/2 times the basic rate of pay. This Act is applicable to any construction contract awarded in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers.

ARTICLE X - PROPERTY

Section 1001. Equipment.

a. Equipment purchased by the State under the terms of this agreement becomes the property of the State and will be managed, used and disposed of IAW 32 CFR 33.32 and NGR 5-1, Chapter 8.

b. Equipment purchased by the federal government, including equipment acquired specifically for a National Guard Cooperative Agreement, vests in the Federal Government. This equipment shall be managed, used and accounted for as provided in 32 CFR § 33.32(f) and NGR 5-1, Chapter 8.

c. Equipment purchased by the federal government and issued to the state is Government Furnished Equipment (GFE). The title of GFE vests in the federal government and cannot be transferred to the state and therefore cannot be considered as In-Kind Assistance (IKA).

Section 1002. Operating Materials and Supplies.

a. Items to be consumed in normal operations purchased by the State under the terms of this agreement become the property of the State and will be managed and disposed of IAW 32 CFR 33.33 and NGR 5-1, Chapter 8.

b. Supplies purchased by the federal government shall be managed, used and accounted for as provided in 32 CFR § 33.33 and NGR 5-1, Chapter 8. State use of federal supplies and materials may be considered as IKA.

ARTICLE XII - TERMINATION, ENFORCEMENT, CLAIMS, DISPUTES RESOLUTION AND APPEALS

Section 1201. Termination.

This Special Military Project CA may be terminated by either party according to the terms and conditions of 32 CFR § 33.44.

Section 1202. Enforcement.

NGB may take such actions to enforce the terms of this Special Military Project CA as may be provided for in and under the terms of 32 CFR § 33.43.

Section 1203. Claims, Disputes Resolution and Appeals.

a. Any claim made by the State arising out of this Special Military Project CA shall be presented in writing to the Grants Officer. The claim shall include: the amount of monetary relief claimed or the nature of other relief requested; the basis for relief; and, the documents or other evidence pertinent to the claim.

b. Claims shall be made within 60 days after the basis of the claim is known or should have been known, whichever is earlier. It is the State's duty to include in its claim all information needed to demonstrate its timeliness.

c. Upon receipt of a claim, the Grants Officer shall provide a written decision denying or sustaining the claim, in whole or part, which decision shall include the reason for the action, within 60 days of the date of the receipt of a claim. The determination shall be final unless appealed by the State pursuant to the provisions of this section.

d. Alternative Dispute Resolution (ADR).

1. Policy. It is NGB policy to try to resolve all issues concerning cooperative agreements at the Grants Officer's level. Grant Officers are encouraged to use ADR procedures to the maximum extent practicable.

2. Procedures. If a State decides to appeal a Grants Officer's decision, the Grants Officer shall encourage the State to enter into ADR procedures. The ADR procedures to be used shall be agreed to at the time the parties determine to employ them.

e. Appeals.

1. Grant Appeal Authority. The CNGB shall designate a Grants Appeal Authority at the time of receipt of appeal.

2. Right of Appeal. The State has the right to appeal a Grants Officer's decision to the Grant Appeal Authority.

3. Appeal Procedures.

(a) Notice of appeal. The TAG may appeal a decision of the Grants Officer within 90 days of receiving that decision, by filing a written notice of appeal to the Grant Appeal Authority and to the Grants Officer.

(b) Appeal file. Within 30 days of receiving the notice of appeal, the Grants Officer shall forward to the Grant Appeal Authority and the State the appeal file, which shall include copies of all documents relevant to the appeal.

(c) Decision. Any fact-finding or hearing shall be conducted using procedures that the Grant Appeal Authority deems appropriate.

f. Nothing in this section is intended to limit a State's right to any remedy under the law.

APPENDICES AND ATTACHMENTS

APPENDIX 1

NEW HAMPSHIRE NATIONAL GUARD DEPLOYMENT CYCLE SUPPORT PROGRAM (DCSP)
COOPERATIVE AGREEMENT

The New Hampshire National Guard Deployment Cycle Support Program (DCSP) is in an established program whose purpose is to provide support to the New Hampshire Guard and reserve military families and military members deployed or returning from combat. The use of federal funds for 2010-2012 are for direct services and support to the provision of services, support and completion of care plans for service members and families and are non, service specific.

A. The following services will be provided:

1. Implementation and management of a statewide Deployment Cycle Support Program (DCSP) for service members/families who are in the deployment cycle, based upon the program model currently in use and reflected in the DCSP Manual.
2. Services* that meet the needs of service members and their families regardless of their geographic location in the State by providing adequately staffed offices located in regions of the State where the target population is more rural and isolated and in heavily populated regions of the State where additional offices/staff may be needed;
3. Appropriate personnel to work on some weekends in order to introduce the program to the target audience and to do intakes. The number of Care Coordinators required to participate will depends on the number of service members participating in the drill. Care Coordinators will be required at times to meet with service members/families at night. In the event of a crisis/emergency, the service member/families should be able to contact the Care Coordinator, or if not available, the Care Coordinator's program office, in order to identify their situation and obtain assistance as needed;
4. Education and training and make available to service members and their families the opportunity to request services from DCSP utilizing the process/tools identified in the DCSP Manual;
5. Acceptance and processing new referrals from service members and their families, assess, develop and implement care plan, including any appropriate services.
6. Identify, facilitate, and make available to service members and their families philanthropic sources of flexible funding for assistance with emergencies;
7. An expanded, and continuously updated list of all resources available to service members and their families;
8. Sufficient staffing levels to meet program goals and objectives, including program manager(s), supervisors, a strong team of trained care coordinators, and support staff;

APPENDIX 2

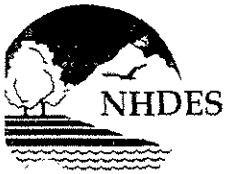
Fiscal Year Funding Limitations.

a. Approved Budget/Annual Funding Program (AFP): The total dollar amount that NGB anticipates, subject to the availability of funds, being available for reimbursement to the State for its costs in fulfilling its responsibilities under this Agreement. This amount may be increased or decreased by NGB during the fiscal year.

b. Total Dollars Obligated: The total amount of funds obligated for NGB's share under this Agreement. Only funds obligated through a modification are available for reimbursement to the State. Funds shall be obligated as received by the CA PM.

c. In accordance with Section 401 the following funding limitations are provided for each fiscal year as it occurs:

1. Fiscal Year 2010_____:	Approved Budget/(AFP)	Total Dollars Obligated
	\$ 3,200,000.00_____	\$ _____
2. Fiscal Year 2011_____:	Approved Budget/(AFP)	Total Dollars Obligated
	\$ _____	\$ _____
3. Fiscal Year 2012_____:	Approved Budget/(AFP)	Total Dollars Obligated
	\$ _____	\$ _____
4. Fiscal Year _____:	Approved Budget/(AFP)	Total Dollars Obligated
	\$ _____	\$ _____
5. Fiscal Year _____:	Approved Budget/(AFP)	Total Dollars Obligated
	\$ _____	\$ _____



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

June 14, 2013

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

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

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Environmental Services (DES) to **retroactively** amend the acceptance and expenditure of \$50,100.00 in federal funds provided by the U.S. Department of Agriculture (USDA) for implementation of a grant to fund assistance to rural New Hampshire communities regarding use of best management practices for solid waste management, by extending the end date to September 30, 2013 from September 30, 2012, effective upon Fiscal Committee and Governor and Council approval. This award was originally approved by Fiscal Committee on October 28, 2011, Item #FIS 11-297 and Governor and Council on November 9, 2011, Item #58. No additional funding is involved in this time extension. 100% Federal funds.

EXPLANATION

The DES Solid Waste Management Bureau (Bureau) was awarded a federally funded U.S. Department of Agriculture Rural Development Grant for federal fiscal year 2012 to provide technical assistance and training to rural town government officials and solid waste facility operators. On July 12, 2012, the U.S. Department of Agriculture provided a no-cost time extension from September 30, 2012 to September 30, 2013, due to the unexpected loss of personnel in the Bureau that had slowed initiation and completion of the grant related work. This item is **retroactive** due to an erroneous belief that the expiration date previously approved by Fiscal Committee and Governor and Council was September 30, 2013, consistent with the Department of Agriculture extension, rather than the actual expiration date of September 30, 2012. As a result, DES unintentionally failed to request this needed approval before the previous approval expired on September 30, 2012. Therefore, DES is now requesting an extension through September 30, 2013, applied retroactively from September 30, 2012.

No grant monies have yet been expended. In the event that federal funds are no longer available, general funds will not be requested to support this project.

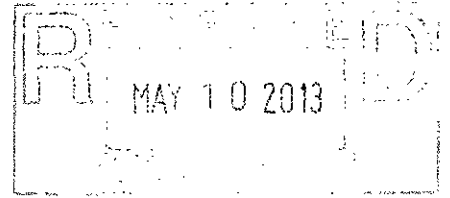
We respectfully request your approval.


 Thomas S. Burack, Commissioner



Rural Development

May 7, 2013



Vermont and New
Hampshire
State Office

87 State Street,
Suite 324
P O Box 249
Montpelier, VT 05601

Sharon A. Yergeau, Supervisor
Solid Waste Compliance Assurance Section
NH Department of Environmental Services
PO Box 95
29 Hazen Drive
Concord, NH 03302-0095

Voice 802.828.6033
Cell 802.338.2722
Fax 802.828.6018

Dear Ms. Yergeau:

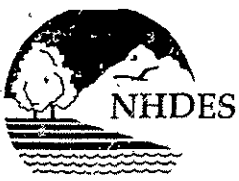
This letter will confirm that on July 12, 2012, I approved by e-mail a one-year extension of your Solid Waste Management Grant from September 30, 2012 to September 30, 2013.

This is the only extension that can be allowed under the terms of the Grant Agreement. If you have any questions, please don't hesitate to contact me.

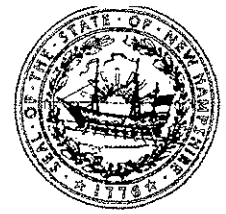
Please note our address change for your records.

Sincerely,

Rhonda L. Shippee
Community Programs Director
Vermont and New Hampshire



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

October 4, 2011

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

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

APPROVED G & C
 DATE 11/9/11
 ITEM # 58

APPROVED
 FISCAL COMMITTEE
 DATE 10/28/11
 ITEM # FIS 11-297

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Environmental Services (DES) to accept and expend \$50,100.00 in federal funds awarded by the U.S. Department of Agriculture to assist rural New Hampshire communities with implementing best management practices for solid waste management, effective upon Fiscal Committee and Governor and Council approval through September 30, 2012. 100% federal funds.

The funds shall be budgeted as follows:

Solid Waste Disposal Outreach and Education Program for Rural Area Officials
03-44-44-444010-87170000
FY 2012

Class Account	Title	Current Budget	Requested Change	Revised Budget
Income				
000-400338	Federal Income	\$0	(\$50,100)	(\$50,100)
Expenditures				
018-500106	Overtime	\$0	\$9,000	\$9,000
020-500200	Current Expenses	\$0	\$37,311	\$37,311
040-500800	Indirect Costs	\$0	\$442	\$442
041-500801	Audit Fund Set Aside	\$0	\$50	\$50
042-500620	Additional Fringe Benefits	\$0	\$893	\$893
060-500601	Benefits	\$0	\$689	\$689
070-500704	In-State Travel	\$0	\$1,715	\$1,715
	Total Expenditures	\$0	\$50,100	\$50,100

EXPLANATION

The DES Solid Waste Management Bureau was awarded a federally funded U.S. Department of Agriculture Rural Development Grant for federal fiscal year 2012 to provide technical assistance and training to rural town government officials and solid waste facility operators. The education and training will augment existing technical assistance efforts to promote and support best management practices for municipal solid waste management, including waste reduction and recycling strategies for cost savings and environmental benefit.

DES is requesting authorization to accept and expend \$50,100 in Federal Funds, and to budget those funds as follows:

- Class 18 (Overtime): budgeted to cover staff time to conduct evening workshops for local officials.
- Class 20 (Current Expense): budgeted to cover publishing costs of 1,000 updateable reference manuals for solid waste facility operators and local municipal officials concerning options and preferred methods for properly managing solid waste at rural transfer stations. The manuals will be provided in this format because the focus of the grant is on rural communities where computers, internet service and electronic library options and skills are often limited. Class 20 will also provide refreshments to the workshop attendees.
- Class 40 (Indirect Costs) and Class 42 (Additional Fringe Benefits): are budgeted based on state guidelines as percentages of overtime costs.
- Class 41 (Audit Fund Set Aside): budgeted at 1/10 of 1% based on state guidelines.
- Class 60 (Benefits): budgeted to cover benefit costs associated with overtime based on state guidelines.
- Class 70 (In-State Travel): budgeted to cover travel to conduct 10 or more regional workshops.

This grant was not included in the FY 12/13 budget request as DES was not aware of the availability of this competitive grant until late spring of 2011. The grant application was not filed until May 31, 2011 and DES did not received notification of approval for funding until July 2011, after the budget had been approved.

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.


Thomas S. Burack, Commissioner

SOLID WASTE DISPOSAL OUTREACH AND EDUCATION
PROGRAM FOR RURAL AREA OFFICIALS
FISCAL SITUATION FY12
03-44-44-444010-87170000

Total Federal Authorization	\$50,100.00
Less Expenditures thru 6/30/11	\$0.00
Remaining Authorization to Budget	\$50,100.00
Less Current FY12 Budget Authorization	\$0.00
Total Available for Budgeting	\$50,100.00
Available to Budget at a later date	\$0.00
REQUESTED ACTION	\$50,100.00

Grant Award Number	<u>Award</u> <u>Amount</u>	<u>Expenses</u> <u>to 6/30/11</u>	<u>Balance</u>
RUS Guide 1775-1	\$50,100.00	\$0.00	\$50,100.00
TOTAL	\$50,100.00	\$0.00	\$50,100.00

REQUEST FOR OBLIGATION OF FUNDS

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED Complete Items 1 through 30 and applicable Items 31 through 43. See FMI.						
1. CASE NUMBER ST CO		BORROWER ID	LOAN NUMBER	FISCAL YEAR		
34 006		*****0618				
2. BORROWER NAME DEPT. OF ENVIRONMENTAL SERVICES, STATE OF		3. NUMBER NAME FIELDS 1 (1, 2, or 3 from Item 2)				
		4. STATE NAME New Hampshire				
		5. COUNTY NAME Hillsborough Merrimack				
GENERAL BORROWER/LOAN INFORMATION						
6. RACE/ETHNIC CLASSIFICATION 1 - WHITE 4 - HISPANIC 2 - BLACK 5 - A/FI 3 - AI/AN		7. TYPE OF APPLICANT 4 - PUBLIC BODY 5 - ASSOC. OF FARMERS 6 - ORG. OF FARM WORKERS 7 - OTHER 1 - INDIVIDUAL 2 - PARTNERSHIP 3 - CORPORATION		8. COLLATERAL CODE 1 - REAL ESTATE SECURED 2 - REAL ESTATE AND CHATTEL 3 - NOTE ONLY OR CHATTEL ONLY 4 - MACHINERY ONL 5 - LIVESTOCK ONL 6 - CROPS ONLY 7 - SECURED BY BONDS	9. EMPLOYEE RELATIONSHIP CODE 1 - EMPLOYEE 2 - MEMBER OF FAMILY 3 - CLOSE RELATIVE 4 - ASSOC.	
10. SEX CODE 6 1 - MALE 2 - FEMALE 3 - FAMILY UNIT 4 - ORGAN. MALE OWNED 5 - ORGAN. FEMALE OWNED 6 - PUBLIC BODY		11. MARITAL STATUS 1 - MARRIED 3 - UNMARRIED (INCLUDES WIDOWED/DIVORCED) 2 - SEPARATED		12. VETERAN CODE 1 - YES 2 - NO	13. CREDIT REPORT 2 1 - YES 2 - NO	
14. DIRECT PAYMENT (See FMI)		15. TYPE OF PAYMENT 1 - MONTHLY 3 - SEMI-ANNUALLY 2 - ANNUALLY 4 - QUARTERLY		16. FEE INSPECTION 2 1 - YES 2 - NO	17. INTEREST CREDIT 1 - YES (PRO SFH ONLY) 2 - NO	
18. COMMUNITY SIZE 1 - 10,000 OR LESS (FOR SFH AND HPG ONLY) 2 - OVER 10,000			19. DWELLING TYPE/USE OF FUNDS CODE (See FMI)			
COMPLETE FOR OBLIGATION OF FUNDS						
20. TYPE OF ASSISTANCE 120 (See FMI)		21. PURPOSE CODE 1		22. SOURCE OF FUNDS 2	23. TYPE OF ACTION 1 1 - OBLIGATION ONLY 2 - OBLIGATION/CHECK REQUEST 3 - CORRECTION OF OBLIGATION	
24. TYPE OF SUBMISSION 1 1 - INITIAL 2 - SUBSEQUENT		25. AMOUNT OF LOAN		26. AMOUNT OF GRANT \$50,100		
27. AMOUNT OF IMMEDIATE ADVANCE		28. DATE OF APPROVAL MO DA YR 8/2/2011		29. INTEREST RATE		30. REPAYMENT TERMS
COMPLETE FOR SINGLE FAMILY HOUSING ONLY						
31. INCOME CATEGORY CODES 1 - VERY LOW 2 - LOW 3 - MODERATE 4 - ABOVE MODERATE			32. LOW INCOME LIMIT-MAX.		33. ADJUSTED FAMILY INCOME	
34. R.E. INSURANCE		35. R.E. TAXES 1st year		36. R.E. TAXES 2nd year		37. NOTE INSTALLMENT INELIGIBLE
38. TYPE OF UNIT 1 - FARM TRACT 2 - NON-FARM TRACT						
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS						
39. PROFIT TYPE 1 - FULL PROFIT 2 - LIMITED PROFIT 3 - NONPROFIT						
40. DISASTER DESIGNATION NUMBER (See FMI)			41. TYPE OF SALE 1 - CREDIT SALE ONLY 2 - ASSUMPTION ONLY 3 - CREDIT SALE WITH SUB LOAN 4 - ASSUMPTION WITH SUBSEQUENT LOAN			
42. OBLIGATION DATE MO DA YR			43. BEGINNING FARMER/RANCHER (See FMI)			

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

CERTIFICATION APPROVAL

For All Farmer Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representatives completing title work and completing loan closing.

44. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

~~Approval of financial assistance is subject to availability of funds and to the terms of the Letter of Conditions dated _____ and any amendments thereto prior to closing.~~

Approval for financial assistance is subject to the terms of the Grant Agreement

45. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and requested payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For SFH & FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 29 of this form.

_____ Yes _____ No

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more five years, or both."

Date 7/27/11

By: Susan Carlson
NH DEPARTMENT OF ENVIRONMENTAL SERVICES
SUSAN A. CARLSON, CHIEF OPERATIONS OFFICER

46. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

Molly Lambert
MOLLY LAMBERT (Signature of Approving Official)

Date Approved: 8/2/11

Title: STATE DIRECTOR VT/NH

47. TO THE APPLICANT: As of this date 8/10/2011, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the County Supervisor or District Director. *OTO' Processed via terminal*



**United States Department of Agriculture
Rural Development
Vermont/New Hampshire**

August 10, 2011

Susan Carlson, Chief Operations Officer
NH Department of Environmental Services
PO Box 95
Concord, NH 03302

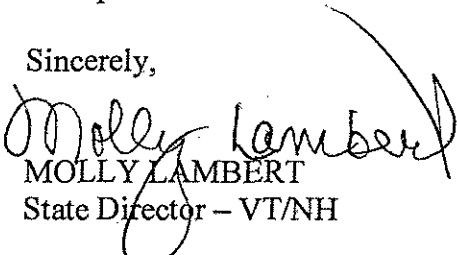
Re: NH Department of Environmental Services
\$50,100 Solid Waste Management Grant

Dear Ms. Carlson:

Enclosed please find your copy of Form 1940-1, Request for Obligation of Funds. This is your notification that the above grant has been approved subject to the conditions stated in our Letter of Conditions.

If you have any questions, please don't hesitate to contact Rhonda Shippee our Montpelier State Office at 802-828-6011.

Sincerely,


MOLLY LAMBERT
State Director - VT/NH

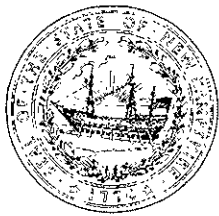
Attachment

cc: Montpelier State Office

City Center 3rd Floor • 89 Main Street • Montpelier, VT 05602 • 802-828-6080
802-828-6018 Fax • 802-828-6035 TTY • molly.lambert@vt.usda.gov
<http://www.rurdev.usda.gov/vt>
Committed to the future of rural communities

"USDA is an equal opportunity provide, employer and lender."

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.
Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).



FIS 13 167

STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION OF FORESTS AND LANDS
172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

603-271-2214
FAX: 603-271-6488
www.nhdfi.org

June 26, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Resources and Economic Development, Division of Forests and Lands to **retroactively** amend grant #10-DG-11420004-233 from the USDA Forest Service, originally approved by the Governor and Executive Council on December 8, 2010, Item #81, an amendment approved by the Fiscal Committee on September 23, 2011, FIS #11-222 and the Governor and Executive Council on September 28, 2011, Item #61, an extension approved by the Fiscal Committee on September 14, 2012, FIS # 12-299 and the Governor and Executive Council on September 19, 2012, Item #78, by extending the completion date to December 31, 2013 from the current completion date of June 30, 2013 and to budget and expend carry forward grant funds in the amount of \$84,772 in Fiscal Year 2014; upon Fiscal Committee and Governor and Executive Council approval. 100% Federal Funds

Funding to be budgeted in account titled, USDA-State Fire Assistance, as follows:

03-35-35-351010-58980000 USDA-State Fire Assistance		FY 2014 Requested Budget
000-408117	Federal Funds	\$(84,772)
018-500106	Overtime	12,375
020-500200	Current Expenses	1,331
030-500311	Equipment New / Replacement	2,000
040-500800	Indirect Costs	3,854
041-500801	Audit Fund Set Aside	81
050-500109	Personal Service ~ Temporary	11,550
059-500117	Temp Full Time	8,432
060-500611	Benefits	4,572
070-500707	In State Travel Reimbursement	1,566
103-502674	Contracts for OP Services	39,011
Total:		\$84,772



EXPLANATION

Total federal funds of \$122,476 have been approved as part of the Department of Resources and Economic Development U.S. Department of Agriculture Forest Service, Northeastern Area State and Private Forestry Grant #10-DG-11420004-233. These funds were scheduled to expire on June 30, 2013, however an extension was granted by the USDA Forest Service until December 31, 2013 due to administrative and weather related delays. 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.

The project has several components that collectively achieve the goal of reducing risk and hazard of wildland fires to Wildland Urban Interface (WUI) communities through hazardous fuel reduction. Initial activities included reducing basal area in pitch pine to reduce immediate risk to a WUI, geo-referenced logging roads and trails on the 1,405 acre Pine River State Forest (PRSF) and created a GIS data layer for determining wildfire control lines and delineating prescribed fire blocks, and reducing fuel loads on roads and fire control lines. During the summer of 2013, the Division of Forests and Lands will work with The Nature Conservancy (TNC) to develop a fire and ecological management plan for the PRSF. Late summer/early fall 2013 activities include prescribed burning at PRSF using a TNC burn boss, and fire and/or mechanical maintenance of WUI buffers at TNC's Ossipee Pine Barrens Preserve. An education and outreach program is being developed and implemented in conjunction with all activities.

The following appropriations are being requested for Fiscal Year 2014:

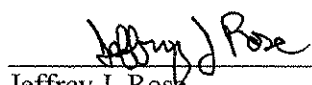
Class 018 – Overtime \$12,375, amount needed for existing staff (11 days @ \$30/hr x 5 people);
Class 020 – Current Expenses \$1,331, amount needed for supplies (gas, water) for the prescribed burn;
Class 030 – Equipment New / Replacement \$2,000, needed for rental equipment (e.g. wood chipper);
Class 040 – Indirect Costs \$3,854, amount related to increased expenditures;
Class 041 – Audit Fund Set-Aside \$81, amount related to increased expenditures;
Class 050 – Personal Service ~ Temporary \$11,550, amount needed for 10 existing Special Deputy Wardens @ \$14/hr x 11 days;
Class 059 – Full Time Temp \$8,432, needed for existing staff (11 days @ approx \$20/hr x 5 people);
Class 060 – Benefits \$4,572, amount needed for existing staff benefits;
Class 070 – In State Travel Reimbursement \$1,566, amount needed for travel from Concord to Ossipee (100 miles round-trip x 18 trips x \$0.565/mile + hotel); and
Class 103 – Contracts for OP Services \$39,011, contract with The Nature Conservancy

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

Respectfully submitted,

Concurred,


Brad W. Simpkins
Interim Director


Jeffrey J. Rose
Commissioner

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

FISCAL SITUATION

03-35-35-351010-58980000 USDA-State Fire Assistance

Total Grant Award	\$122,476.00
Expended in FY11/FY12	(\$31,754.91)
Balance Available 7/1/12	\$90,721.09
Anticipated Expenditures in FY13	(\$5,949.20)
Appropriation Request for FY14	\$84,771.89



STATE OF NEW HAMPSHIRE
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
 DIVISION OF FORESTS AND LANDS

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

603-271-2214
 FAX: 603-271-6488
 www.nhdfl.org

July 12, 2012

Representative Ken Weyler, Chairman
 Fiscal Committee of the General Court
 and
 His Excellency, Governor John H. Lynch
 and the Honorable Executive Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, retroactively authorize the Department of Resources and Economic Development, Division of Forests and Lands to amend grant #10-DG-11420004-233 from the USDA Forest Service, approved by the Governor and Executive Council on December 8, 2010, Item #81, and an amendment approved by the Fiscal Committee on September 23, 2011, FIS #11-222 and by the Governor and Executive Council on September 28, 2011, Item #61, by extending the completion date to June 30, 2013 from the end date of July 31, 2012 and to budget and expend carry forward grant funds in the amount of \$60,091.55 in Fiscal Years 2013; upon Fiscal Committee and Governor and Executive Council approval. 100% Federal Funds

Funding to be budgeted in account titled, Hazard Fuel Reduction Pine River & Ossipee, as follows:

03-35-35-351010-58980000 Hazard Fuel Reduction Pine River & Ossipee

		2013
		Requested
		Budget
		<hr/>
000-408117	Federal Funds	\$(60,092)
020-500200	Current Expenses	472
030-500311	Equipment	3,000
040-500800	Indirect Costs	4,892
041-500801	Audit Fund Set-Aside	56
050-500109	Part Time Salaries	13,342
060-500611	Benefits	7,201
070-500707	In State Travel	1,005
103-502674	Contracts for OP Services	30,124
		<hr/>
Totals		\$60,092



EXPLANATION

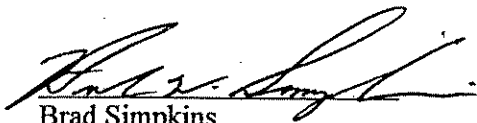
Total federal funds of \$122,476 have been approved as part of the Department of Resources and Economic Development U.S. Department of Agriculture Forest Service, Northeastern Area State and Private Forestry Grant #10-DG-11420004-233. These funds were scheduled to expire on July 31, 2012, but the USDA Forest Service has granted an extension until December 31, 2013 due to administrative and weather related delays. This is being requested retroactively to assure the accuracy of the carry forward amount. The balance of funds remaining will be included in the FY2014 budget.

The proposed project has several components that collectively achieve the goal of reducing risk and hazard of wildland fires to Wildland Urban Interface (WUI) communities through hazardous fuel reduction. Initial activities include reducing basal area in pitch pine to reduce immediate risk to a WUI, geo-referencing logging roads and trails on the 1,405 acre Pine River State Forest (PRSF) to create a GIS data layer for determining wildfire control lines and delineating prescribed fire blocks, and reducing fuel loads on roads and fire control lines. During 2011 and 2012 the Division of Forests and Lands worked with The Nature Conservancy (TNC) to develop a fire and ecological management plan for the PRSF. Future activities for 2012 and 2013 include prescribed burning at PRSF using a TNC burn boss, and fire and/or mechanical maintenance of WUI buffers at TNC's Ossipee Pine Barrens Preserve. An education and outreach program will be developed and implemented in conjunction with all activities.

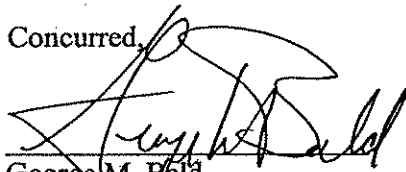
In the event that Federal Funds are no longer available, General Funds will not be requested to continue support of this project.

Respectfully submitted,

Concurred,



Brad Simpkins
Interim Director


George M. Hald
Commissioner

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

The following appropriations are being requested for Fiscal Year 2013:

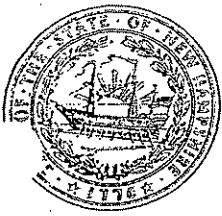
- Class 020 – Current Expenses \$472, supplies for the prescribed burn
- Class 030 – Equipment \$3,000, wood chipper rental (\$300/day x 10 days)
- Class 040 – Indirect Costs \$4,892, amount related to increased expenditures
- Class 041 – Audit Fund Set-Aside \$56, amount related to increased expenditures
- Class 050 – Part Time Salaries \$13,342, needed for existing staff salary
- Class 060 – Benefits \$7,201, needed for existing staff benefits
- Class 070 – In State Travel \$1,005, Concord to Ossipee (100 miles round-trip x 18 trips x \$.555/mile)
- Class 103 – Contracts for OP Services \$30,124, needed for existing Burn Plan contract with The Nature Conservancy

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

FISCAL SITUATION

03-35-35-351010-58980000 Hazardous Fuel Reduction Pine River & Ossipee

Total Grant Award	\$122,476
Expended in FY11/FY12	<u>(\$ 31,754)</u>
Balance Available 7/1/12	\$ 90,722
Amount Reserved for Future Periods	<u>(\$ 30,630)</u>
Appropriation Request for FY13	\$ 60,092



Approved ~ 11-222 9/25/11
Item # 61 9/28/11

STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION OF FORESTS AND LANDS

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

603-271-2214
FAX: 603-271-6488
www.nhdfl.org

July 25, 2011

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court
and
His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Resources and Economic Development, Division of Forests and Lands to retroactively amend grant #10-DG-11420004-233 from the USDA Forest Service, approved by the Governor and Executive Council as item #81 on December 8, 2010, by extending the completion date to July 31, 2012 from the original grant end date of June 30, 2011 and to budget additional grant funds in the amount of \$78,178, by increasing the original grant amount of \$44,298 to \$122,476, in Fiscal Years 2012 and 2013; effective upon Fiscal Committee and Governor and Executive Council approval through July 31, 2012. 100% Federal Funds

Funding to be budgeted in account titled, Hazard Fuel Reduction Pine River & Ossipee, as follows with authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified:

03-35-35-351010-58980000 Hazard Fuel Reduction Pine River & Ossipee		2012	2013
		Requested	Requested
		<u>Budget</u>	<u>Budget</u>
000-408117	Federal Funds	(\$71,304)	(\$6,874)
040-500800	Indirect Costs	\$0	\$6,796
041-500801	Audit Fund Set Aside	\$0	\$78
050-500109	Personal Service – Temporary	\$15,178	\$0
060-500612	Benefits	\$7,338	\$0
070-500707	In-State Travel Reimbursement	\$138	\$0
103-502674	Contracts For Op Services	\$48,650	\$0

EXPLANATION

In December 2010, the Governor and Executive Council approved a request to accept and expend \$44,298 in grant funds. This amount was a portion of the total grant award of \$122,476 from the US Department of Agriculture Forest Service, Northeastern Area, State and Private Forestry. The balance of \$78,178 was reserved by DRED for the purpose of budgeting in future years. Therefore, DRED is now requesting approval to amend the completion date and to accept and budget this balance in order to complete the project described below.



The Hazardous Fuel Reduction at the Pine River State Forest and Ossipee Pine Barrens project has several components that collectively achieve the goal of reducing risk and hazard of wildland fires to Wildland Urban Interface (WUI) communities through hazardous fuel reduction. Initial activities include reducing basal area in pitch pine to reduce immediate risk to a WUI, geo-referencing logging roads and trails on the 3,189 acre Pine River State Forest (PRSF) to create a GIS data layer for determining wildfire control lines and delineating prescribed fire blocks, and reducing fuel loads on roads and fire control lines. During 2012 and 2013 the Division of Forests and Lands will continue to work with The Nature Conservancy (TNC) to develop a fire and ecological management plan for the PRSF. Spring of 2012 or 2013 activities include prescribed burning at PRSF using a TNC burn boss, and fire and/or mechanical maintenance of WUI buffers at TNC's Ossipee Pine Barrens Preserve. An education and outreach program will be developed and implemented in conjunction with all activities.

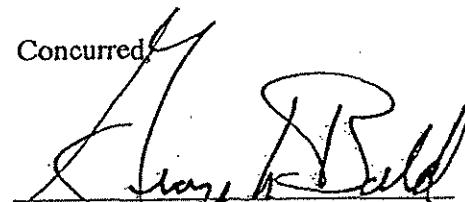
In the event that Federal Funds are no longer available, General Funds will not be requested to continue the support of this project.

Respectfully submitted,



Brad W. Simpkins, Interim Director

Concurred



George M. Ball, Commissioner

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

FISCAL SITUATION

03-35-35-351010-58980000 Hazardous Fuel Reduction Pine River & Ossipee

Total Grant Award	\$122,476
Amount Budgeted in FY 2011	<u>44,298</u>
Appropriation Request	\$ 78,178

The following appropriations are being requested for Fiscal Year 2012:

Class 050 Personal Services – Temporary \$15,178, amount needed for existing temporary staff – expenses allocated from other accounting units;

Class 060 Benefits \$7,338, amount needed to cover benefits for existing temporary staff – expenses allocated from other accounting units;

Class 070 In-State Travel Reimbursement \$138, amount needed for travel from Concord to Ossipee 2.5 trips at 100 miles round trip; and

Class 103 Contracts for Op Services \$48,650, amount needed for Burn Plan and Mow/Burn Wildland Urban Interface Buffer contract(s) with The Nature Conservancy.

The following appropriations are being requested for Fiscal Year 2013:

Class 040 Indirect Costs \$6,796, amount needed for indirect costs; and

Class 041 Audit Fund Set Aside \$78, amount needed for audit fund set aside.



STATE OF NEW HAMPSHIRE
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
 DIVISION OF FORESTS AND LANDS

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

603-271-2214
 FAX: 603-271-6488
 www.nhdfi.org

October 28, 2010

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

REQUESTED ACTION

Authorization is requested for the Department of Resources and Economic Development, Division of Forests and Lands to accept and expend federal funds from the USDA Forest Service, Grant #10-DG-11420004-233, in the amount of \$44,298 upon Governor and Council approval through June 30, 2011. 100% Federal Funds

Funds are to be budgeted in account titled, Hazard Fuel Reduction Pine River & Ossipee, as follows:

03-35-35-351010-58980000 Hazard Fuel Reduction Pine River & Ossipee

		FY11 Requested <u>Budget</u>
000-408117	Federal Funds	(\$44,298)
020-500200	Current Expenses	4,750
030-500311	Equipment	3,000
040-500800	Indirect Costs	3,590
041-500801	Audit Fund Set-Aside	44
050-500109	Personal Service - Temporary	15,400
060-500612	Benefits	4,264
070-500707	In State Travel	750
103-502674	Contracts For OP Services	12,500

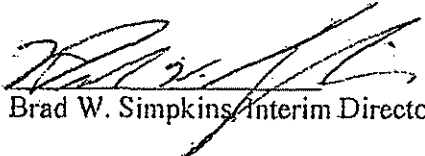


EXPLANATION

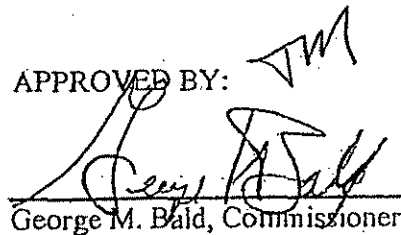
These federal funds have been approved as part of the Department of Resources and Economic Development U.S. Department of Agriculture Forest Service, Northeastern Area State and Private Forestry Grant #10-DG-11420004-233. These funds are scheduled to expire on July 31st, 2012.

The proposed project has several components that collectively achieve the goal of reducing risk and hazard of wildland fires to Wildland Urban Interface (WUI) communities through hazardous fuel reduction. Initial activities include reducing basal area in pitch pine to reduce immediate risk to a WUI, geo-referencing logging roads and trails on the 1,405 acre Pine River State Forest (PRSF) to create a GIS data layer for determining wildfire control lines and delineating prescribed fire blocks, and reducing fuel loads on roads and fire control lines. During the summer of 2011, the Division of Forests and Lands will work with The Nature Conservancy (TNC) to develop a fire and ecological management plan for the PRSF. Spring of 2012 activities include prescribed burning at PRSF using a TNC burn boss, and fire and/or mechanical maintenance of WUI buffers at TNC's Ossipee Pine Barrens Preserve. An education and outreach program will be developed and implemented in conjunction with all activities.

Respectfully submitted,


Brad W. Simpkins, Interim Director

APPROVED BY:


George M. Bald, Commissioner

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

FISCAL SITUATION

03-35-35-351010-58980000
Hazardous Fuel Reduction Pine River & Ossipee

Total Sub-Grant Award	\$122,476
Reserved for Future Years	<u>\$ 78,178</u>
Appropriation Request	\$ 44,298

The following appropriations are being requested for Fiscal Year 2011:

Class 020 Current Expenses		
Fuel Sticks	\$350	
Spring Scale	\$125	
Protimeter (2)	\$500	
Pocket Weather Station (2)	\$550	
Fire Weather Instrument Kit (2)	\$225	
Duff Moisture Reader	\$3,000	\$4,750
Class 030 Equipment		
Wood Chipper (\$300/day @ 10 days)		\$3,000
Class 040 Indirect Costs		\$3,590
Class 041 Audit Fund Set Aside		\$44
Class 050 Personal Service – Temporary		
Existing Temp Staff – expenses allocated from other Accounting Units		\$15,400
Class 060 Benefits		\$4,264
Class 070 In-State Travel Reimbursement		
Concord to Ossipee 15 100 mile RT		\$750
Class 103 Contracts for Op Services (The Nature Conservancy)		
Burn Plan		<u>\$12,500</u>
	<i>Total FY 2011:</i>	\$44,298


Award Approval/Obligation/Acceptance

Recipient: Department of Resources and Economic Development
State: NH
Project: Hazardous Fuel Reduction at the Pine River SF and Ossipee Pine Barrens
Project Period: August 1, 2010 – July 31, 2012
Award No.: 10-DG-11420004-233

Obligation:

PROGRAM	FUND CODE	SUBACCOUNT	AMOUNT
State Fire Assistance / National Fire Plan	SPS25410	G42092048001	122,476

The authority and format of this instrument has been reviewed and approved for signature.



Grants and Agreements Specialist

7/9/10
DATE

Approval:

This Federal financial assistance award and obligation is approved.




KATHRYN P. MALONEY
Area Director
Northeastern Area, State & Private Forestry

7/9/10
DATE

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:



NAME OF AUTHORIZED REPRESENTATIVE
Director, Division of Forests and Lands

7/14/10
DATE

TITLE

NAME OF AUTHORIZED REPRESENTATIVE

DATE

TITLE

marks:



MODIFICATION OF GRANT OR AGREEMENT

PAGE	OF PAGES
1	2

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 10-DG-11420004-233	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: A1
--	--	-------------------------------

4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Tony L. Ferguson, Area Director Northeastern Area State & Private Forestry 1 Campus Blvd., Suite 200 Jewtown Square, PA 19073 caldwell@fs.fed.us / 610-557-4131	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Tom Brady Northeastern Area State and Private Forestry tbrady@fs.fed.us/603-536-6208
---	---

NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + county): Mr. Brad W. Simpkins, Interim Director Department of Resources & Economic Development 72 Pembroke Rd. PO Box 186 Concord, NH 03302-1856 slie.sherman@dred.state.nh.us	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):
---	--

8. PURPOSE OF MODIFICATION

<input checked="" type="checkbox"/> CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: This action extends the ending date to December 31, 2013
<input type="checkbox"/>	CHANGE IN FUNDING:
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):
One year no cost extension.

10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input type="checkbox"/>	Other:

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

SIGNATURE 	11.B. DATE SIGNED 6/12/12	11.C. U.S. FOREST SERVICE SIGNATURE 	11.D. DATE SIGNED 6/6/12
NAME (type or print): Brad W. Simpkins Interim Director		11.F. NAME (type or print): TONY L. FERGUSON	
		11.H. TITLE (type or print): Area Director	



USDA Forest Service

OMB 0596-0
FS-1506

12. G&A REVIEW

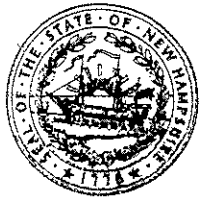
12.A. The authority and format of this modification have been reviewed and approved for signature by:

Vickie M. Caldwell
VICKIE M. CALDWELL

U.S. Forest Service Grants & Agreements Specialist

12.B. DATE
SIGNED

4/6/12



State of New Hampshire

FIS 13 135

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

JOHN J. BARTHELMES
COMMISSIONER

June 27, 2013

The Honorable Mary Jane Wallner, 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 Fiscal Item #FIS12-329 approved on November 08, 2012, and Item #72 approved by Governor and Council on October 17, 2012, for two Highway Safety Federal Grants by changing the end date **only**, with no increase in funding, **retroactive** from June 30, 2013, to a new end date of September 30, 2013, to align with the Federal grant end date. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2013 through September 30, 2013. Funding Source: 100% Agency Income.
2. Pursuant to RSA 124:15, authorize the Department of Safety, Division of State Police, to amend Fiscal Item #FIS12-329 approved on November 08, 2012, and Item #72 approved by Governor and Council on October 17, 2012, by changing the end date **only**, with no increase in funding, **retroactive** from June 30, 2013 to a new end date of September 30, 2013 to align with the Federal grant end date for the provision of continuing a consultant position for the purpose of creating a citation interface and a crash records management system to add to the existing J-one system. Effective upon Fiscal Committee and Governor and Council approval for the period July 1, 2013 through September 30, 2013. 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
RSRC: 405921

Explanation

This Requested Action to amend the end date only is for two Highway Safety Federal grants that end on September 30, 2013 and as such are not budgeted in the 2014/2015 biennium budget. These grants were not budgeted in the 2014/2015 biennium budget because the Division anticipated fully expending the funding prior the end of SFY 2013. 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.

The State Police E-Ticketing (Phase II) grant is being used to fund the development of a citation interface that adds to the existing J-one system which currently allows for citations to be generated at the cruiser, and then sent to the database at the Division of Motor Vehicles, via the air cards, and entered into the electronic system. The data is then electronically sent on to the Court when necessary (a plea of not guilty or a 'must appear' violation). During this phase, the server at the Division of Motor Vehicles is being modified to accept electronic disposition data back from the court system and complete the electronic 'loop' of citation data. The State benefits both from more timely data received electronically from the Courts and on addition savings in time from not having to manually enter the disposition data into the DMV database.

The State Police Crash Records grant is being used to fund the continued development of a web-enabled Crash Records Management System to capture the data from the new accident reporting form in electronic form. In this phase the department

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
June 17, 2013
Page 2 of 2


is moving the electronic form into production, as well as making it available to other police departments in the State of New Hampshire. This will result in a repository of crash data, stop the redundant entry of data, and reduce the error rate.

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

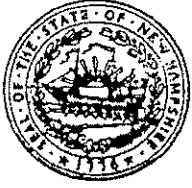
- 1) List of personnel involved: *Temporary consultants*
- 2) Nature, Need, and Duration: *The temporary consultants will provide for the increased needs for subject matter experts beyond the limited resources of in-house personnel in the development of the web-enabled Crash Records Management System and the development of an electronic citation interface within the Statewide J-One 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 \$298,000.*

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-10-2012-02



State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

October 3, 2012

Fiscal # F/S 12-329
11-08-2012

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

GNC # 72
10-17-2012

His Excellency, Governor John H. Lynch
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 two (2) grants for a total account of \$331,048.00 of federal funds from the NH Highway Safety Agency, one entitled NH State Police Crash Reduction Management System in the amount of \$164,413.20 for the continued development of software for the Crash Records Management System (CRMS) and one entitled NH State Police E-Ticketing in the amount of \$166,635.00 for the integration of those programs into the Statewide J-One System. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. 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 creating a citation interface and a crash records management system to add to the existing J-one system. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2013. 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
RSRC: 405921
Amount: \$331,048.00

Table with 5 columns: Class, Description, Current Adjusted Authorized, Requested Action, Revised Adjusted Authorized. Rows include Agency Income, Current Expenses, Equipment, Technology - Hardware, Technology - Software, Indirect Cost, Consultants, Contracts for Op Services, and Total.

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court

His Excellency, Governor John H. Lynch
and the Honorable Council

October 3, 2012

Page 2 of 2

Explanation

The State Police E-Ticketing (Phase II) grant will be used to fund the development of a citation interface that would add to the existing J-one system that currently allows for citations to be generated at the cruiser, then sent to the database at the Division of Motor Vehicles, via the air cards, and entered into the electronic system. The data is then electronically sent on to the Court when necessary (a plea of not guilty or a 'must appear' violation). During this phase, the server at the Division of Motor Vehicles would be modified to accept electronic disposition data back from the court system and complete the electronic 'loop' of citation data. The State would benefit both from more timely data received electronically from the Courts and additional savings in time from not having to manually enter the disposition data into the DMV database.

The State Police Crash Records grant will be used to fund the continued development of a web-enabled Crash Records Management System to capture the data from the new accident reporting form in electronic form. In this phase the department is moving the electronic form into production, as well as making it available to other police departments in the State of New Hampshire. This will result in a repository of crash data, stop the redundant entry of data, and reduce the error rate.

The funds are to be budgeted as follows:

The funds in class 046 are needed for the development of the web-enabled Crash Records Management System, and the development of the return citation interface from the Courts to the Division of Motor Vehicles.

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 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 web-enabled Crash Records Management System, and the development of an electronic citation interface within the Statewide J-One 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 \$298,000.*

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

Department of Safety
 Highway Safety Equipment and Training Grants
 Fiscal Situation

02-23-23-234010-22110000

Federal Funds Awarded:

FFY 2012 Grant - NH State Police Computer Air Cards - 10/1/11-9/30/12	*	\$194,940.00
FFY 2012 Grant - NH State Police TAR Equipment - 10/1/11-9/15/12	*	\$52,139.60
FFY 2012 Grant - NH State Police Crash Records - 11/1/11-9/30/12	*	\$236,600.00
FFY 2012 Grant - NH State Police E-Ticketing - 11/1/11-9/30/12	*	\$162,450.00
FFY 2012 Grant - NH State Police Media Campaign - 1/1/12-9/30/13	*	\$440,840.00
FFY 2012 Grant - NH State Police Laptop Conversion - 1/1/12-9/30/12	*	\$384,286.33
FFY 2013 Grant - NH State Police Computer Air Cards - 10/1/12-9/30/13		\$146,306.00
FFY 2013 Grant - NH State Police Crash Records - 11/1/12-9/30/13		\$164,413.20
FFY 2013 Grant - NH State Police E-Ticketing - 11/1/12-9/30/13		\$166,635.00
Total Grant Funds Awarded		\$1,948,610.13

Less SFY 2012 expenses on FFY 2012 Grants		(\$142,675.88)
	Total	(\$142,675.88)

Net Grant Funds Remaining as of July 1, 2012 (SFY 2013)		\$1,805,934.25
--	--	-----------------------

Less: SFY 2013 Current Adjusted Appropriation		<u>\$1,474,885.12</u>
---	--	-----------------------

Excess grant funds available to appropriate		\$331,049.13
--	--	---------------------

This Request		\$331,048.00
---------------------	--	---------------------

*90 days are required after the expiration of the grant to close out all remaining expenditures

**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 4, 2012	Project Number #310-13S-004
Date Approved October 4, 2012	PSP and Task # 13-04, 06

Part I

1. Project Title NH State Police E-Ticketing (Phase II)	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 NH 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, 2012 Termination Date: September 30, 2013	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
---	---

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	\$16,635.00	\$16,635.00			
e. Contractual Services	\$150,000.00	\$150,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$166,635.00	\$166,635.00			

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


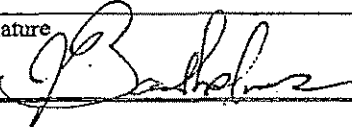
Part II

BUDGET AND PERSONNEL DATA


Personnel Services		
*See Proposed Solution (page 3) for explanation of pay rates		
b. Current Expenses		
c. Equipment		
d. Indirect Costs and Audit Expense Indirect cost @ 11.09 percent		16,635.00
e. Contractual Services Citation Interface Contractor (Main frame computer software design)		\$150,000.00
f. Travel Expenses		
Total		\$166,635.00

Part III

ance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to 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 John J. Barthelmes	2) Title 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 4, 2012	2. Signature & Title  Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$166,635.00	

**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 October 4, 2012	Project Number #310-13S-005
Date Approved October 4, 2012	PSP and Task # 13-04, 06

Part I

1. Project Title NHSP Crash Records Management System	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 NH 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, 2012 Termination Date: September 30, 2013	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
---	---

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	\$16,413.20	\$16,413.20			
e. Contractual Services	\$148,000.00	\$148,000.00			
f. Other					
Total Estimated Costs Including Non-Federal Share	\$164,413.20	\$164,413.20			

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

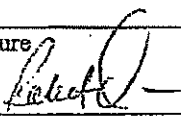
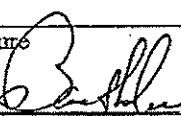
Part II

BUDGET AND PERSONNEL DATA


Personnel Services		
*See Proposed Solution (page 3) for explanation of pay rates		
b. Current Expenses		
c. Equipment		
d. Indirect Costs and Audit Expense Indirect cost: \$148,000.00 x 11.09 percent		16,413.20
e. Contractual Services Web-enabled CRMS System Development Contractor		148,000.00
f. Other Expenses		
Total		\$164,413.20

Part III

Statement of Conditions: It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to 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 		5) Telephone Number 223-3850
B. Authorized Official		
1) Name John J. Barthelmes	2) Title Commissioner, NH Department of Safety	3) Address 33 Hazen Drive Concord, NH 03301
4) Signature 		5) Telephone Number 223-3889

Part IV (For HSA Use Only)

1. Approval Date October 4, 2012	2. Signature & Title  Peter M. Thomson, Coordinator NH Highway Safety Agency
3. Federal Funds Obligated by this Agreement: \$164,413.20	

**TITLE IX
ACQUISITION OF LANDS BY UNITED
STATES; FEDERAL AID**

**CHAPTER 124
FEDERAL AID**

Miscellaneous

Section 124:15

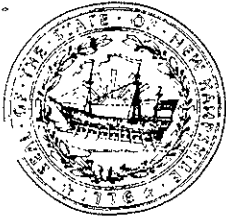
124:15 Positions Restricted. —

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
BOARD OF PHARMACY**

57 Regional Drive
Concord, NH 03301-8518
Phone: 603-271-2350 | Fax: 603-271-2856

Board Members

- Vahrij Manoukian, R.Ph. - President
- Charles J. Fanaras, R.Ph. - Vice-President
- Gary J. Merchant, R.Ph. - Treasurer
- Helen C. Pervanas, PharmD, R.Ph. - Secretary
- Michael D. Bullek, R.Ph. - Member
- Heather C. Shambarger - Public Member
- Robert J. Stout, R.Ph. - Member

Board Staff

James M. Queenan, R.Ph.
Executive Secretary - Director

Margaret A. Clifford, R.Ph.
Chief Compliance Investigator

Robert D. Elder, R.Ph.
Compliance Investigator

Jason R. Richard
Business Administrator

Brenda J. Langis
Licensing Assistant

Website: www.nh.gov/ph

E-Mail: pharmacy.board@nh.gov

June 18, 2013

The Honorable Mary Jane Wallner, 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. Authorize the Board of Pharmacy to accept and expend a grant from the National Association of State Controlled Substances Authorities (NASCSA), Quincy, Massachusetts, (Vendor Code # 227900) in the amount of \$15,500, to implement the Controlled Drug Prescription Health and Safety Program pursuant to Chapter 196, Laws of 2012. Effective upon Governor and Council approval through June 30, 2014. This is 100% Other (NASCSA Grant).

2. Pursuant to RSA 124:15, the Board of Pharmacy respectfully requests authorization to establish a part-time position, Class 50, Administrator I, Labor Grade 27, effective upon Joint Fiscal Committee and Governor and Council approval through June 30, 2014. This position would report to the advisory council established in the statute and the Board of Pharmacy.

Funds are to be budgeted in account #05-0074-074-PHB743510-3331PDM/HEALTH AND HUMAN SERVICES/HHS: ADMIN ATTACHED BOARDS/PHARMACY BOARD/PRESCRIPTION DRUG MONITORING as follows:

Class	Class Description	Adj Auth	Increase/ Decrease Amount Budgeted	Revised Amount
State FY 14				
Revenue				
401716	Private Local Funds	\$ -	\$ 15,500	\$ 15,500
Expenditure				

Expenditure				
020-500200	Current Expense	\$ -	\$ 1,005	\$ 1,005
022-500248	Rents-Leases Other Than State	\$ -	\$ -	\$ -
026-500251	Organizational Dues	\$ -	\$ -	\$ -
027-502799	Transfers To DoIT	\$ -	\$ -	\$ -
028-500292	Transfers To General Services	\$ -	\$ -	\$ -
029-500290	Intra-Agency Transfers	\$ -	\$ -	\$ -
030-500310	Equipment New/Replacement	\$ -	\$ -	\$ -
039-500187	Telecommunications	\$ -	\$ -	\$ -
046-500464	Consultants	\$ -	\$ -	\$ -
049-500294	Transfer to Other State Agencies	\$ -	\$ -	\$ -
050-500109	Personal Service-Temp/Appointe	\$ -	\$ 13,000	\$ 13,000
059-500117	Temp Full Time	\$ -	\$ -	\$ -
060-500601	Benefits	\$ -	\$ 995	\$ 995
066-501802	Employee Training	\$ -	\$ -	\$ -
070-500706	In-State Travel Reimbursement	\$ -	\$ 500	\$ 500
072-500753	Grants-Federal	\$ -	\$ -	\$ -
073-500582	Grants-Non Federal	\$ -	\$ -	\$ -
080-500712	Out-Of State Travel Reimb	\$ -	\$ -	\$ -
102-500731	Contracts for Program Services	\$ -	\$ -	\$ -
103-500735	Contracts for Op Services	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ 15,500	\$ 15,500

EXPLANATION

Explanation for Requested Action #1:

Purdue Pharma, a major pharmaceutical company, awarded National Association of State Controlled Substances Authorities (NASCSA) approximately \$2 million to pass through to states with pending or active prescription drug monitoring programs. The funds are intended to assist the states in implementation and/or the enhancement of a prescription drug monitoring program. On June 12, 2012, New Hampshire's Controlled Drug Prescription Health and Safety Program legislation, Chapter 196, Laws of 2012, was signed into law. The law tasks the Board of Pharmacy to implement the program without the use of general funds or increasing professional fees. The New Hampshire Board of Pharmacy applied for the grant from National Association of State Controlled Substances Authorities ("NASCSA") and was awarded a grant in the amount of \$15,500 from the NASCSA. The Board is actively pursuing funding in order to further comply with this law through a Harold Rogers Federal grant.

Funding in the amount of \$15,500, will be utilized as follows:

- Class 20 - To pay for photocopying, office supplies, etc.
- Class 50 - To pay one part time Administrator I, Labor Grade 27, to administer the program
- Class 60 - To pay for position's benefits
- Class 70 - To pay in-state travel required by the part time staff to administer the program

Explanation for Requested Action #2:

This grant will be utilized to hire a part time employee who will work under the direction of an advisory council and the Board of Pharmacy to assist with rulemaking, sustainability, the grant writing

process, training and implementation. One (1) part time Administrator I, Labor Grade 27, will be hired to administrate this new program. The Division of Personnel has approved the request for TMPPT3396

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

- 1) List of personnel involved: One (1) part time position, Administrator I, Labor Grade 27, Class 50.
- 2) Nature, Need, and Duration: The part time position will assist with rulemaking, sustainability, the grant writing process, training and implementation
- 3) Relationship to existing agency programs: The position will be responsible as a project manager reporting to the Board of Pharmacy and working for the successful completion of the Prescription Drug Monitoring Program Advisory Council goals.
- 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? At the time of the creation of the FY 14 budget this program was not established.
- 6) Can portions of the grant funds be utilized? Yes, 100% Other/Agency Income
- 7) Estimate the funds required to continue this position(s): Salary \$13,000 / Benefits \$ 995.

In the event that these funds are no longer available, no general funds will be requested to continue this programming.

Please do not hesitate to contact me if you have any questions.

Sincerely,



James M. Queenan, R.Ph. MBA
Executive Secretary/Director



National Association of State Controlled Substances Authorities

72 Brook Street • Quincy, Massachusetts 02170 • O: 617.472.0520 • F: 617.472.0521 • KathyKeough@NASCSA.org • www.NASCSA.org

James Queenan
NH Board of Pharmacy
57 Regional Drive
Concord, NH 03301

Dear Mr. Queenan:

On behalf of the Executive Committee and Special Projects Committee of the National Association of State Controlled Substances Authorities (NASCSA) I wanted to congratulate you as a recipient of the 2013 Prescription Drug Monitoring Program Grant Program in the amount of \$15,500.00. As you know, this program was the result of generous support from Purdue Pharma LLP to NASCSA for grants to assist states in providing enhancements and support for states with prescription drug monitoring programs. We had many applications for the grant funds this year, and in an effort to award funds to as many states as possible, we have awarded each state less than was requested. We will send an email shortly with the specific details of your award. If your application was missing anything or if the committee has a special request, it will be in the follow-up email.

Please note that all awardees of grants under this program are expected as a condition of the award to attend the annual conference of NASCSA October 22-25, 2013 at the Westin Hotel at Crown Center in Kansas City, Missouri and may be asked to present an overview of how grant monies were expended and any findings (additional details will be provided this spring). Travel expenses to attend the conference will be paid for by NASCSA. In addition, all awardees are expected to submit quarterly status reports and spending plans and must adhere to deadlines for submitting this information.

In the next week or so, additional details of the grant will be forwarded to you on the request and reporting processes for this grant.

I would like to thank the other members of the Special Projects Committee, Monica Simmons, Danna Droz and Brian Howes for their tireless work to ensure that the submissions were thoroughly evaluated.

We look forward to working with you in the coming year as you utilize these funds to support the important work of state Prescription Drug Monitoring Programs. All of our members look forward to learning more about your experiences.

Should you have any questions or concerns please feel free to contact me at margaret.clifford@nh.gov or 603-271-2325. Again, congratulations.

Kathy Keough
Executive Director, NASCSA
Phone: (603) 271-2325—Peg Clifford
Fax: (603) 271-2856—Peg Clifford
www.nascsa.org
Please visit our new interactive site: <http://forum.nascsa.org>

SUPPLEMENTAL JOB DESCRIPTION

Classification: ADMINISTRATOR I

Function Code 0069-074

Position Title: Prescription Drug Monitoring Specialist Date Established: 5-2-13

Position Number: 9 Temp

Date of Last Amendment:

SCOPE OF WORK: To establish a viable prescription drug program by contracting with a third party vendor that meets the statutory requirements and that Board of Pharmacy objectives by assessing needs and making recommendations.

ACCOUNTABILITIES:

- Recommending agency policies and operational procedures required for data transmission, collection, practitioner availability and usage.
- Make preliminary recommendations for the development for administrative rules regarding prescription drug monitoring (PMP) to meet the agency's goals and objectives.
- Work with Office of Legislative Services and Joint Legislative Committee on Administrative Rules (JLCAR) to adopt Prescription Drug Monitoring Program (PMP) administrative rules.
- Participate in the development of a PMP budget including statistical and narrative reports on programs.
- Research grants and other revenue vehicles for the Prescription Drug Monitoring Program (PMP) as identified by program needs to sustain financial viability.
- Develop a job description for the expected PMP Coordinator position.
- Explains and interpret PMP program policies, procedures and guidelines in assigned area of responsibility.
- Prepares and monitors Fiscal Committee and Governor & Council requests regarding the PMP program
- Work with the vendor and the stakeholders to develop a training program for practitioners and dispensers of control medications schedule II, schedule III and schedule IV.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in business management, public health or health care.

Experience: Five years' experience in a field or occupation relevant to program area in public health, health care or business administration, or a closely related field, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in business management, public health or health care.

Experience: Six years' experience in a field or occupation relevant to program area in public health, health care or business administration, or a closely related field, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

License/Certification: License or registration required if necessary for performing professional job accountabilities.

SPECIAL REQUIREMENTS:

- Basic keyboard, word and spreadsheet computer skills are required.
- Basic knowledge of prescription delivery process and prescription drug monitoring programs is required.
- Ability to communicate effectively orally and in writing is required.
- Ability to establish and maintain effective working relationships is required.

PREFERRED QUALIFICATIONS:

- Basic knowledge of social, economic, and cultural conditions and issues typically surrounding substance abuse problems is preferred.
- Basic knowledge of budgets projections, fund raising and purchasing proposals is an advantage.
- Basic Knowledge of the broad field of public health with emphasis upon planning, consultation, and quality control is preferred.
- Understanding the value of data analysis to identify issues, impact patient safety and trends in substance abuse and misuse is preferred.

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: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: James M. Queenan R.Ph MBA, Executive Secretary /Director, #18659

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

Supervisor's Name, Title, & Position #: James M. Queenan R.Ph MBA, Executive Secretary /Director, #18659

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld

JB

5/1/13

Division of Personnel

Date Approved



MS 13 168

JEFFRY A. PATTISON
Legislative Budget Assistant
(603) 271-3161

State of New Hampshire

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

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

RICHARD J. MAHONEY, CPA
Director, Audit Division
(603) 271-2785

July 2, 2013

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

Dear Representative Wallner and Members of the Committee,

In accordance with the provisions of Chapter 144, Laws of 2013, sections 164, 165 and 166 (HB 2 - the trailer bill to the operating budget) your approval is requested to grant the following salary increase to the employees of the Office of Legislative Budget Assistant:

Effective July 12, 2013	1.50%
Effective July 11, 2014	2.25%
Effective January 9, 2015	2.25%

Please let me know if you have any questions.

Sincerely,

Jeffrey A. Pattison
Legislative Budget Assistant

JAP/ttm

CHAPTER 144
HB 2-FN-A-LOCAL - FINAL VERSION
- Page 64 -

1 144:162 Department of Justice; Attorney Salaries; July 11, 2014. RSA 94:1-a, I(c) is repealed
2 and reenacted to read as follows:

3 I.(c) For attorney positions in the department of justice, except for the attorney general and
4 deputy attorney general, the following shall apply commencing on July 11, 2014:

	Minimum	Market anchor	Maximum
	\$46,826		\$111,766
7 Attorney		\$56,447	
8 Assistant attorney general		\$76,891	
9 Senior assistant attorney general		\$94,930	
10 Associate attorney general		\$104,551	

11 144:163 Department of Justice; Attorney Salaries; January 9, 2015. RSA 94:1-a, I(c) is repealed
12 and reenacted to read as follows:

13 I.(c) For attorney positions in the department of justice, except for the attorney general and
14 deputy attorney general, the following shall apply commencing on January 9, 2015:

	Minimum	Market anchor	Maximum
	\$47,880		\$114,280
17 Attorney		\$57,717	
18 Assistant attorney general		\$78,621	
19 Senior assistant attorney general		\$97,066	
20 Associate attorney general		\$106,903	

21 144:164 Legislative Employees; July 12, 2013. Legislative employees shall receive 1.5 percent
22 salary increases effective July 12, 2013, if such increases are approved by the appointing authority.

23 144:165 Legislative Employees; July 11, 2014. Legislative employees shall receive 2.25 percent
24 salary increases effective July 11, 2014, if such increases are approved by the appointing authority.

25 144:166 Legislative Employees; January 9, 2015. Legislative employees shall receive 2.25
26 percent salary increases effective January 9, 2015, if such increases are approved by the appointing
27 authority.

28 144:167 Increases in Salary; Other Non-Classified or Unclassified Employees. All other
29 nonclassified or unclassified employees not covered by the provisions for salary increases in this act
30 shall be granted a salary increase of 1.5 percent effective July 12, 2013, an additional salary increase
31 of 2.25 percent effective July 11, 2014, and an additional salary increase of 2.25 percent effective
32 January 9, 2015.

33 144:168 Judicial Salaries; July 12, 2013. RSA 491-A:1 is repealed and reenacted to read as
34 follows:

35 491-A:1 Salaries Established. The salaries for the positions set forth below shall be as
36 follows:

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
								Full-Time	Part-Time	
Note: This summary does not include additional federal American Recovery and Reinvestment Act (ARRA) revenues.										
FISCAL YEAR 2012										
12-219	June'12	Agriculture, Markets and Food, Department of	RSA 14:30-a, VI			145,000	145,000			
11-245	Sept '11	Agriculture, Markets and Food, Department of Total	RSA 14:30-a, VI			145,000	145,000			
		Corrections, Department of			99,361		99,361			
11-334	Dec'11	Corrections, Department of	RSA 14:30-a, VI			662,291	662,291	5		Positions replace 5 similar general funded positions
12-001	Dec'11	Corrections, Department of	RSA 14:30-a, VI		135,591		135,591			
12-182	May'12	Corrections, Department of	RSA 14:30-a, VI			237,736	237,736			Item FIS 12-344 extends end date
12-226	June'12	Corrections, Department of	RSA 14:30-a, VI			73,841	73,841	1		
		Corrections, Department of Total						6		
11-260	Sept'11	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		234,952	973,868	1,208,820			
11-225	Sept'11	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011			520,521	520,521			
11-311	Oct'11	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011			152,950	152,950			
11-302	Oct'11	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		599,347		599,347			
11-325	Dec'11	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		13,901		13,901			
11-337	Dec'11	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		1,669,800		1,669,800			
12-030	Jan'12	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		300,029		300,029			
12-206	June'12	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011	100,000			100,000			
12-217	June'12	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011			81,750	81,750			
		DHHS-Division of Community Based Care Total		100,000	60,000		60,000			
11-213	Sept'11	DHHS-Division of Family Assistance	Chapter 224:14, II, Laws of 2011		2,643,077	755,221	3,498,298			
		DHHS-Division of Family Assistance Total			50,050		50,050			
11-301	Oct'11	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		50,050		50,050			
11-303	Oct'11	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		384,031		384,031			
11-314	Oct'11	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011			119,630	119,630			
11-315	Oct'11	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		84,039		84,039			
11-338	Dec'11	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		233,860		233,860			
11-339	Dec'11	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		242,792		242,792			
11-340	Dec'11	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		858,817		858,817			
12-017	Jan'12	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		713,931		713,931			
12-069	Feb'12	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011			164,595	164,595			
12-223	June'12	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		2,131,176		2,131,176			
		DHHS-Division of Public Health Services Total		(500,000)		500,000				
11-336	Dec'11	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II, Laws of 2011		4,148,646	784,225	4,932,871			
		DHHS-Office of Medicaid Business and Policy			651,367		651,367			
12-073	Feb'12	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II and III, Laws of 2011	(598,544)	599,143		599			Series of accepting fed funds and transferring gen funds to other acct units
12-073	Feb'12	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II and III, Laws of 2011	598,544	599,143		1,197,687			see above
12-073	Feb'12	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II and III, Laws of 2011	(2,095,712)	5,450,533		3,354,821			see above
12-073	Feb'12	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II and III, Laws of 2011		3,895,929		5,991,641			see above
		DHHS-Office of Medicaid Business and Policy Total			1,196,114		1,196,114			
12-170	May'12	DHHS-Office of the Commissioner	Chapter 224:14, II and III, Laws of 2011		(147,621)	128,273	(21,348)			
12-171	May'12	DHHS-Office of the Commissioner	Chapter 224:14, II and III, Laws of 2011		156,718	3,038,882	3,195,600			
12-172	May'12	DHHS-Office of the Commissioner	Chapter 224:14, II and III, Laws of 2011		369,666	5,675	375,341			
		DHHS-Office of the Commissioner Total			378,763	3,170,830	3,549,593			
11-269	Oct'11	Education, Department of	RSA 14:30-a, VI		589,551		589,551	1		
12-002	Jan'12	Education, Department of	RSA 14:30-a, VI		272,204		272,204			
12-074	Feb'12	Education, Department of	RSA 14:30-a, VI		1,201,771		1,201,771	1		
12-185	May'12	Education, Department of	RSA 14:30-a, VI		105,563		105,563			
		Education, Department of Total			2,169,089		2,169,089	2		
11-313	Oct'11	Employment Security, Department of	RSA 14:30-a, VI		1,602,067		1,602,067			
		Employment Security, Department of Total			1,602,067		1,602,067			

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
11-306	Oct'11	Energy and Planning	RSA 14 30-a VI		70,204		70,204		
11-307	Oct'11	Energy and Planning	RSA 14 30-a VI		401,051		401,051		
		Energy and Planning Total			471,255		471,255		
11-250	Sep'11	Environmental Services, Department of	RSA 14 30-a VI			250,000	250,000		
11-277	Oct'11	Environmental Services, Department of	RSA 14 30-a VI		300,000		300,000		
11-278	Oct'11	Environmental Services, Department of	RSA 14 30-a VI		292,597		292,597		
11-297	Oct'11	Environmental Services, Department of	RSA 14 30-a VI		50,100		50,100		
11-349	Dec'11	Environmental Services, Department of	RSA 14 30-a VI			420,000	420,000		
12-113	April'12	Environmental Services, Department of	RSA 14 30-a VI			97,500	97,500		
12-146	May'12	Environmental Services, Department of	RSA 14 30-a VI			200,000	200,000		
12-149	May'12	Environmental Services, Department of	RSA 14 30-a VI			60,067	60,067		
12-205	June'12	Environmental Services, Department of	RSA 14 30-a VI			647,962	647,962		
		Environmental Services, Department of Total			642,697	1,675,529	2,318,226		
11-238	Sep'11	Fish & Game Department	RSA 14 30-a VI		192,078	6,114	198,192		
12-016	Jan'12	Fish & Game Department	RSA 14 30-a VI		339,038		339,038		
		Fish & Game Department Total			531,116	6,114	537,230		
12-056	Feb'12	Information Technology, Department of	RSA 14:30-a. VI			880,922	880,922		
		Information Technology, Department of Total				880,922	880,922		
11-289	Oct'11	Insurance Department	RSA 14:30-a. VI		333,000		333,000		RSA 124.15 for consultants
11-305	Oct'11	Insurance Department	RSA 14:30-a. VI		1,000,000		1,000,000		RSA 124-15 for consultants
12-183	May'12	Insurance Department	RSA 14:30-a. VI			51,000	51,000		
12-192	May'12	Insurance Department	RSA 14:30-a. VI		1,029,934		1,029,934		Item also extends end date of 11-305, and continues the position and consultants.
		Insurance Department Total			2,362,934	51,000	2,413,934		
11-212	Sep'11	Justice, Department of	RSA 14 30-a VI			54,665	54,665		
11-246	Sep'11	Justice, Department of	RSA 14 30-a VI		100,000		100,000		
11-298	Oct'11	Justice, Department of	RSA 14 30-a VI		100,000		100,000		
12-033	Jan'12	Justice, Department of	RSA 14:30-a. VI		985,141		985,141		
12-114	April'12	Justice, Department of	RSA 14:30-a. VI		110,107		110,107		FIS 12-285 amends end date to 6/30/13
12-124	April'12	Justice, Department of	RSA 14:30-a. VI			27,316	27,316		
		Justice, Department of Total			1,295,248	81,981	1,377,229		
11-279	Oct'11	Liquor Commission	RSA 14 30-a VI		399,168		399,168		
		Liquor Commission Total			399,168		399,168		
11-312	Oct'11	Public Utilities Commission	RSA 14:30-a. VI		115,204		115,204		
12-220	June'12	Public Utilities Commission	RSA 14:30-a. VI		16,888		16,888		
		Public Utilities Commission Total			132,090		132,090		
11-222	Sep'11	Resources & Economic Development	RSA 14 30-a VI		78,178		78,178		
11-236	Sep'11	Resources & Economic Development	RSA 14 30-a VI		1,076,674	381,691	1,458,365		
11-324	Dec'11	Resources & Economic Development	RSA 14 30-a VI		90,000		90,000		
12-027	Jan'12	Resources & Economic Development	RSA 14 30-a VI		205,800		205,800		
12-043	Jan'12	Resources & Economic Development	RSA 14 30-a VI		299,493		299,493		
12-058	Feb'12	Resources & Economic Development	RSA 14 30-a. VI			322,373	322,373		Item also budgeted \$168,413 of unexpended funds with an end date of 6/30/12
12-077	March'12	Resources & Economic Development	RSA 14 30-a VI			201,499	201,499		
12-093	March'12	Resources & Economic Development	RSA 14 30-a VI			97,280	97,280		
12-211	June'12	Resources & Economic Development	RSA 14:30-a. VI		393,832	210,980	604,812		

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
12-213	June'12	Resources & Economic Development	RSA 14-30-a, VI		112,521		112,521		
		Resources & Economic Development Total			2,256,498	1,213,823	3,470,321		1
11-226	Sept'11	Safety, Department of	RSA 14-30-a, VI		175,497		175,497		
11-251	Sept'11	Safety, Department of	RSA 14-30-a, VI		5,000,000		5,000,000		
11-252	Sept'11	Safety, Department of	RSA 14-30-a, VI		2,447,569		2,447,569		
11-253	Sept'11	Safety, Department of	RSA 14-30-a, VI			353,925	353,925		
11-254	Sept'11	Safety, Department of	RSA 14-30-a, VI		1,784,265		1,784,265		
11-271	Sept'11	Safety, Department of	RSA 14-30-a, VI		5,000,000		5,000,000		
11-272	Sept'11	Safety, Department of	RSA 14-30-a, VI		20,000,000		20,000,000		
11-299	Oct'11	Safety, Department of	RSA 14-30-a, VI			86,605	86,605		
11-333	Dec'11	Safety, Department of	RSA 14-30-a, VI		236,201		236,201	1	
11-351	Dec'11	Safety, Department of	RSA 14-30-a, VI		83,469		83,469	1	
12-003	Jan'12	Safety, Department of	RSA 14-30-a, VI			65,635	65,635		
12-004	Jan'12	Safety, Department of	RSA 14-30-a, VI			113,790	113,790		
12-021	Jan'12	Safety, Department of	RSA 14-30-a, VI			646,129	646,129		RSA 124:15 for consultants
12-024	Jan'12	Safety, Department of	RSA 14-30-a, VI			131,652	131,652		
12-034	Jan'12	Safety, Department of	RSA 14-30-a, VI			153,300	153,300		
12-035	Jan'12	Safety, Department of	RSA 14-30-a, VI			825,126	825,126		
12-038	Jan'12	Safety, Department of	RSA 14-30-a, VI		5,000,000		5,000,000		
12-059	Feb'12	Safety, Department of	RSA 14-30-a, VI			26,000	26,000		
12-078	March'12	Safety, Department of	RSA 14-30-a, VI			106,619	106,619		
12-101	April'12	Safety, Department of	RSA 14-30-a, VI		133,540		133,540		
12-104	April'12	Safety, Department of	RSA 14-30-a, VI		95,698		95,698		
12-115	April'12	Safety, Department of	RSA 14-30-a, VI		6,574,948		6,574,948		
12-184	May'12	Safety, Department of	RSA 14-30-a, VI			86,490	86,490		
		Safety, Department of Total			46,531,187	2,595,271	49,126,458	2	
11-355	Dec'11	Transportation, Department of	RSA 14-30-a, VI			2,455,883	2,455,883		
12-133	April'12	Transportation, Department of	RSA 14-30-a, VI		195,660		195,660		
12-134	April'12	Transportation, Department of	RSA 14-30-a, VI			76,000	76,000		
12-196	June'12	Transportation, Department of	RSA 14-30-a, VI			394,317	394,317		
12-214	June'12	Transportation, Department of	RSA 14-30-a, VI			3,400,000	3,400,000		FIS 13-107 moves \$1 million from class 400 to class 46 (\$250,000) and class 401 (\$750,000).
		Transportation, Department of Total			195,660	6,326,200	6,521,860		
11-332	Dec'11	Treasury, Department of	RSA 14-30-a, VI			362,132	362,132		
		Treasury, Department of Total		100,000	77,240,610	19,022,116	96,362,727	11	6
FISCAL YEAR 2013:									
12-257	July'12	Adjutant General's Department	RSA 14-30-a, VI		2,124,500		2,124,500		
		Adjutant General's Department Total			2,124,500		2,124,500		
12-300	Sept'12	Administrative Services, Department of	RSA 14-30-a, VI		220,250		220,250		
		Administrative Services, Department of Total			220,250		220,250		
13-048	March'13	Agriculture, Department of	RSA 14-30-a, VI		238,572		238,572		
		Agriculture, Department of Total			238,572		238,572		
12-318	Nov'12	Corrections, Department of	RSA 14-30-a, VI		173,306		173,306		
		Corrections, Department of Total			173,306		173,306		
13-030	Feb'13	DHHS-Office of Commissioner	Chapter 224-14, II and III, Laws of 2011		(647,576)	13,191	(634,387)		
13-031	Feb'13	DHHS-Office of Commissioner	Chapter 224-14, II and III, Laws of 2011		(7,087,447)	(1,173,883)	(8,261,330)		
13-032	Feb'13	DHHS-Office of Commissioner	Chapter 224-14, II and III, Laws of 2011		(125,731)	34,586	(91,145)		
13-137	June'13	DHHS-Office of Commissioner	Chapter 224-14, II and III, Laws of 2011		(199,876)	(9,152)	(209,028)		

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
13-138	June'13	DHHS-Office of Commissioner	Chapter 224:14, II and III, Laws of 2011		117,649	000	117,649		
13-139	June'13	DHHS-Office of Commissioner	Chapter 224:14, II and III, Laws of 2011		(16,439,294)	2,148,230	(14,291,064)		
		DHHS-Office of Commissioner Total			(24,321,645)	1,013,972	(23,307,673)		
12-323	Nov'12	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		308,262		308,262		
12-338	Nov'12	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		150,275		150,275		
13-013	Feb'13	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		72,573		72,573		
13-043	Feb'13	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2011		94,217		94,217		
13-059	March '13	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2012		560,419		560,419		
13-110	April'13	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2012		98,576		98,576		
13-115	April'13	DHHS-Division of Public Health Services	Chapter 224:14, II, Laws of 2012		350,000		350,000		
		DHHS-Division of Public Health Services Total			1,634,322		1,634,322		
12-274	Nov'12	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		4,730,040		4,730,040		
12-322	Nov'12	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		1,752,753		1,752,753		
12-339	Nov'12	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		749,879		749,879		
12-360	Dec'12	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		784,428		784,428		
13-109	April'13	DHHS-Division of Community Based Care	Chapter 224:14, II, Laws of 2011		1,569,378		1,569,378		
		DHHS-Division of Community Based Care Total			9,586,478		9,586,478		
13-029	Feb'13	DHHS-Division of Family Assistance	Chapter 224:14, II, Laws of 2011		4,500,000		4,500,000		
		DHHS-Division of Family Assistance Total			4,500,000		4,500,000		
13-028	Feb'13	DHHS-Bureau of Elderly and Adult Services	Chapter 224:14, II, Laws of 2011		293,169		293,169		
12-243	June'12	DHHS-Bureau of Elderly and Adult Services	Chapter 224:14, II, Laws of 2011		15,150,272	15,147,243	30,297,514		
13-136	June'13	DHHS-Bureau of Elderly and Adult Services	Chapter 224:14, II, Laws of 2011		17,870,850	17,850,000	35,720,850		
		DHHS-Bureau of Elderly and Adult Services Total			33,314,291	32,997,243	66,311,533		
13-004	Feb'13	DHHS-Office of Human Services	Chapter 224:14, II, Laws of 2011	100,000			100,000		
13-057	March '13	DHHS-Office of Human Services	Chapter 224:14, II, Laws of 2012		887,687		887,687		
		DHHS-Office of Human Services Total		100,000	887,687		987,687		
12-275	Sept'12	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II, Laws of 2011		17,639,826		17,639,826		
12-301	Sept'12	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II, Laws of 2011			651,707	651,707		
13-058	March '13	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, II, Laws of 2012		118,204		118,204		
13-060	March '13	DHHS-Office of Medicaid Business and Policy	Chapter 224:14, I, Laws of 2013		9,745,766		9,745,766		
		DHHS-Office of Medicaid Business and Policy Total			27,503,796	651,707	28,155,503		
12-297	Sept'12	Education, Department of	RSA 14:30-a, VI		1,540,973		1,540,973	1	
		Education, Department of Total			1,540,973		1,540,973	1	
12-326	Nov'12	Environmental Services, Department of	RSA 14:30-a, VI		485,719		485,719		
12-365	Dec'12	Environmental Services, Department of	RSA 14:30-a, VI			2,000,000	2,000,000		
13-001	Feb'13	Environmental Services, Department of	RSA 14:30-a, VI			750,000	750,000		
13-008	Feb'13	Environmental Services, Department of	RSA 14:30-a, VI		875,877		875,877		
		Environmental Services, Department of Total			1,361,596	2,750,000	4,111,596		
13-009	Feb'13	Information Technology, Department of	RSA 14:30-a, VI			220,200	220,200		Establish consultant positions in class 46.
13-042	Feb'13	Information Technology, Department of	RSA 14:30-a, VI			295,000	295,000		Establish consultant positions in class 46.
13-054	March '13	Information Technology, Department of	RSA 14:30-a, VI; RSA 124:15			958,950	958,950		Two actions: 1 accept and expend \$958,950; 2 establish consultant positions in class 46.
		Information Technology, Department of Total				1,474,150	1,474,150		
13-075	March '13	Insurance Department	RSA 14:3-a, VI		409,690		409,690	1	
		Insurance Department Total			409,690		409,690	1	
12-251	July'12	Justice, Department of	RSA 14:30-a, VI			103,480	103,480	1	
12-320	Nov'12	Justice, Department of	RSA 14:30-a, VI		129,580		129,580		
12-284	Sept'12	Justice, Department of	RSA 14:30-a, VI		300,000		300,000		

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
		Justice, Department of Total			428,580	103,480	532,060	1	
12-250	Sept'12	Resources & Economic Development	RSA 14:30-a, VI		2,260,000		2,260,000		
12-299	Sept'12	Resources & Economic Development	RSA 14:30-a, VI		60,092		60,092		
12-330	Nov'12	Resources & Economic Development	RSA 14:30-a, VI		338,857		338,857		
13-101	April'13	Resources & Economic Development	RSA 14:30-a, VI			211,500	211,500		
		Resources & Economic Development Total			2,658,949	211,500	2,870,449		
12-236	July'12	Safety, Department of	RSA 14:30-a, VI		6,000,000		6,000,000		
12-246	July'12	Safety, Department of	RSA 14:30-a, VI			60,514	60,514		
12-272	Sept'12	Safety, Department of	RSA 14:30-a, VI		465,212		465,212		
12-294	Sept'12	Safety, Department of	RSA 14:30-a, VI			146,306	146,306		
12-311	Nov'12	Safety, Department of	RSA 14:30-a, VI			454,500	454,500		
12-329	Nov'12	Safety, Department of	RSA 14:30-a, VI			331,048	331,048		Establish consultant positions in class 46
12-366	Dec'12	Safety, Department of	RSA 14:30-a, VI		5,000,000		5,000,000		
13-003	Feb'13	Safety, Department of	RSA 14:30-a, VI			156,000	156,000		
13-011	Feb'13	Safety, Department of	RSA 14:30-a, VI		152,653		152,653		Two actions: 1 decrease by \$88 and 2 was accept \$152,741, netting to 152,653
13-052	March '13	Safety, Department of	RSA 14:30-a, VI			129,450	129,450		Accept and expend a sub-grant from the NH Department of Justice.
13-053	March '13	Safety, Department of	RSA 14:30-a, VI; RSA 21-P:43		2,210,557		2,210,557		Two actions: accept and expend \$2,210,557 from FEMA; and enter into a grant agreement for \$554,102 with the town of Conway for implementation of projects identified through the evaluation of natural hazards
13-076	March '13	Safety, Department of	RSA 14:3-a VI; RSA 21-P:12-b II(g)			166,412	166,412		Three actions: 1 accept and expend \$166,412 for the expansion of TEMSIS; 2 increase contract amount by \$209,740; 3 make advance payment of \$166,540.
13-089	April'13	Safety, Department of	RSA 14:3-a VI		532,223		532,223		
13-133	June'13	Safety, Department of	RSA 14:3-a VI		1,885,772		1,885,772		
		Safety, Department of Total			16,246,417	1,444,230	17,690,647		
12-237	July'12	Transportation, Department of	RSA 14:30-a, VI		20,000,000	31,313,921	51,313,921		

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
12-241	July'12	Transportation, Department of	RSA 14:30-a, VI	-	-	2,025,000	2,025,000	-	
12-247	July'12	Transportation, Department of	RSA 14:30-a, VI	-	-	73,823	73,823	-	1 Establish one part time position and consultants
12-307	Nov'12	Transportation, Department of	RSA 14 30-a, VI	-	-	169,500	169,500	-	
12-327	Nov'12	Transportation, Department of	RSA 14 30-a, VI	-	1,266,067	-	1,266,067	-	
13-041	Feb'13	Transportation, Department of	RSA 14:30-a, VI	-	-	250,000	250,000	-	
13-046	Feb'13	Transportation, Department of	RSA 14:30-a, VI	-	4,650,000	-	4,650,000	-	Establish consultant positions in class 46; FIS 13-108 moves \$200,000 from class 400 to class 401
13-078	March '13	Transportation, Department of	RSA 14:30-a, VI	-	19,266	-	19,266	-	
13-056	March '13	Transportation, Department of	RSA 14:30-a, VI	-	-	346,497	346,497	-	
13-114	April'13	Transportation, Department of	RSA 14:30-a, VI	-	-	1,053,500	1,053,500	-	Establish consultant positions in class 46.
13-095	June'13	Transportation, Department of	RSA 14:30-a, VI	-	-	289,207	289,207	-	
13-144	June'13	Transportation, Department of	RSA 14:30-a, VI	-	-	50,000	50,000	-	
		Transportation, Department of Total		-	25,935,333	35,571,448	61,506,781	-	1
13-125	June'13	Treasury Department	RSA 14:30-a, VI	-	-	500,000	500,000	-	
		Treasury Department Total		-	-	500,000	500,000	-	
		FY 2013 Total		100,000	104,383,463	76,717,730	181,201,193	2	2
		Biennium Totals		200,000	181,624,073	95,739,846	277,563,919	13	7

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING
Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
FISCAL YEAR 2009											
09-124	April'09	Education, Department of	RSA 14-30-a, VI	50,000		50,000					
09-130	April'09	Education, Department of	RSA 14-30-a, VI	50,000		50,000					
09-131	April'09	Education, Department of	RSA 14-30-a, VI	1,000,000		1,000,000					
09-135	April'09	Education, Department of	RSA 14-30-a, VI	1,001,406		1,001,406			1	12/31/2011	1,001
09-187	May'09	Education, Department of	RSA 14-30-a, VI	50,000		50,000					
09-188	May'09	Education, Department of	RSA 14-30-a, VI		224,945	224,945	funds received from Labor-Workforce Opportunity Council	1	1	6/30/2011	
		Education, Department of Total		2,151,406	224,945	2,376,351		1	2		1,001
09-230	Jun'09	Employment Security, Office of	RSA 14-30-a, VI	2,242,944		2,242,944	FIS 11-088 reallocates funds, FIS 10-159 extended position and dates from 6/30/10 to 6/30/11	6		6/30/2011	2,243
09-231	Jun'09	Employment Security, Office of	RSA 14-30-a, VI	1,617,171		1,617,171	FIS 10-160 extended position and dates from 6/30/10 to 9/30/10	14	9	9/30/2010	1,617
		Employment Security, Office of Total		3,860,115		3,860,115		20	9		3,860
09-095	April'09	Environmental Services, Department of	RSA 14-30-a, VI	1,730,000		1,730,000					1,730
09-162	May'09	Environmental Services, Department of	RSA 14-30-a, VI	1,286,000		1,286,000	FIS 11-120 reallocates funds				1,286
09-184	May'09	Environmental Services, Department of	RSA 14-30-a, VI	395,600		395,600					395
09-198	Jun'09	Environmental Services, Department of	RSA 14-30-a, VI	39,163,900		39,163,900	reallocates funds		3	12/31/2013	39,164
09-199	Jun'09	Environmental Services, Department of	RSA 14-30-a, VI	19,500,000		19,500,000	FIS 11-009 reallocates \$136,786 for better utilization of funds, FIS 12-100 reallocates \$14,700 for better utilization of funds		2	10/1/2015	19,500
		Environmental Services, Department of Total		62,075,500		62,075,500			5		62,075
09-148	May'09	DHHS-Division for Children, Youth & Families	Ch 263.28.II, L'07	1,201,200		1,201,200					1,200
09-185	May'09	DHHS-Division for Children, Youth & Families	Ch 263.28.II, L'07	2,236,379		2,236,379					2,234
		DHHS-Division for Children, Youth & Families Total		3,437,579		3,437,579					3,434
09-139	May'09	DHHS-Division of Community-Based Care	Ch 263.28.II, L'07	634,394		634,394					634
09-140	May'09	DHHS-Division of Community-Based Care	Ch 263.28.II, L'07	452,034		452,034					452
09-145	May'09	DHHS-Division of Community-Based Care	Ch 263.28.II, L'07	282,159		282,159					282
09-146	May'09	DHHS-Division of Community-Based Care	Ch 263.28.II, L'07	6,584,636		6,584,636					6,585
09-147	May'09	DHHS-Division of Community-Based Care	Ch 263.28.II, L'07	433,645		433,645					434
09-186	May'09	DHHS-Division of Community-Based Care	Ch 263.28.II, L'07	4,270,736		4,270,736					4,271
09-193	May'09	DHHS-Division of Community-Based Care	Ch 263.28.II, L'07	20,613,070		20,613,070					19,540
		DHHS-Division of Community-Based Care Total		33,270,674		33,270,674					32,197
09-189	May'09	DHHS-Medicaid and Business Policy	Ch 263.28.II, L'07	16,068,204		16,068,204					16,054
09-190	May'09	DHHS-Medicaid and Business Policy	Ch 263.28.II, L'07	4,308,123		4,308,123					4,304

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
09-191	May'09	DHHS-Medicaid and Business Policy	Ch 263.28.II, L'07	111,277		111,277					111
		DHHS-Medicaid and Business Policy Total		20,487,604		20,487,604					20,469
09-111	April'09	Labor, Department of	RSA 14:30-a, VI	925,806		925,806					926
09-112	April'09	Labor, Department of	RSA 14:30-a, VI	1,876,488		1,876,488					1,876
09-113	April'09	Labor, Department of	RSA 14:30-a, VI	2,188,517		2,188,517					2,188
09-114	April'09	Labor, Department of	RSA 14:30-a, VI	101,044		101,044					101
		Labor, Department of Total		5,091,855		5,091,855					5,091
09-240	Jun'09	Office of Economic Stimulus	RSA 14:30-a, VI	15,700,000		15,700,000		5		9/30/2011	15,700
09-353	Oct'09	Office of Economic Stimulus	RSA 14:30-a, VI	18,366,514		18,366,514					
		Office of Economic Stimulus Total		34,066,514		34,066,514		5			15,700
09-088	March'09	Office of Energy & Planning	RSA 14:30-a, VI	23,218,594		23,218,594	FIS 12-254 reallocates \$431,550 between class lines; FIS 13-141 reallocates 41,885 for period ending 9/30/2013				23,219
09-182	May'09	Office of Energy & Planning	RSA 14:30-a, VI	47,232		47,232		2		4/30/2012	47
10-204	Jun'10	Office of Energy & Planning	RSA 14:30-a, VI	(18,022,101)		(18,022,101)					(21,260)
		Office of Energy & Planning Total		5,243,725		5,243,725		2			2,006
09-089 & 09-277	March'09 & Aug'09	Transportation, Department of	RSA 14:30-a, VI	135,740,556		135,740,556	FIS 12-195 extends end date of FIS 09-089 from 2/17/12 to 9/30/15; FIS 12-238 moves \$150 from class 72 to class 60				135,744
09-151	May'09	Transportation, Department of	RSA 14:30-a, VI	1,000,000		1,000,000					-
09-163	May'09	Transportation, Department of	RSA 14:30-a, VI	4,600,000		4,600,000					-
		Transportation, Department of Total		141,340,556		141,340,556					135,744
		FY 2009 Total		\$ 311,025,528	\$ 224,945	\$ 311,250,473		28	16		\$ 281,578
FISCAL YEAR 2010											
09-229	Jun'09	Adjutant General	RSA 14:30-a, VI	5,081,000		5,081,000					5,076
		Adjutant General Total		5,081,000		5,081,000					5,076
09-222	Jun'09	Administrative Services, Department of	RSA 14:30-a, VI	-	215,264	215,264	Funds received from Office of Energy & Planning	3		4/30/2012	-
09-261	Aug'09	Administrative Services, Department of	RSA 14:30-a, VI	68,405		68,405					-
10-003	Jan'10	Administrative Services, Department of	RSA 14:30-a, VI	67,766		67,766					68

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING
Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
10-046	Feb'10	Administrative Services, Department of	RSA 14:30-a, VI		5,387	5,387	funds received from Office of Energy & Planning			1 8/30/2011	-
Administrative Services, Department of Total				136,171	220,651	356,822					88
09-223	Jun'09	Cultural Resources, Department of	RSA 14:30-a, VI	255,108		255,108					255
Cultural Resources, Department of Total				255,108		255,108					255
09-124	April'09	Education, Department of	RSA 14:30-a, VI	165,765		165,765					-
09-130	April'09	Education, Department of	RSA 14:30-a, VI	708,156		708,156					-
09-131	April'09	Education, Department of	RSA 14:30-a, VI	21,730,633		21,730,633					-
09-135	April'09	Education, Department of	RSA 14:30-a, VI	14,472,421		14,472,421					14,472
09-187	May'09	Education, Department of	RSA 14:30-a, VI	125,000		125,000					-
09-188	May'09	Education, Department of	RSA 14:30-a, VI		1,153,958	1,153,958	funds received from Labor-Workforce Opportunity Council				-
09-266	Aug'09	Education, Department of	RSA 14:30-a, VI	37,382		37,382					37
09-267	Aug'09	Education, Department of	RSA 14:30-a, VI	85,020		85,020					85
09-330	Oct'09	Education, Department of	RSA 14:30-a, VI	673,359		673,359					673
10-004	Jan'10	Education, Department of	RSA 14:30-a, VI	2,124,026		2,124,026	FIS 12-068 transfers funds between class lines, extends end date for fund use and positions, also decreases audit setaside by \$400. FIS 12-298 moves \$361.	1		1 12/31/2011. FIS 12-068 changed end date to 6/30/12	1,724
Education, Department of Total				40,121,762	1,153,958	41,275,720					16,992
10-154	May'10	Employment Security, Office of	RSA 14:30-a, VI	217,500		217,500	funds received through State of Vermont (accepted as Federal Funds); funds will support portion of two existing positions in addition to two new positions. FIS 11-316 extends positions, accepts additional funds for FY 2012 (see below) and transfers between classes.	2		12/31/2011	218
Employment Security, Office of Total				217,500		217,500					218
09-245	Ju'09	Environmental Services, Department of	RSA 14:30-a, VI	500,000		500,000					500

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
09-312	Sept09	Environmental Services, Department of	RSA 14:30-a, VI	1,800,000	-	1,800,000	FIS 12-055 transfers \$38,000 between class lines				-
09-313	Sept09	Environmental Services, Department of	RSA 14:30-a, VI	2,523,000	-	2,523,000					-
10-111	Apr10	Environmental Services, Department of	RSA 14.30 a, VI	-	400,000	400,000	funds received from Office of Energy & Planning				-
10-114	Apr10	Environmental Services, Department of	RSA 14:30-a, VI	-	-	-	reallocation of ARRA funds accepted in FY 2009 (09-184)				214
10-196	Jun'10	Environmental Services, Department of	RSA 14:30-a, VI	127,394	-	127,394					127
		Environmental Services, Department of Total		4,950,384	400,000	5,350,384					841
10-184	May10	DHHS-Division of Behavioral Health	Ch 144:39,II, L'09	120,696	-	120,696	item also includes additional \$521,338 of other federal funds, and increases audit fund set-aside by \$642.				-
		DHHS-Division of Behavioral Health Total		120,696		120,696					
09-243	Aug'09	DHHS-Division for Children, Youth & Families	Ch 144:39,II, L'09	3,624,621	-	3,624,621					1,623
10-099	Apr10	DHHS-Division for Children, Youth & Families	Ch 144:39,II, L'09	110,165	-	110,165	item also includes additional \$110 of federal funds for audit fund set-aside				-
		DHHS-Division for Children, Youth & Families Total		3,734,786		3,734,786					1,623
09-241	Jun'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09	2,306,161	-	2,306,161					2,306
09-251	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09	9,203,266	-	9,203,266	item also includes additional \$9,212 of federal funds for audit fund set-aside				-
09-252	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09	430,735	-	430,735					431
09-253	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09	21,357,094	-	21,357,094					18,473
09-253	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09	28,070,516	-	28,070,516					28,042
09-254	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09	17,073,509	-	17,073,509	item also includes additional \$17,074 of federal funds for audit fund set-aside				-
09-266	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09	1,719,042	-	1,719,042	item also includes additional \$1,721 of federal funds for audit fund set-aside				-

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
09-256	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	546,892	-	546,892	Item also includes additional \$547 of federal funds for audit fund set-aside	-	-		-
09-257	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	948,874	-	948,874	Item also includes additional \$959 of federal funds for audit fund set-aside	-	-		-
09-297	Sept'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	4,687,400	-	4,687,400	Item also includes additional \$4,692 of federal funds for audit fund set-aside	-	-		-
09-298	Sept'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	1,946,832	-	1,946,832	Item also includes additional \$1,949 of federal funds for audit fund set-aside	-	-		-
09-326	Sept'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	700,700	-	700,700					700
09-394	Dec'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	1,001,000	-	1,001,000					1,000
10-093	April'10	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	197,460	-	197,460	Item also includes additional \$198 of federal funds for audit fund set-aside	-	-		-
10-094	April'10	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	498,521	-	498,521	Item also includes additional \$499 of federal funds for audit fund set-aside	-	-		-
10-102	April'10	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	5,861,751	-	5,861,751	Item also includes additional \$707,868 of other federal funds, and increases audit fund set-aside by \$6,196.	-	-		-
10-103	April'10	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	3,427,217	-	3,427,217	Item also includes additional \$3,427,217 of other federal funds, and increases audit fund set-aside by \$3,539.	-	-		-
10-104	April'10	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09	1,363,092	-	1,363,092	Item also includes additional \$1,365,819 of other federal funds, and increases audit fund set-aside by \$2,727.	-	-		-

LBAO
06/10/13

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING
Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
		DHHS-Division of Community-Based Care Total			101,340,062		101,340,062					50,952
09-244	Aug'09	DHHS-Division of Family Assistance	Ch 144.39.II,	L'09	3,762,500		3,762,500					3,763
09-294	Aug'09	DHHS-Division of Family Assistance	Ch 144.39.II,	L'09	588,478		588,478					
10-127	May'10	DHHS-Division of Family Assistance	Ch 144.39.II,	L'09	3,654		3,654					2
		DHHS-Division of Family Assistance Total			4,354,632		4,354,632					3,765
09-258	Aug'09	DHHS-Medicaid Business and Policy	Ch 144.39.II,	L'09	40,058,742		40,058,742					40,019
10-058	Feb'10	DHHS-Medicaid Business and Policy	Ch 144.39.II,	L'09	282,368		282,368					
10-115	Apr'10	DHHS-Medicaid Business and Policy	Ch 144.39.II,	L'09	6,259,499		6,259,499	Item also includes additional \$6,262,405 of other federal funds, and increases audit fund set-aside by \$7,711.				4,805
10-165	May'10	DHHS-Medicaid Business and Policy	Ch 144.39.II,	L'09	110,891		110,891	Item also includes \$479,039 of other federal funds, and increases audit fund set-aside by \$648				
		DHHS-Medicaid Business and Policy Total			46,711,499		46,711,499					44,824
10-090	Mar'10	DHHS-Office of Improvement, Integrity, & Info.	Ch 144.39.II,	L'09	182,379		182,379					182
		DHHS-Office of Improvement, Integrity, & Info. Total			182,379		182,379					182
09-315	Sept'09	DHHS-Division of Public Health Services	Ch 144.39.II,	L'09	320,414		320,414			1	12/31/2011	320
09-325	Sept'09	DHHS-Division of Public Health Services	Ch 144.39.II,	L'09	257,785		257,785					258
10-092	Apr'10	DHHS-Division of Public Health Services	Ch 144.39.II,	L'09	121,778		121,778					123
10-128	May'10	DHHS-Division of Public Health Services	Ch 144.39.II,	L'09	1,125		1,125					1
		DHHS-Division of Public Health Services Total			701,102		701,102					702
09-262	Aug'09	Information Technology, Department of	RSA 14:30-a,	VI		50,800	50,800	funds received from Office of Economic Stimulus; FIS 11-028 extends effective date from 6/30/11 to 9/30/11				
		Information Technology, Department of Total				50,800	50,800					
09-225	Jun'09	Justice, Department of	RSA 14:30-a,	VI	366,780		366,780					366
09-226	Jun'09	Justice, Department of	RSA 14:30-a,	VI	60,301		60,301					60
09-227	Jun'09	Justice, Department of	RSA 14:30-a,	VI	2,396,463		2,396,463	FIS 12-215 extends end date from 2/28/13 to 6/30/13; FIS 13-154 reallocates funds between accounts	3		6/30/2012	2,395
09-228	Jun'09	Justice, Department of	RSA 14:30-a,	VI	704,906		704,906					704
10-038	Feb'10	Justice, Department of	RSA 14:30-a,	VI	98,000		98,000	FIS 11-111 extends end date to April 30, 2012		1	4/30/2012	
		Justice, Department of Total			3,626,450		3,626,450					3,525
09-111	April'09	Labor, Department of	RSA 14:30-a,	VI	154,300		154,300					154

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
09-112	April'09	Labor, Department of	RSA 14-30-a, VI	312,748		312,748					313
09-113	April'09	Labor, Department of	RSA 14-30-a, VI	364,754		364,754					365
09-114	April'09	Labor, Department of	RSA 14-30-a, VI	25,262		25,262					25
09-308	Sept'09	Labor, Department of	RSA 14-30-a, VI	558,591		558,591					559
		Labor, Department of Total		1,415,655		1,415,655					1,416
09-240	Jun'09	Office of Economic Stimulus	RSA 14-30-a, VI	10,422,000		10,422,000					10,422
							reallocation of ARRA funds in this item includes an increase of \$500,000 in class 102 for auditing services in addition to audit fund set-aside amounts.				
09-353	Oct'09	Office of Economic Stimulus	RSA 14-30-a, VI	(8,855,523)		(8,855,523)					9,510
10-062	Feb'10	Office of Economic Stimulus	RSA 14-30-a, VI	(68,890)		(68,890)		2		9/30/2011	
		Office of Economic Stimulus Total		1,497,587		1,497,587					19,932
09-182	May'09	Office of Energy & Planning	RSA 14-30-a, VI	24,764,937		24,764,937					24,765
							FIS 11-308 transfers \$4,865 between class lines				
09-345	Oct'09	Office of Energy & Planning	RSA 14-30-a, VI	9,238,636		9,238,636					9,239
09-346	Oct'09	Office of Energy & Planning	RSA 14-30-a, VI	71,066		71,066		1		8/14/2012	71
09-384	Dec'09	Office of Energy & Planning	RSA 14-30-a, VI	1,251,817		1,251,817					1,252
10-203	Jun'10	Office of Energy & Planning	RSA 14-30-a, VI	6,459		6,459		1		5/31/2013	6
10-204	Jun'10	Office of Energy & Planning	RSA 14-30-a, VI	11,696,202		11,696,202					14,114
		Office of Energy & Planning Total		47,029,117		47,029,117					49,447
09-389	Dec'09	Public Utilities Commission	RSA 14-30-a, VI	195,487		195,487		3		12/31/2012	195
							funds received from Office of Energy & Planning, FIS 12-057 transfers funds between class lines				
10-112	April'10	Public Utilities Commission	RSA 14-30-a, VI		280,000	280,000					280
							funds received from Office of Energy & Planning				
10-144	May'10	Public Utilities Commission	RSA 14-30-a, VI		30,000	30,000					30
10-145	May'10	Public Utilities Commission	RSA 14-30-a, VI	(77,401)		(77,401)					(77)
11-089	March'11	Public Utilities Commission	RSA 14-30-a, VI	(7,227)		(7,227)					
		Public Utilities Commission Total		110,859	310,000	420,859					428
							funds received from the Office of Economic Stimulus; FIS 12-123 reallocates \$26,000 for best utilization of funds				
09-318	Sept'09	Resources & Economic Development	RSA 14-30-a, VI		250,000	250,000		1		6/30/2012	
							funds received from the Office of Economic Stimulus				
09-354	Oct'09	Resources & Economic Development	RSA 14-30-a, VI		70,874	70,874		1		9/30/2010	
							funds received from the Office of Economic Stimulus				

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING**
Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
Resources & Economic Development Total												
09-290	Aug'09	Safety, Department of	RSA 14:30-a, VI			320,874 69,755	320,874 69,755	funds received from the Department of Justice; FIS 12-187 extends end date for grant and the 2 positions approved in original item	1		6/30/2012	
09-342	Oct'09	Safety, Department of	RSA 14:30-a, VI			244,033	244,033		2		6/30/2012	
09-347	Oct'09	Safety, Department of	RSA 14:30-a, VI			87,362	87,362	funds received from the Office of Economic Stimulus; extends the end date for grant and for position approved in original item.	1		6/30/2012	
Safety, Department of Total												
09-371	Dec'09	Transportation, Department of	RSA 14:30-a, VI			310,070	310,070					
10-121	April'10	Transportation, Department of	RSA 14:30-a, VI			1,304,433	1,304,433					
Transportation, Department of Total												
10-010	Jan'10	Treasury Department	RSA 14:30-a, VI			400,000	400,000					
Treasury Department Total												
FY 2010 Total							\$ 263,601,262	\$ 2,857,433	\$ 266,458,695	22	4	\$ 200,246
FISCAL YEAR 2011												
09-222	Jun'09	Administrative Services, Department of	RSA 14:30-a, VI				220,205	220,205	funds received from Office of Energy & Planning			
10-046	Feb'10	Administrative Services, Department of	RSA 14:30-a, VI				4,786	4,786	funds received from Office of Energy & Planning			
10-300	Oct'10	Administrative Services, Department of	RSA 14:30-a, VI			82,124	82,124					
Administrative Services, Department of Total												
09-223	Jun'09	Cultural Resources, Department of	RSA 14:30-a, VI			37,992	37,992					38
Cultural Resources, Department of Total												
09-241	Jul'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09			2,306,161	2,306,161					2,306
09-252	Aug'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09			54,265	54,265					54
09-326	Sept'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09			1,697,594	1,697,594					1,698
09-394	Dec'09	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09			(1,001,000)	(1,001,000)					(1,000)
11-092	March'11	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09			2,890,497	2,890,497	the non-arrA feder				
11-100	March'11	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09			8,761,984	8,761,984					8,762
11-101	March'11	DHHS-Division of Community-Based Care	Ch 144:39.II, L'09			17,439,803	17,439,803					17,440

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
11-125	March'11	DHHS-Division of Community-Based Care	Ch 144.39.II.	L'09	1,901,509		1,901,509	Item included non-ARRA federal funds that are accounted for on additional revenues				
DHHS-Division of Community-Based Care Total					34,050,813		34,050,813					29,260
11-036	Jan'11	DHHS-Bureau of Elderly and Adult Services	Ch 144.39.II.	L'09	17,241,609		17,241,609					17,224
11-036	Jan'11	DHHS-Bureau of Elderly and Adult Services	Ch 144.39.II.	L'09	26,398,707		26,398,707					26,372
11-191	June'11	DHHS-Bureau of Elderly and Adult Services	Ch 144.39.II.	L'09	696,933		696,933					697
DHHS-Bureau of Elderly and Adult Services Total					44,337,248		44,337,248					44,293
09-244	Aug'09	DHHS-Division of Family Assistance	Ch 144.39.II.	L'09	1,237,500		1,237,500					1,238
09-294	Aug'09	DHHS-Division of Family Assistance	Ch 144.39.II.	L'09	115,404		115,404					
10-247	Sept'10	DHHS-Division of Family Assistance	Ch 144.39.II.	L'09	3,763		3,763					
DHHS-Division of Family Assistance Total					1,356,667		1,356,667					1,238
DHHS-Division for Children, Youth & Families					664,277		664,277					
11-035	Jan'11	DHHS-Division for Children, Youth & Families	Ch 144.39.II.	L'09	2,542,054		2,542,054					2,543
11-171	June'11	DHHS-Division for Children, Youth & Families	Ch 144.39.II.	L'09	2,472,621		2,472,621					2,543
DHHS-Division for Children, Youth & Families Total					5,678,952		5,678,952					5,086
10-090	Mar'10	DHHS-Office of Improvement, Integrity, & Info.	Ch 144.39.II.	L'09	2,423,494		2,423,494					2,423
DHHS-Office of Improvement, Integrity, & Info. Total					2,423,494		2,423,494					2,423
09-315	Sept'09	DHHS-Division of Public Health Services	Ch 144.39.II.	L'09	341,595		341,595					341
09-325	Sept'09	DHHS-Division of Public Health Services	Ch 144.39.II.	L'09	345,818		345,818					346
10-092	April'10	DHHS-Division of Public Health Services	Ch 144.39.II.	L'09	536,704		536,704					536
10-128	May'10	DHHS-Division of Public Health Services	Ch 144.39.II.	L'09	98,038		98,038					98
DHHS-Division of Public Health Services Total					1,322,155		1,322,155					1,321
10-287	Oct'10	DHHS-Medicaid Business and Policy	Ch 144.39.II.	L'09	212,493		212,493					212
10-345	Nov'10	DHHS-Medicaid Business and Policy	Ch 144.39.II.	L'09 Ch 144.212.	10,395,814		10,395,814	Uncompensated Care Fund "DSH"				10,396
11-074	Feb'11	DHHS-Medicaid Business and Policy	Ch 144.39.II.	L'09	36,614,605		36,614,605					36,578
DHHS-Medicaid Business and Policy Total					47,222,912		47,222,912					47,186
Education, Department of					50,000		50,000					
09-130	April'09	Education, Department of	RSA 14.30-a.	VI	1,000,000		1,000,000					
09-131	April'09	Education, Department of	RSA 14.30-a.	VI	15,310		15,310					
09-187	May'09	Education, Department of	RSA 14.30-a.	VI								
09-188	May'09	Education, Department of	RSA 14.30-a.	VI		1,016,418	1,016,418	funds received from Labor-Workforce Opportunity Council				
09-266	Aug'09	Education, Department of	RSA 14.30-a.	VI	42,713		42,713					43
09-267	Aug'09	Education, Department of	RSA 14.30-a.	VI	121,457		121,457					122
09-330	Oct'09	Education, Department of	RSA 14.30-a.	VI	977,008		977,008					976
10-004	Jan'10	Education, Department of	RSA 14.30-a.	VI	1,085,349		1,085,349					3,209
10-202	Jun'10	Education, Department of	RSA 14.30-a.	VI	15,473,827		15,473,827	FIS T2-026 transfers \$49,811 between class lines; FIS 12-306 extends end date	1		9/30/2011	15,474

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
10-237	Jul'10	Education, Department of	RSA 14:30-a, VI	2,645,093		2,645,093	FIS 12-283 transfers \$4552 between class lines and extends end date to 6/30/13	2		6/30/2012	2,645
11-086	March'11	Education, Department of	RSA 14:30-a, VI	808,155		808,155					
11-087	March'11	Education, Department of	RSA 14:30-a, VI	23,730,632		23,730,632					
		Education, Department of Total		45,949,544	1,016,418	46,965,962		3			22,469
11-141	May'11	Employment Security, Department of	RSA 14:30-a, VI		561,450	561,450	funds received from DRED				561
		Employment Security, Department of Total			561,450	561,450					561
10-278	Sept'10	Environmental Services, Department of	RSA 14:30-a, VI	78,217		78,217					
		Environmental Services, Department of Total		78,217		78,217					
09-262	Aug'09	Information Technology, Department of	RSA 14:30-a, VI		25,000	25,000	funds received from the Office of Economic Stimulus				
		Information Technology, Department of Total			25,000	25,000					
09-225	Jun'09	Justice, Department of	RSA 14:30-a, VI	220,220		220,220					220
09-227	Jun'09	Justice, Department of	RSA 14:30-a, VI	2,089,713		2,089,713					2,090
09-228	Jun'09	Justice, Department of	RSA 14:30-a, VI	353,735		353,735	FIS 11-085 change				354
		Justice, Department of Total		2,663,668		2,663,668					2,664
09-111	April'09	Labor, Department of	RSA 14:30-a, VI	154,300		154,300					154
09-112	April'09	Labor, Department of	RSA 14:30-a, VI	312,748		312,748					313
09-113	April'09	Labor, Department of	RSA 14:30-a, VI	364,754		364,754					365
		Labor, Department of Total		831,802		831,802					832
09-240	Jun'09	Office of Economic Stimulus	RSA 14:30-a, VI	10,421,276		10,421,276					10,420
09-353	Oct'09	Office of Economic Stimulus	RSA 14:30-a, VI	(9,510,991)		(9,510,991)					(9,510)
10-062	Feb'10	Office of Economic Stimulus	RSA 14:30-a, VI	68,890		68,890					
		Office of Economic Stimulus Total		979,175		979,175					910
09-182	May'09	Office of Energy & Planning	RSA 14:30-a, VI	547,941		547,941					548
		Office of Energy & Planning Total		547,941		547,941					548
09-345	Oct'09	Office of Energy and Planning	RSA 14:30-a, VI	156,393		156,393					156
09-346	Oct'09	Office of Energy and Planning	RSA 14:30-a, VI	102,883		102,883					103
09-384	Dec'09	Office of Energy and Planning	RSA 14:30-a, VI	5,910		5,910	FIS 11-140 request to move funds between class lines				6
10-203	Jun'10	Office of Energy and Planning	RSA 14:30-a, VI	9,616,302		9,616,302	FIS 13-051 reallocates \$136,200 between expenditure classes and extends the completion date from 5/31/13 to 9/30/13.				9,616
10-204	Jun'10	Office of Energy and Planning	RSA 14:30-a, VI	1,396,892		1,396,892					1,403

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING
Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
10-265	Sept'10	Office of Energy and Planning	RSA 14:30-a, VI	102,504		102,504	FIS 11-134 request to move funds between class lines; FIS 12-255 request to move funds between class lines and extend end date				
10-280	Sept'10	Office of Energy and Planning	RSA 14:30-a, VI					2		4/30/2012	
10-323	Nov'10	Office of Energy and Planning	RSA 14:30-a, VI	2,565,000		2,565,000	FIS 11-113 reallocates funds in FY 11 and FY 12; FIS 12-054 transfers between class lines and extends end date				
09-389	Dec'09	Office of Energy and Planning Total Public Utilities Commission	RSA 14:30-a, VI	13,945,884 299,603		13,945,884 299,603		2			11,284 300
10-112	April'10	Public Utilities Commission	RSA 14:30-a, VI		140,000	140,000	funds received from Office of Energy & Planning				140
10-144	May'10	Public Utilities Commission	RSA 14:30-a, VI		350,000	350,000	funds received from Office of Energy & Planning				350
10-145	May'10	Public Utilities Commission	RSA 14:30-a, VI	22,779		22,779					23
11-089	March'11	Public Utilities Commission	RSA 14:30-a, VI	(22,094)		(22,094)					
		Public Utilities Commission Total		300,288	490,000	790,288					813
09-318	Sept'09	Resources & Economic Development	RSA 14:30-a, VI		250,000	250,000	funds received from the Office of Economic Stimulus				
10-266	Sept'10	Resources & Economic Development	RSA 14:30-a, VI	972,474		972,474					
11-029	Jan'11	Resources & Economic Development	RSA 14:30-a, VI		71,041	71,041	funds received from UNH to support broadband director pos	1			
11-141	May'11	Resources & Economic Development	RSA 14:30-a, VI	561,450		561,450	FIS 13-010 extends end date for both DRED and DES to March 31, 2013; FIS 13-077 extends end date to 9/30/13.				
		Resources & Economic Development Total		1,533,924	321,041	1,854,965		1			
09-290	Aug'09	Safety, Department of	RSA 14:30-a, VI		92,428	92,428	funds received from the Department of Justice				

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
09-342	Oct'09	Safety, Department of	RSA 14:30-a, VI		267,533	267,533	funds received from the Department of Justice				
09-347	Oct'09	Safety, Department of	RSA 14:30-a, VI		98,294	98,294	funds received from the Office of Economic Stimulus, FIS 13-023 reallocates \$29,300 of funds and accepts another \$28,815 of funds from NHDOJ	1			
11-177	June'11	Safety, Department of	RSA 14:30-a, VI		350,691	350,691	funds received from UNH to hire 2 temp fulltime microwave techs			2	
10-121	April'10	Safety, Department of Total	RSA 14 30-a, VI	3,130,638	808,946	808,946		1		2	
11-183	June'11	Transportation, Department of	RSA 14 30-a, VI		5,510,875	5,510,875	funds received from UNH				
10-010	Jan'10	Transportation, Department of Total	RSA 14 30-a, VI	1,600,000	5,510,875	5,510,875					
		Treasury Department		1,600,000		1,600,000					
		Treasury Department Total		1,600,000		1,600,000					
		FY 2011 Total		\$ 208,073,438	\$ 8,958,721	\$ 217,032,159		7		2	\$ 170,926
FISCAL YEAR 2012											
09-222	Jun'09	Administrative Services, Department of	RSA 14 30-a, VI		192,889	192,889	funds received from Office of Energy & Planning				
09-315	Sept'09	Administrative Services, Department of Total			192,889	192,889					
		DHHS-Division of Public Health Services	Ch 144.39.II, L'09	75,542		75,542					98
		DHHS-Division of Public Health Services Total		75,542		75,542					98
11-341	Dec'11	DHHS - Office of Information Services	Chapter 224:14, II, Laws of 2011	(494,078)		(494,078)					
		DHHS - Office of Information Services Total		(494,078)		(494,078)					
09-267	Aug'09	Education, Department of	RSA 14 30-a, VI	36,436		36,436					36
09-330	Oct'09	Education, Department of	RSA 14 30-a, VI	273,517		273,517					275
10-237	Jul'10	Education, Department of	RSA 14:30-a, VI	5,943,121		5,943,121	FIS 13-129 amends by transferring funds between accounts				5,943
11-255	Sept'11	Education, Department of	RSA 14 30-a, VI	605,624		605,624					
		Education, Department of Total		6,858,698		6,858,698					6,254
	May'11	Employment Security, Department of	RSA 14 30-a, VI		147,000	147,000	funds received from DRED				147
11-316	Oct'11	Employment Security, Department of	RSA 14:30-a, VI	58,000		58,000					58
		Employment Security, Department of Total		58,000	147,000	205,000					205
09-227	Jun'09	Justice, Department of	RSA 14 30-a, VI	1,767,579		1,767,579					1,769
		Justice, Department of Total		1,767,579		1,767,579					1,769

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
09-182	May'09	Office of Energy & Planning	RSA 14 30-a, VI	466,891		466,891					467
		Office of Energy & Planning Total		466,891		466,891					467
09-345	Oct'09	Office of Energy and Planning	RSA 14 30-a, VI	156,393		156,393					156
09-346	Oct'09	Office of Energy and Planning	RSA 14 30-a, VI	121,302		121,302					121
09-384	Dec'09	Office of Energy and Planning	RSA 14:30-a, VI	4,273		4,273					4
10-203	Jun'10	Office of Energy and Planning	RSA 14:30-a, VI	183,721		183,721	FIS 13-051 reallocates \$136,200 between expenditure classes and extends the completion date from 5/31/13 to 9/30/13				184
10-204	Jun'10	Office of Energy and Planning	RSA 14:30-a, VI	4,929,007		4,929,007					5,742
10-265	Sept'10	Office of Energy and Planning	RSA 14:30-a, VI	(87,579)		(87,579)					
11-309	Oct'11	Office of Energy and Planning	RSA 14 30-a, VI		90,000	90,000	FIS 12-164 reallocates \$4,850 between class lines				
12-132	April'12	Office of Energy and Planning	RSA 14:30-a, VI	36,644		36,644	FIS 12-256 reallocates \$1,200 between class lines. FIS 13-050 reallocates \$16,575 between class lines and extends the grant from 9/30/12 to 9/30/12				
		Office of Energy and Planning Total		5,343,761	90,000	5,433,761					6,207
09-318	Sept'09	Resources & Economic Development	RSA 14.30-a, VI		250,000	250,000	funds received from the Office of Economic Stimulus				
11-141	May'11	Resources & Economic Development	RSA 14:30-a, VI	147,000		147,000					
11-153	June'11	Resources & Economic Development	RSA 14'30-a, VI		75,442	75,442	funds received from UNH to support broadband director pos established in FIS 11-029				
		Resources & Economic Development Total		147,000	325,442	472,442					
09-389	Dec'09	Public Utilities Commission	RSA 14:30-a, VI	217,901		217,901					218
10-112	April'10	Public Utilities Commission	RSA 14 30-a, VI		96,000	96,000	funds received from Office of Energy & Planning				96

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

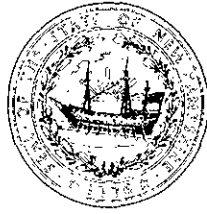
Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
10-144	May'10	Public Utilities Commission	RSA 14 30-a, VI		120,000	120,000	funds received from Office of Energy & Planning				120
10-145	May'10	Public Utilities Commission	RSA 14:30-a, VI	43,880		43,880					44
11-089	March'11	Public Utilities Commission	RSA 14:30-a, VI	54,143		54,143					-
12-130	April'11	Public Utilities Commission	RSA 14:30-a, VI		100,000	100,000	funds received from OEP				-
		Public Utilities Commission Total		315,924	316,000	631,924					478
09-290	Aug'09	Safety, Department of	RSA 14:30-a, VI		81,947	81,947	funds received from the Department of Justice				-
09-342	Oct'09	Safety, Department of	RSA 14:30-a, VI		174,380	174,380	funds received from the Department of Justice				-
09-347	Oct'09	Safety, Department of	RSA 14 30-a, VI		91,044	91,044	funds received from the Office of Economic Stimulus				-
		Safety, Department of Total			347,351	347,351					
		FY 2012 Total		14,539,318	1,418,682	15,958,000					15,476
FISCAL YEAR 2013											
11-341	Dec'11	DHHS - Office of Information Services	Chapter 224:14, II, Laws of 2011	963,258		963,258					1,194
		DHHS - Office of Information Services Total		963,258		963,258					1,194
11-141	May'11	Employment Security, Department of	RSA 14:30-a, VI		35,550	35,550	funds received from DRED				36
		Employment Security, Department of Total			35,550	35,550					36
11-141	June '13	Environmental Services, Department of	RSA 14:30-a, VI		140,000	140,000	funds received from OEP				36
		Environmental Services, Department of Total			140,000	140,000					36
09-345	Oct'09	Office of Energy and Planning	RSA 14:30-a, VI	42,078		42,078					43
09-346	Oct'09	Office of Energy and Planning	RSA 14:30-a, VI	25,477		25,477					25
10-203	Jun'10	Office of Energy and Planning	RSA 14 30-a, VI	183,518		193,518	FIS 13-051 reallocates \$136,200 between expenditure classes and extends the completion date from 5/31/13 to 9/30/13 FIS 13-100 reallocates \$45,000 between classes				194
10-265	Sept'10	Office of Energy and Planning	RSA 14:30-a, VI	(14,925)		(14,925)					-
		Office of Energy and Planning Total		246,148		246,148					262
11-141	May'11	Resources & Economic Development	RSA 14:30-a, VI	35,550		35,550					-

LBAO
06/10/13

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 06/07/13

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
11-153	June'11	Resources & Economic Development	RSA 14:30-a, VI	-	78,301	78,301	funds received from UNH to support broadband director pos established in FIS 11-029				
Resources & Economic Development Total				35,550	78,301	113,851					
09-389	Dec'09	Public Utilities Commission	RSA 14:30-a, VI	70,547		70,547					71
10-145	May'10	Public Utilities Commission	RSA 14:30-a, VI	10,742		10,742					10
11-089	March'11	Public Utilities Commission	RSA 14:30-a, VI	(32,049)		(32,049)					
Public Utilities Commission Total				49,240		49,240					81
13-088	April'13	Safety, Department of	RSA 14:30-a, VI		12,487	12,487	Funds transferred from DOJ				
Safety, Department of Total					12,487	12,487					
FY 2013 Total				1,284,196	289,338	1,560,534					1,609
CUMULATIVE TOTAL				\$ 798,533,741	\$ 13,726,119	\$ 812,259,861		57	22		\$ 669,835



JEFFRY A. PATTISON
Legislative Budget Assistant
(603) 271-3161

MICHAEL W. KANE, 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

RICHARD J. MAHONEY, CPA
Director, Audit Division
(603) 271-2785

July 2, 2013

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

Dear Representative Wallner 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:

Jean Mitchell: Effective June 10, 2013, a one step increase from grade N-8 to N-9.
Date of hire: April 30, 1987 Date of previous increment: June 10, 2010

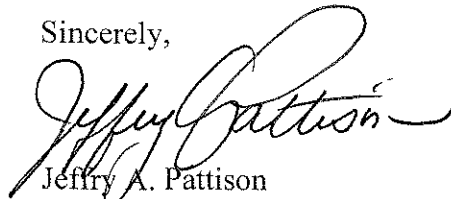
Katie Bates: Effective June 19, 2013, a one step increase from grade K-4 to K-5.
Date of hire: June 19, 2006 Date of previous increment: June 19, 2010

Christine Young: Effective June 25, 2013, a one step increase from grade N-7 to N-8.
Date of hire: February 13, 1995 Date of previous increment: June 25, 2010

Steven Giovinelli: Effective July 10, 2013, a two-step increase from grade K-4 to K-6.
Date of hire: July 10, 2006 Date of previous increment: July 10, 2010

Please let me know if you have any questions.

Sincerely,


Jeffrey A. Pattison
Legislative Budget Assistant

JAP/rjm

JOINT LEGISLATIVE FACILITIES COMMITTEE
 LEGISLATIVE BRANCH
 DETAIL OF BALANCE OF FUNDS AVAILABLE
 FISCAL YEAR 2013
 As of 5/31/2013

Legislative Branch:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Senate:	1170							
Personal svcs. - members	011		6,821.00			5,785.16		1,035.84
Personal svcs. - nonclassi	016		1,712,981.00			1,319,260.01		393,720.99
Current expenses	020		44,308.00		(119.00)	28,793.09		15,395.91
Rents-Leases other than state	022		9,500.00			7,725.02		1,774.98
Equipment	030		1,000.00					1,000.00
Telecommunications	039		24,192.00			15,075.89		9,116.11
Legal svcs.& consultants	046		77,000.00			56,341.52		20,658.48
Personal svcs. - temp/app	050		104,919.00			9,753.94		95,165.06
Benefits	060		607,047.00			549,035.66		58,011.34
Employee training	066		100.00		119.00	219.00		0.00
Travel:								
In state	070		155,000.00			94,021.63		60,978.37
Out of state	080		11,500.00			363.10		11,136.90
President's discretionary fund	285		4,499.00			3,930.34		568.66
Contingency	289		1.00					1.00
Total		0.00	2,758,868.00	0.00	0.00	2,090,304.36		668,563.64

Legislative Branch - continued:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
House	1180							
Personal svcs. - members	011		88,000.00			79,925.16		8,074.84
Personal svcs. - nonclassi	016		1,690,861.00		(82,000.00)	1,346,854.25		262,006.75
Current expenses	020		124,847.00		(3,200.00)	38,609.43		83,037.57
Rents-Leases Other than State	022		1,000.00		3,200.00	3,465.72		734.28
Maint. Other than bldg/grnd	024		6,000.00			5,904.00		96.00
Equipment	030		5,000.00		40,000.00	36,834.00		8,166.00
Telecommunications	039		36,653.00			26,261.85		10,391.15
Consultants	046		30,000.00		182,000.00 (E)	208,459.63		3,540.37
Personal svcs. - temp/app	050		231,722.00			166,459.84		65,262.16
Benefits	060		680,355.00			573,448.04		106,906.96
Employee training	066		500.00					500.00
Travel:								
In state	070		1,078,500.00		(40,000.00)	770,895.25		267,604.75
Out of state	080		125,000.00			19,040.82		105,959.18
Speaker's special fund	286		5,000.00			3,428.88		1,571.12
Democratic Leader's Account	287		3,500.00		(250.00)	3,007.74		242.26
Republican Leader's Account	288		3,000.00		250.00	2,109.89		1,140.11
Contingency	289		10,000.00					10,000.00
Total		0.00	4,119,938.00	0.00	100,000.00	3,284,704.50		935,233.50

Legislative Branch - continued:		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Operations	1160							
Personal svcs. - nonclassi	016		193,299.00		2,400.00	180,246.31		15,452.69
Current expenses	020		5,000.00			1,386.93		3,613.07
Telecommunications	039		8,392.00			7,261.26		1,130.74
Own Forces Maint-Bldg & Grounds	047		2,000.00			144.79		1,855.21
Benefits	060		106,181.00		17,500.00	116,942.66		6,738.34
Total		0.00	314,872.00		19,900.00	305,981.95		28,790.05
Joint Expenses	8677							
Current expenses	020		65,108.00			14,864.15		50,243.85
Rents-Leases Other Than State	022		11,500.00			4,318.84		7,181.16
Organizational Dues	026		219,029.00			126,879.00		92,150.00
Equipment New/Replacement	030		100.00					100.00
Consultants	046		2,000.00			1,626.49		373.51
Transfer to Other State Agencies	049		3,000.00					3,000.00
Legislative Contingency	289		1.00					1.00
Legislative Printing & Binding	290		220,000.00			190,992.79		29,007.21
Joint Orientation	291		11,000.00			8,294.14		2,705.86
Redistricting	292		31,773.00					31,773.00
Total		0.00	563,511.00	0.00	0.00	346,975.41	0.00	216,535.59
Less estimated Revenue			-91,211.00	11,151.95	(A)			-80,059.05
Total		0.00	472,300.00	11,151.95	0.00	346,975.41	0.00	136,476.54
Joint Legislative Historical Committee	8870-214	63,985.79	10,000.00			7,510.03		66,475.76

Legislative Branch - continued:		<u>Balance</u>	<u>Appropriation</u>	<u>Income</u>	<u>Transfers</u>	<u>Expenditures</u>	<u>Encumb</u>	<u>Balance</u>
		<u>Forward</u>					<u>rances</u>	<u>Available</u>
Visitor's Center:	1229							
Personal svcs. - nonclassi	016		94,748.00		2,200.00	89,427.84		7,520.16
Current Expenses	020		776.00			395.15		380.85
Equipment	030		100.00					100.00
Telecommunications	039		1,224.00			763.04		460.96
Benefits	060		51,777.00		3,000.00	51,931.50		2,845.50
Employee training	066		100.00					100.00
Total		0.00	148,725.00		5,200.00	142,517.53		11,407.47
Visitor's Ctr. Revolving Fund (G)	1230							
Souvenir Purchases	106	12,019.62	0.00		37,052.00	37,010.77	315.00	11,745.85
Revenue	2016	37,052.91	0.00	44,592.83	(37,052.00) (B)			44,593.74
Total		49,072.53	0.00	44,592.83	0.00	37,010.77	315.00	56,339.59
Legislative Accounting:	1166							
Personal svcs. - nonclassi	016		191,655.00		4,000.00	180,440.29		15,214.71
Current expenses	020		2,006.00			951.63		1,054.37
Equipment	030		100.00					100.00
Telecommunications	039		994.00			637.10		356.90
Benefits	060		76,565.00		19,000.00	90,374.12		5,190.88
Employee training	066		100.00					100.00
Out of state travel	080		100.00					100.00
Total		0.00	271,520.00		23,000.00	272,403.14		22,116.86

Legislative Branch - continued:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
General Court Info. Systems:	4654							
Personal srvs. - nonclassi	016		610,454.00		(155,900.00)	396,609.78		57,944.22
Current expenses	020		33,784.00			15,244.76		18,539.24
Equipment	030		10.00					10.00
Technology - Hardware	037		75,000.00			22,898.35		52,101.65
Technology - Software	038		87,000.00			30,740.87	0.00	56,259.13
Telecommunications	039		7,316.00			1,947.81		5,368.19
Consultants	046		10.00					10.00
Benefits	060		191,684.00			146,499.94		45,184.06
Employee training	066		10.00					10.00
In state travel	070		10.00					10.00
Out of state travel	080		10.00					10.00
Total		0.00	1,005,288.00		(155,900.00)	613,941.51	0.00	235,446.49

Protective Services:	1164							
Personal srvs. - nonclassi	016		347,050.00			319,595.24		27,454.76
Current expenses	020		729.00		3,000.00	30.94		3,698.06
Equipment	030		1.00					1.00
Telecommunications	039		4,271.00			3,893.85		377.15
Personal srvs. - temp/app	050		3,884.00		(3,000.00)			884.00
Benefits	060		157,330.00		19,500.00	167,418.67		9,411.33
Employee training	066		1.00					1.00
Out-of-State Travel	080		1.00					1.00
Total		0.00	513,267.00		19,500.00	490,938.70		41,828.30

Legislative Branch - continued:		Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
Health Services:	1165							
Current expenses	020		1,525.00			943.00		582.00
Equipment	030		10.00					10.00
Telecommunications	039		475.00			418.21		56.79
Personal srvs. - temp/app	050		55,194.00			34,644.32		20,549.68
Benefits	060		4,660.00			2,650.30		2,009.70
Employee training	066		10.00					10.00
Total		0.00	61,874.00		0.00	38,655.83		23,218.17
Legislative Services:	1270							
Personal srvs. - nonclassi	016		1,537,716.00		(14,000.00)	1,364,012.04		159,703.96
Current expenses	020		19,326.00			15,918.64		3,407.36
Rents-Leases other than State	022		5,800.00			4,680.00		1,120.00
Equipment	030		10.00					10.00
Telecommunications	039		7,074.00			5,929.49		1,144.51
Personal srvs. - temp/app	050		5,000.00		14,000.00	14,372.09		4,627.91
Benefits	060		524,419.00		87,800.00	573,212.26		39,006.74
Employee training	066		1,970.00					1,970.00
In state travel	070		10.00		500.00	100.01		409.99
Out of state travel	080		10.00					10.00
Printing and binding	290		10,000.00			5,370.33		4,629.67
Total		0.00	2,111,335.00		88,300.00	1,983,594.86		216,040.14
Less estimated revenue	009/2045		-4,166.00	1,185.20				-2,980.80
Total		0.00	2,107,169.00	1,185.20	88,300.00	1,983,594.86		213,059.34

Legislative Branch - continued:

		<u>Balance</u>				<u>Encumb</u>	<u>Balance</u>
		<u>Forward</u>	<u>Appropriation</u>	<u>Income</u>	<u>Transfers</u>	<u>rances</u>	<u>Available</u>
Budget Division:	1221						
Personal srvs. - nonclassi	016		637,469.00		45,000.00	610,647.36	71,821.64
Current expenses	020		10,967.00			7,913.50	3,053.50
Rents-Leases other than State	022		6,000.00			5,621.50	378.50
Organizational Dues	026		100.00				100.00
Equipment	030		2,500.00		9,000.00	10,590.96	909.04
Telecommunications	039		3,033.00		300.00	2,950.22	382.78
Consultants	046		15,000.00			12,766.50	2,233.50
Personal srvs. - temp/app	050		88,055.00		(14,300.00)		73,755.00
Benefits	060		218,925.00		87,000.00	263,036.17	42,888.83
Employee training	066		3,500.00			1,741.00	1,759.00
In state travel	070		500.00				500.00
Out of state travel	080		100.00		5,000.00	2,538.32	2,561.68
Total		0.00	986,149.00		132,000.00	917,805.53	200,343.47

Legislative Budget Assistant:

Audit Division:	1222						
Personal srvs. - nonclassi	016		2,076,150.00		(132,000.00)	1,584,351.34	359,798.66
Current expenses	020		12,860.00			9,014.33	3,845.67
Rents-Leases other than State	022		100,000.00		5,000.00	102,244.00	2,756.00
Equipment	030		20,000.00			4,787.91	15,212.09
Telecommunications	039		2,040.00			1,807.81	232.19
Consultants	046		570,000.00			509,674.25	60,325.75
Personal srvs. - temp/app	050		51,296.00		(5,000.00)	20,743.80	25,552.20
Benefits	060		814,707.00			725,797.55	88,909.45
Employee training	066		40,000.00		(500.00)	8,176.42	31,323.58
In state travel	070		15,000.00			5,992.82	9,007.18
Out of state travel	080		100.00		500.00	249.38	350.62
Total		0.00	3,702,153.00	0.00	(132,000.00)	2,972,839.61	597,313.39
Less estimated revenue	006/1251	282,875.00	-488,215.00	273,077.00		(D)	67,737.00
Total		282,875.00	3,213,938.00	273,077.00	(132,000.00)	2,972,839.61	665,050.39

Total		395,933.32	15,983,908.00	330,006.98	100,000.00	13,505,183.73	315.00	3,304,349.57
--------------	--	-------------------	----------------------	-------------------	-------------------	----------------------	---------------	---------------------

- (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
 - (E) Transferred in from Special Legislative Account - House Sub-account (Ch 224, L11)
- All class 10s and 12s - Personal Svcs. Permanent have been retitled to class 16 - Personal Svcs. - nonclassified
- All class 13s and 14s - Personal Svcs. Non-permanent have been retitled to class 50 - Personal Svcs. temp/appointe



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

May 13, 2013

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

INFORMATIONAL ITEM

Pursuant to Chapter 223:13, Laws of 2011, the New Hampshire Department of Corrections is required to reduce state general fund appropriations by \$6,000,000 for the fiscal year ending June 30, 2012 and by \$7,000,000 for the fiscal year ending June 30, 2013. The Department is to provide a quarterly report of reductions made under this section to the fiscal committee of the general court.

The report attached reflects the Department's progress through March 31, 2013 for the SFY 2013 budget reduction requirement.

Sincerely,

A handwritten signature in cursive script, appearing to read "William L. Wrenn".

William L. Wrenn
Commissioner

DOC SFY 2013 Budget Reduction Progress Report to Fiscal Committee Quarter ending March 2013 Department of Corrections
--

Back of the Budget Reduction Legislatively Mandated - SFY 2013	7,000,000
---	-----------

Specific Class Lines Reductions taken in September 2012 report				
Org #	Class #	Org Name	Description of DOC Cuts	
8302	102	Field Services	Reduce Administrative Home Confinement (AHC) budget	230,000
8302	050	Field Services	Transfer funding of part-time staff to non-general funds	40,000
8234	101	Medical/Dental	Reduce medical budgeted appropriation	884,000
8236	100	Pharmacy	Reduce pharmacy budgeted appropriation	216,000
				1,370,000

Specific Reduction taken by G&C approval, 11/14/2012, item #64	
Supplement general funds with federal funds, Victim Services, accounting unit #8338	8,223

Reductions Processed Since 12/31/12				
Org #	Class #	Org Name	Description of DOC Cuts	
Various	010	Various	Wages - Vacant Positions (includes Canteen Restructuring)	2,625,000
Various	011	Various	Unclassified Wages	17,500
Various	019	Various	Holiday Pay	110,000
Various	050	Various	Temporary Wages	17,734
Various	060	Various	Benefits - Vacant Positions (includes Canteen Restructuring)	2,295,000
Various	068	Various	Remuneration - Inmate Wages	40,000
				5,105,234

Other Reductions in Process	
Other miscellaneous reductions to be determined by 6/30/2013	516,543

Total Budget Reductions Mandated - SFY 2013	7,000,000
--	-----------



New Hampshire Fish and Game Department

FIS 13 159

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
FAX (603) 271-1438

www.WildNH.com
e-mail: info@wildlife.nh.gov
TDD Access: Relay NH 1-800-735-2964

May 16, 2013

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

In accordance with RSA 206:42, Search and Rescue, the NH Department of Fish & Game is submitting the following Quarterly Report of Expenditures for the period January 1, 2013 to March 31, 2013.

Balance Forward from FY 2012 (Undesignated Reserve)	\$ (\$76,309.44)
Plus: Revenue FY 2013	+ 78,733.55
Less: Expenditures (1 st Qtr. 07/01/11 - 09/30/11) (1)	- 93,636.53
Less: Expenditures (2 nd Qtr. 10/01/12 - 12/31/12) (2)	- 73,791.93
Less: Expenditures (3 rd Qtr. 01/01/13 - 03/31/13) (3)	- 29,091.77
Personal Services	13,635.69
Current Expenses	12,567.64
Equipment	0.00
Benefits	2,888.44
In-State Travel	0.00
Out-of-State Travel	0.00
Total Expenditures – 3 rd Qtr. (3)	- 29,091.77
Less Encumbrances	- <u>15,967.08</u>
Balance Available 03/31/13 (per NHFirst)	\$(210,063.20)

Footnotes:

- 1) Expenditures of \$93,636.53 shown represent direct expenditures charged to the Search & Rescue account in the 1st Quarter of the Fiscal Year.
- 2) Expenditures of \$73,791.93 shown represent direct expenditures charged to the Search & Rescue account in the 2nd Quarter of the Fiscal Year.
- 3) Expenditures of \$29,091.77 shown represent direct expenditures charged to the Search & Rescue account in the 3rd Quarter of the Fiscal Year.

REGION 1

629B Main Street
Lancaster, NH 03584-3612
(603) 788-3164
FAX (603) 788-4823
email: reg1@wildlife.nh.gov

REGION 2

PO Box 417
New Hampton, NH 03256
(603) 744-5470
FAX (603) 744-6302
email: reg2@wildlife.nh.gov

REGION 3

225 Main Street
Durham, NH 03824-4732
(603) 868-1095
FAX (603) 868-3305
email: reg3@wildlife.nh.gov

REGION 4

15 Ash Brook Court
Keene, NH 03431
(603) 352-9669
FAX (603) 352-8798
email: reg4@wildlife.nh.gov

ACTIVITY SUMMARY

During the period of January 1 to March 31, 2013, the Law Enforcement Division participated in the following Search & Rescue activities:

11 Missions involving the search for and/or rescue of 17 individuals – 76 reg. hours costing \$3,221.54, + 157 OT hours costing \$6,276.49, 2,500 miles costing \$1,387.55 + 211 ATV miles = 233 total hours, total cost \$10,885.58 and 2,711 miles.

0 Drowning Missions for the recovery of 0 victims — 0 reg. hours + 0 OT hours = 0 total hours, 0 miles.

11 Total Missions — 76 reg. hours + 157 OT hours = 233 total hours, total cost \$10,885.58 and 2,711 miles.

Miscellaneous activities including dive team training, search and rescue training, equipment maintenance or relays, educational or training speaking engagements, etc. – 113 reg. hours costing \$4,910.61, + 0.0 OT hours + 1,527 miles costing \$847.50 = 113 total hours and 1,527 miles.

TOTAL: 189 reg. hours + 157 OT hours = 346 total hours, total cost \$16,643.69 and 4,238 miles.

ACTIVITY SUMMARY UPDATE FOR PERIOD OCTOBER 1, 2012 THROUGH DECEMBER 31, 2012

During the period October 1 to December 31, 2012, the Law Enforcement Division participated in the following Search and Rescue activities:

8 Missions involving the search for and/or rescue of 8 individuals – 167.5 reg. hours costing \$6,847.45., + 198.25 OT hours costing \$7,885.28 and 3,828 miles costing \$2,124.59 = 365.75 total hours, total cost \$16,857.32 and \$160.00 in boat cost, 3,828 miles.

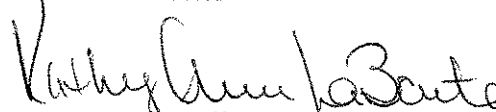
Miscellaneous activities including dive team training, search and rescue training, equipment maintenance or relays, educational or training speaking engagements, etc. – 3 reg. hours costing \$86.17, + 0.0 OT hours = 3 total hours.

TOTAL: 359.5 reg. hours + 355.25 OT hours = 714.75 total hours, total cost \$33,747.18 and 8,066 miles.

Respectfully submitted,



Glenn Normandeau
Executive Director



Kathy Ann LaBonte
Chief, Business Division



State of New Hampshire

FIS 13 160

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857

~~603-271-6888~~ FAX: 603-271-4912 TDD ACCESS: 1-800-735-2964

New Number: 603-271-9200

NICHOLAS A. TOUMPAS
COMMISSIONER

May 20, 2013

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

Re: Dashboard – April 2013

Information

Pursuant to Chapters 223:6 (HB1) and 224:14 (HB2), Laws of 2011, the Department of Health and Human Services is providing this dashboard report, which, along with the quarterly report to the Fiscal Committee on expenditures for the Medicaid program, provides a status on demand for services in entitlement programs. The purposes of this dashboard are to:

1. Provide summary information on enrollments in several high cost programs managed by the Department,
2. Monitor high level fiscal issues to ensure sufficient funding is available for entitlement programs and for programs intended by the legislature, and to
3. Provide a summary of significant administrative and operations initiatives.

Explanation

Mission

The Department's mission is "to join communities and families in providing opportunities for citizens to achieve health and independence." The majority of individuals serviced by the Department fall into three groups, and programs to help these individuals require different approaches with differing objectives.

- Permanently Disabled Individuals include the developmentally disabled, frail elderly and those with mental health issues who require long term care services. The objective is to help them maximize their independence, to allow to the extent it is safe for the individual, to live within a community, while recognizing that for many there will always be a need for long-term services and supports.
- Temporarily Low Income Individuals are those who have exhausted their financial resources due a loss of employment, divorce, or temporary health issues. These individuals have the ability to likely recover their independence when jobs are available or their current crises are overcome with the appropriate interim supports.
- Chronically Low Income Individuals are the most complex. Breaking the cycle of poverty for the chronically low income requires a commitment from public and state leaders to invest in programs that will support a coordinated statewide effort including not only the Department of Health and Human Services, but also Education, Corrections, and Employment Security.

For the ten months ended April 2013, the Department provided services to an average of 156,115 individuals per month. This represented an increase of 1.1% over the prior year. The largest programs managed by the Department are the food stamp, Medicaid, and FANF programs, which provide supports to low-income

individuals. As noted in the following table, growth in caseloads for these programs has slowed from the years of the recession but remain at high, unprecedented levels. The growth in Medicaid is related to integration of the Children's Health Insurance Program (CHIP). Adjusting for this change, Medicaid caseloads remain flat versus the prior year.

Average Monthly Enrollment (Persons) Ten Months Ended April				
	2010	2011	2012	2013
Total Unduplicated Persons	145,082	152,469	154,478	156,115
<i>Pct Increase from Prior Year</i>	<i>11.81%</i>	<i>5.09%</i>	<i>1.32%</i>	<i>1.06%</i>
Medicaid Persons	116,599	119,412	119,713	129,770
<i>Pct Increase from Prior Year</i>	<i>9.52%</i>	<i>2.41%</i>	<i>0.25%</i>	<i>8.40%</i>
Food Stamp Persons	97,381	111,857	115,639	117,938
<i>Pct Increase from Prior Year</i>	<i>37.06%</i>	<i>14.86%</i>	<i>3.38%</i>	<i>1.99%</i>
FANF Persons	14,075	13,775	11,281	8,575
<i>Pct Increase from Prior Year</i>	<i>19.43%</i>	<i>-2.13%</i>	<i>-18.10%</i>	<i>-23.99%</i>
APTD Persons	8,224	8,743	8,827	8,168
<i>Pct Increase from Prior Year</i>	<i>14.28%</i>	<i>6.32%</i>	<i>0.96%</i>	<i>-7.47%</i>
Elderly Nursing Services	7,309	7,208	7,212	7,232
<i>Pct Increase from Prior Year</i>	<i>1.23%</i>	<i>-1.38%</i>	<i>0.06%</i>	<i>0.28%</i>

Medicaid Program-Medicaid is the largest and most costly program administered by the Department accounting for in excess of 70% of total Department costs. Medicaid caseloads have stabilized but remain at historic highs. A recent forecast developed for the Department is for a 1.0% annual increase in caseloads. Caseloads for the first ten months of SFY13, however, have grown only 0.5% versus prior year, after adjusting for the effect of the CHIP conversion. On July 1, 2012, the Children Health Insurance Program (CHIP) was merged into the Medicaid fee-for-services program. Pursuant to SB147, the Department is implementing a managed care program to provide these services, which will not change the eligibility, but will impact how Medicaid services are delivered.

FANF Caseloads-Year-to-date enrollment for Financial Assistance for Needy Families (FANF) has decreased by 24% from the previous year. Much of this reduction is related to termination of the two-parent program as part of the budget, as well as changes to the criteria applied to other programs for eligibility.

Cash Assistance For Disabled Clients-Year-to-date enrollment for Aid to the Permanently and Totally Disabled (APTD) has declined 7.5% from prior year. Most of the decline in caseloads is related to the change in treatment of Social Security Income in determining eligibility for benefits. The cost per case has also declined as a result of a Department initiative, the Facilitated Social Security Applications project, which has assisted clients to obtain Social Security benefits, reducing the amount of State assistance.

Food Stamps- New Hampshire food stamp caseloads are still increasing although the growth rate has slowed to 2%.

Operations & Administration

The Department has been restructuring and downsizing the administrative organization. The budget for SFY2012-2013 abolished 373 positions, thus permanently reducing the size of the organization. In June 2008, the Department had 3,107 filled positions. In January 2013, the Department had 2,619 filled positions, a decrease of 15.7%. Figures since then are not available from the State system. This downsizing of the organization comes at a time when the Department is also being tasked to implement mandated elements of the Accountable Care Act and significant transformation initiatives such as Medicaid managed care, redesign of supports for clients for community-based care, re-engineering front end operations, and implementation of enabling technologies. The decline in number of staff is exacerbated by the fact that 9% of the Department's workforce is age 60 with at least 10 years of services and eligible for retirement. This potential drain of experienced staff combined with the organizational downsizing and transformation challenges creates risk to the Department's core competencies.

Litigation & Audits

In addition to managing current operations and working toward implementation of the significant transformation initiatives required in the budget for SFY2013, Department resources have become disproportionately directed at and continue to be consumed to addressing audits and litigation including:

- Litigation involving acute care hospitals
- Litigation involving the Olmstead regulations for the mental health services
- Litigation involving providers of residential care for children
- Managing the disproportionate share program
- Office of Inspector General audits
- Federal review of Title IV-E
- LBA audits such as the recently completed audit of NH Hospital and the new audit of the Sununu Youth Services Center
- State Single Audit

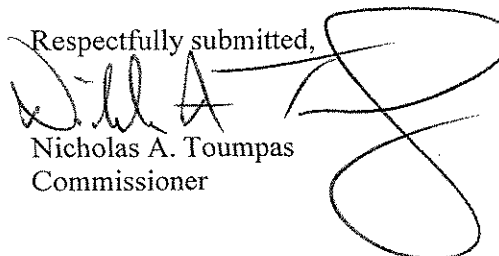
New Hampshire Hospital (NHH) receives approximately \$18 million per year from the DSH program for services for uninsured patients. In 2008, CMS issued rules defining "uninsured" to be more restrictive than the service-specific definition previously employed and applied the definition on an individual-specific basis rather than a service-specific basis. In 2008, CMS changed the definition of uninsured greatly reducing the costs that could be claimed for DSH. Numerous states, including New Hampshire, members of Congress, and related stakeholders expressed their concern that the 2008 DSH final rule definition of the uninsured deviated from prior guidance and would have a significant financial impact on States and hospitals. In January 2012 CMS issued a proposed rule, which will reinstate the broader definition. In December 2012, CMS indicated the final rule might be issued in April. This did not occur. NHH has and continues to believe when the final, broader, rule is issued, it will retain DSH federal funding at historical levels.

Summary

The Department has continually strived to deliver high quality and cost-effective services to individuals requiring support services and to the taxpayers who fund those services and to improve the value of the services delivered. Addressing the root causes for the needs for these services requires a long-term, coordinated effort among state agencies, stakeholders and the legislature. The four primary change initiatives for the Department are:

1. Care management for client enrollment in the Medicaid program,
2. Reengineering service delivery systems,
3. Investing in enabling technologies and
4. Continuous process improvement.

Successful transition to a new business structure, however, is challenged by continuing reduction in resources and resistance from existing delivery systems and stakeholders. Other challenges will be encountered if federal sequestration reduces funding to safety net programs.

Respectfully submitted,

Nicholas A. Toumpas
Commissioner

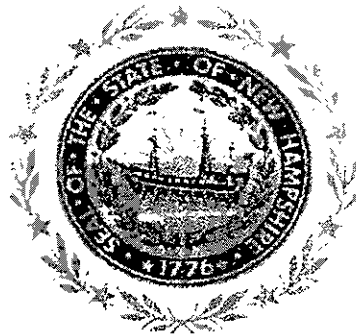
Enclosure

cc: The Honorable Mary Jane Wallner, Chairman, House Finance Committee
The Honorable Chuck W. Morse, Chairman, Senate Finance Committee
The Honorable James MacKay, House Health, Human Services & Elderly Affairs Committee
The Honorable Nancy Stiles, Senate Health, Education & Human Services Committee
Her Excellency, Governor Margaret Wood Hassan
The Honorable Raymond S. Burton
The Honorable Colin Van Ostern
The Honorable Chris Sununu
The Honorable Christopher Pappas
The Honorable Debora B. Pignatelli
The Honorable Terie Norelli
The Honorable Peter Bragdon
Jeffrey A. Pattison, Legislative Budget Assistant

House Finance Committee

Mary Allen	Richard Barry	Bernard Benn
Thomas Bucu	John Cebrowski	Daniel Eaton
Robert Elliott	Susan Ford	Marilinda Garcia
William Hatch	David Huot	Neal Kurk
Peter Leishman	Alfred Lerandau	Dan McGuire
Sharon Nordgren	Lynne Ober	Katherine Rogers
Cindy Rosenwald	Stephen Spratt	Karen Umberger
Robert Walsh	Kenneth Weyler	Colette Worsman

DEPARTMENT OF HEALTH AND HUMAN SERVICES



OPERATING STATISTICS DASHBOARD

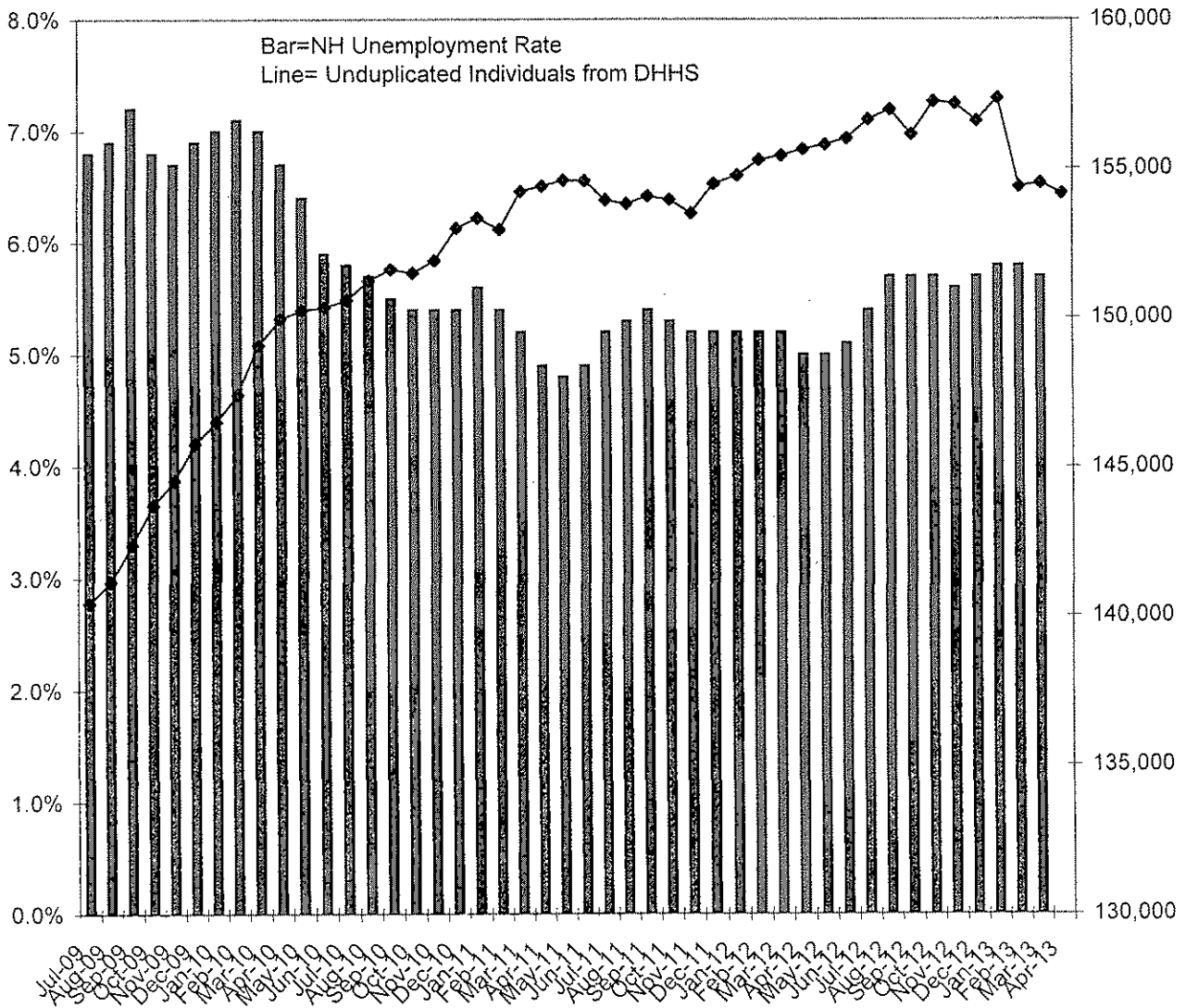
DATA THROUGH APRIL 2013

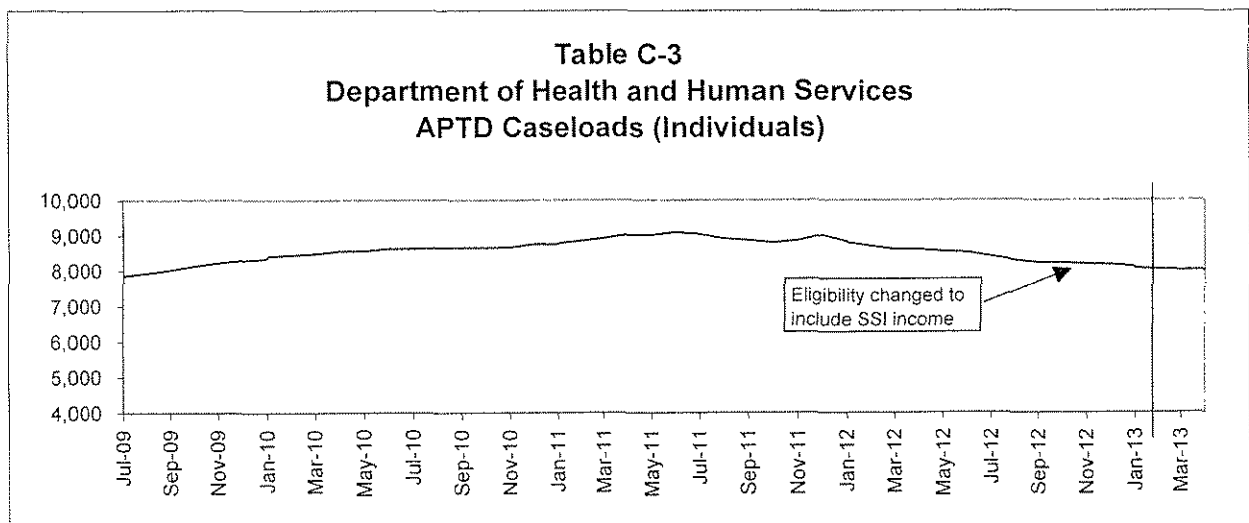
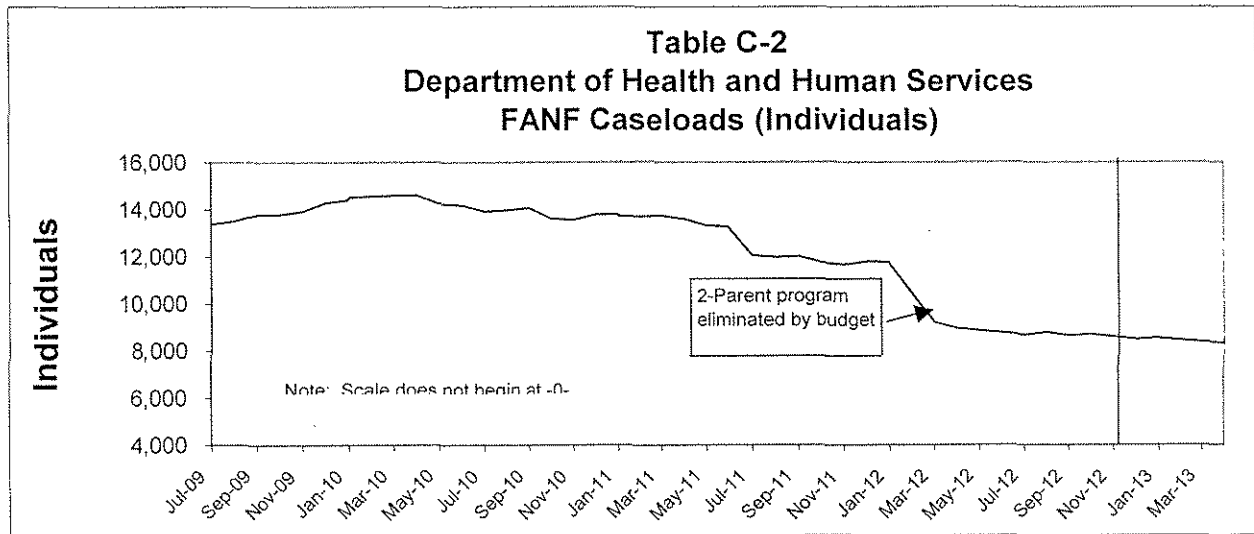
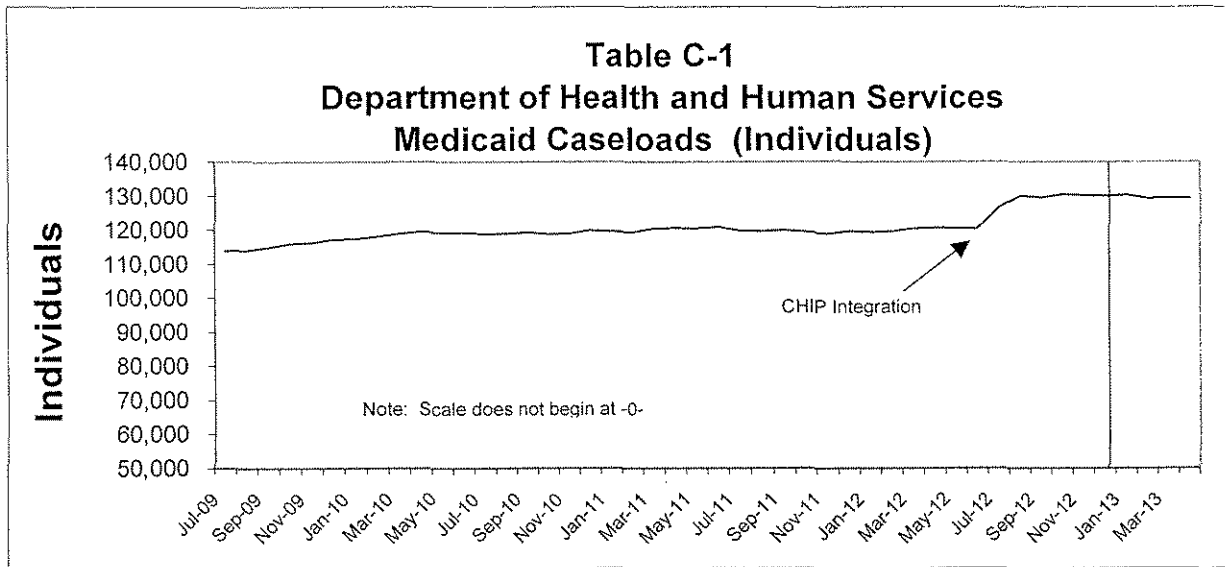
SFY13

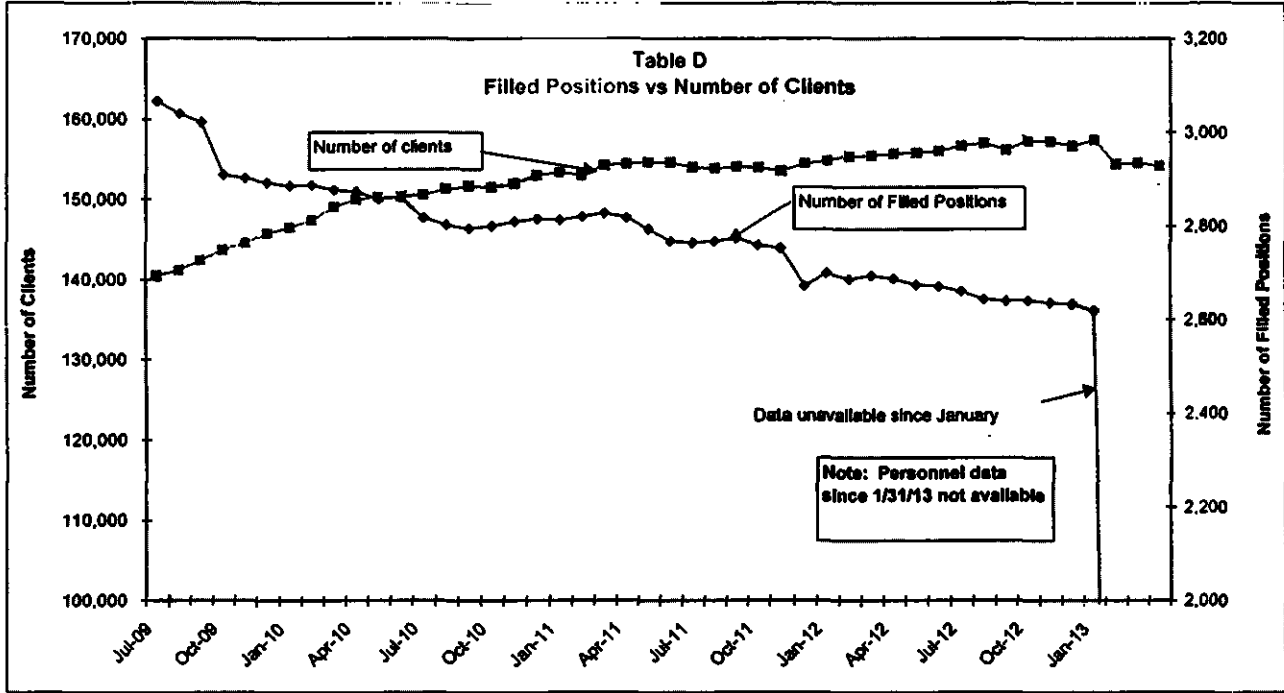
Prepared May 20, 2013

A	B	C	L	M	N	O	P	Q
1	Table A							
2	Department of Health and Human Services							
3	Budget Management-SFY 2013							
4	Prepared May 20, 2013							
5	Figures Rounded to \$000		Estimated Jan 13	Estimated Feb 13	Estimated March 13	Estimated April 13	Transfer June 13	
6	Department-Wide							
7	OCOMM	Reduce number of district offices (HB2:42)	\$0	\$0	\$0	\$0		
8	OCOMM	Vacancy Savings-See note 3	\$0	\$0	\$0	\$0		
9	DHHS	Consolidation of Human Resources (HB2:84)			\$0	\$0		
10	DHHS	Consolidation of Business Functions (HB2:85)			\$0	\$0		
11	Various	Source of funds changes to SSBG	\$0	\$0	\$0	\$0		
12	OIS	DoIT Budgeting Error	\$0	\$0	\$0	\$0		
13	OIS	MMIS contracts	\$0	\$0	\$0	\$0		
14		Other items-Not listed						(\$961)
15	DCBCS							
16	BBH	Caseloads-BBH	\$0	\$250	\$250	\$1,500		(\$1,500)
21	BDS	Caseloads-BDS	\$2,250	\$3,000	\$3,000	\$1,500		(\$1,500)
22								
23	BEAS	Nursing Facilities	\$1,310	\$1,500	\$1,580	\$2,450		
24	BEAS	Home Health	\$2,340	\$2,480	\$2,450	\$2,560		
25	BEAS	Home Support	\$30	\$120	\$100	\$390		
26	BEAS	Mid-level	\$250	\$340	\$400	\$530		
27	BEAS	Net Nursing Lines (Transfer Prohibited)	(\$3,930)	(\$4,420)	(\$4,530)	(\$5,930)		
28								
29	BEAS	State Phase Down Contribution (SPDC)	\$180	\$210	\$230	\$210		(\$230)
30	BEAS	Other Nursing Facilities	\$100	\$120	\$130	\$150		(\$130)
31	BEAS	Caseloads-Medicaid Provider Payments -See note 1	\$2,470	\$2,710	\$3,350	\$2,950		(\$3,350)
32								
33	Human Services							
34	DFA	APTD Caseload	\$0	\$1,352	\$1,468	\$1,589		(\$800)
35	DFA	IDP Caseload	\$0	\$531	\$569	\$627		(\$300)
36	DFA	IWOC Caseload	\$0	\$228	\$232	\$234		(\$175)
37	DCYF	TANF & Title IV-E funding	\$0					
38								
39	Care Mgt	Delay in implementation of Care Management-See note 2	(\$12,500)	(\$13,750)	(\$15,000)	(\$15,000)		\$15,000
40								
41	OMBP							
42	OMBP	Caseloads-Medicaid Provider Payments -See note 1	\$19,837	\$18,029	\$20,123	\$27,650		\$13,873
43	OMBP	Caseloads-Medicaid Drugs-See note 1	\$2,374	\$2,253	\$1,450	\$2,745		(\$2,900)
44	OMBP	PBM Contract	\$2	\$2	\$18	\$60		\$0
45	OMBP	State Phase Down Contribution (SPDC)	\$517	\$665	\$891	\$700		\$0
46	OMBP	Outpatient	\$1,426	\$583	\$0	\$1,807		\$625
47	OMBP	BCC Program	\$98	\$21	\$0	(\$190)		\$242
48	OMBP	Fiscal item to accept/expend CHIPRA funding. Processed in March, incl in Row 42 calc.	\$4,000	\$4,000	\$0	\$0		\$0
49	Operating Budget Surplus		\$20,755	\$20,204	\$16,710	\$26,533		\$17,894
50								
51	Litigation & Audits							
52	DHHS	Medicaid To Schools-Manchester	(\$500)	(\$500)	(\$500)	(\$500)		
53	DHHS	Medicaid To Schools-Transportation	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)		
54	DHHS	ACF Title IV-E Review						
55	DHHS	DSH Settlement	(\$17,904)	(\$17,904)	(\$17,904)	(\$17,904)		(\$17,904)
56	BEAS	Bel-Air Settlement	\$0	\$0	\$0	\$0		
57	DHHS	Hospital Lawsuit	???	???	???	\$0		
58	DHHS	Department of Justice Litigation	???	???	???	\$0		
59	NHH	NHH DSH-Pending CMS Adoption of Rules which were expected in April, but did not come (note 2)	???	???	???	See note #2		
60	DCYF	SFY 2004 - 2006 Residential Services	(\$2,800)	(\$2,800)	(\$2,800)	(\$2,800)		
61	DCYF	SFY 2004 - 2006 Residential Services-HB486				\$2,800		
62	DCYF	SFY 2007 - 2010 Residential Services	???	???	???	\$0		
63								
64	Projected Shortfall in Funding of Litigation & Audits		(\$23,204)	(\$23,204)	(\$23,204)	(\$20,404)		(\$17,904)
65								
66	Projected Surplus (Deficit) Excluding Lapse		(\$2,449)	(\$3,000)	(\$6,494)	\$6,129		(\$10)
67	Notes:							
68	1	Prior month projections were based upon the assumption that caseloads and utilization growth would be as budgeted. Results for the first quarter results have shown enrollment declines in TANF and APTD and no growth in Medicaid medical service caseloads. Caseload assumptions for SFY13 have been modified assuming these trends hold for the balance of SFY13.						
69	2	In 2008, CMS changed the definition of uninsured greatly reducing the costs that could be claimed for DSH; then in January 2012 issued a proposed rule, which will reinstate the broader definition. The final rule was expected in April, but has yet to be issued. If the more restrictive definition is retained, NHH will lose DSH revenue.						
70								

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				Placement		Related		Census
9		Actual	Actual	Actual	Actual	Actual	Actual	Actual
10								
23	Jul-10	987	638	663	424	5,041	2,386	55
24	Aug-10	1,012	659	646	413	4,903	2,508	53
25	Sep-10	1,182	691	627	400	4,769	2,666	50
26	Oct-10	1,110	651	625	414	4,407	2,505	57
27	Nov-10	1,125	593	626	426	4,487	2,361	64
28	Dec-10	1,072	746	630	410	4,345	1,382	60
29	Jan-11	1,131	831	616	403	4,475	326	59
30	Feb-11	1,076	888	618	394	4,743	0	57
31	Mar-11	1,339	909	619	424	5,083	0	61
32	Apr-11	1,165	805	628	427	5,162	0	73
33	May-11	1,240	810	631	425	5,251	0	80
34	Jun-11	1,237	697	629	423	5,333	0	73
35	Jul-11	963	737	574	351	5,053	0	68
36	Aug-11	1,073	776	583	317	5,055	0	65
37	Sep-11	1,261	674	580	289	5,136	0	61
38	Oct-11	1,197	742	590	302	4,969	0	52
39	Nov-11	1,116	640	602	311	5,047	0	44
40	Dec-11	1,123	777	610	321	5,017	0	48
41	Jan-12	1,289	881	590	309	4,925	0	56
42	Feb-12	1,183	725	596	298	4,869	0	64
43	Mar-12	1,300	767	602	331	4,970	0	62
44	Apr-12	1,223	784	603	332	4,967	0	63
45	May-12	1,477	876	612	350	5,231	0	69
46	Jun-12	1,057	873	613	352	5,274	0	69
47	Jul-12	1,100	681	605	323	5,175	0	60
48	Aug-12	1,050	744	611	317	5,219	0	57
49	Sep-12	1,151	681	619	295	5,050	0	56
50	Oct-12	1,344	898	612	306	5,076	0	60
51	Nov-12	1,098	656	609	321	5,061	0	57
52	Dec-12	1,086	656	601	325	4,995	0	59
53	Jan-13	1,245	715	594	322	5,164	0	54
54	Feb-13	1,072	674	609	318	5,113	0	58
55	Mar-13	1,180	842	619	318	5,231	0	57
56	Apr-13	1,269	852	612	339	5,368	0	60
57	May-13							
58	Jun-13							
59								
60								
61								
62								
63								
64								
65								
66	Source of Data							
67	Column							
68	B	DCYF SFY Management Database Report: Bridges.						
69	C	DCYF Assessment Supervisory Report: Bridges.						
70	D	Bridges placement authorizations during the month, unduplicated.						
71	E	Bridges placement authorizations during the month, unduplicated.						
72	F	Bridges Expenditure Report, NHB-OAR8-128						
73	G	Child Care Wait List Screen: New Heights						
74	H	Bridges Service Day Query - Bed days divided by days in month						

	A	B	C	D	E	F	G	H	I	J
1	Table F									
2	Department of Health and Human Services									
3	Operating Statistics									
4	Social Services									
5										
6		FANF		Food	Child Support Cases					
7			APTD	Stamps	Current	Former	Never	Total		
8			Persons	Persons	Cases	Cases	Cases	Cases		
9		Actual	Actual	Actual	Actual	Actual	Actual	Actual		
22	Jul-10	13,920	8,617	109,131	5,550	17,304	13,123	35,977		
23	Aug-10	13,981	8,643	109,950	5,758	17,120	13,138	36,016		
24	Sep-10	14,065	8,650	110,588	5,508	17,374	13,072	35,954		
25	Oct-10	13,615	8,656	110,694	5,726	17,177	13,051	35,954		
26	Nov-10	13,553	8,667	111,476	5,645	17,262	13,026	35,933		
27	Dec-10	13,789	8,749	112,293	5,577	17,345	12,986	35,908		
28	Jan-11	13,796	8,740	113,127	5,716	17,142	12,965	35,823		
29	Feb-11	13,705	8,779	112,803	5,654	17,189	12,917	35,760		
30	Mar-11	13,730	8,912	114,023	5,411	17,425	12,942	35,778		
31	Apr-11	13,597	9,019	114,482	5,435	17,379	12,986	35,800		
32	May-11	13,330	9,009	114,611	5,586	17,150	12,961	35,697		
33	Jun-11	13,272	9,088	114,441	5,401	17,296	12,902	35,599		
34	Jul-11	12,046	9,031	113,984	5,302	17,277	12,906	35,485		
35	Aug-11	11,980	8,905	114,285	5,416	17,099	12,842	35,357		
36	Sep-11	12,014	8,864	114,344	5,163	17,225	12,748	35,136		
37	Oct-11	11,756	8,763	114,705	5,365	17,081	12,749	35,195		
38	Nov-11	11,668	8,854	114,371	5,325	17,095	12,728	35,148		
39	Dec-11	11,787	9,006	115,671	5,192	17,184	12,760	35,136		
40	Jan-12	11,781	8,834	117,047	5,360	17,052	12,793	35,205		
41	Feb-12	11,628	8,792	117,293	5,327	17,066	12,836	35,229		
42	Mar-12	9,202	8,600	117,250	4,211	18,113	12,897	35,221		*
43	Apr-12	8,950	8,575	117,443	4,308	17,966	12,876	35,150		
44	May-12	8,853	8,541	117,744	4,308	17,881	12,845	35,034		
45	Jun-12	8,774	8,518	117,708	4,139	17,952	12,898	34,989		
46	Jul-12	8,690	8,405	117,625	4,184	17,771	12,928	34,883		
47	Aug-12	8,793	8,296	117,916	4,031	17,760	12,899	34,690		
48	Sep-12	8,657	8,218	117,569	4,038	17,722	12,853	34,613		
49	Oct-12	8,704	8,216	119,101	4,261	17,526	12,865	34,652		
50	Nov-12	8,599	8,181	118,992	4,066	17,650	12,862	34,578		
51	Dec-12	8,493	8,164	118,817	4,051	17,653	12,893	34,597		
52	Jan-13	8,559	8,115	120,153	4,136	17,542	12,836	34,514		
53	Feb-13	8,538	8,059	117,654	4,175	17,545	12,857	34,577		
54	Mar-13	8,378	8,011	117,409	4,041	17,723	13,006	34,770		
55	Apr-13	8,337	8,011	114,147	4,162	17,606	13,054	34,822		
56	May-13									
57	Jun-13									
58										
59	Source of Data									
60	Column									
61	B	Office of Research & Analysis, Ca								
62	C	Budget Document								
63	D	Budget Document								
64	E-H	DCSS Caseload (Month End Actual from NECSES)								
65										
66	Note	* Effective 3/1/12, SSI or SSP is considered when determining FANF eligibility.								
67		Those child support cases no longer eligible, are now "Former" assistance								
68		cases.								
69										

	A	B	C	D	E	F	G	H	I
1	Table G								
2	Department of Health and Human Services								
3	Operating Statistics								
4	Community Mental Health Center Medicaid								
5									
6		Monthly Cost	YTD Weekly Average Cost		Medicaid Client Trending Report				
7		Actual	Actual		Current Date: 3/13/13		Note: All figures are year-to-date		
20	Jul-10	\$7,988,373	\$ 1,597,675		ACTUALS - YTD				
21	Aug-10	\$7,136,649	\$ 1,680,558		FISCAL YEAR	QTR 1	QTR 2	QTR 3	QTR 4
22	Sep-10	\$6,629,711	\$ 1,673,441		2008	11,016	13,553	15,497	17,392
23	Oct-10	\$8,685,885	\$ 1,691,145		2009	12,014	14,693	16,849	19,206
24	Nov-10	\$8,628,997	\$ 1,775,892		2010	13,240	16,187	18,580	20,797
25	Dec-10	\$6,900,690	\$ 1,702,604		2011	13,480	16,390	18,410	20,665
26	Jan-11	\$6,184,140	\$ 1,682,401		2012	13,358	15,775	17,447	19,925
27	Feb-11	\$6,740,043	\$ 1,682,700		2013	13,227	15,761		
28	Mar-11	\$7,382,305	\$ 1,699,405						
29	Apr-11	\$9,302,312	\$ 1,757,654		BUDGETED - YTD				
30	May-11	\$7,547,988	\$ 1,731,814		FISCAL YEAR	QTR 1	QTR 2	QTR 3	QTR 4
31	Jun-11	\$7,992,643	\$ 1,752,303		2011	12,541	15,333	17,599	19,699
32	Jul-11	\$7,631,195	\$ 1,526,239		2012	13,806	16,787	18,856	21,165
33	Aug-11	\$6,879,546	\$ 1,612,305		2013	14,214	16,786	18,565	21,202
34	Sep-11	\$8,259,497	\$ 1,626,446						
35	Oct-11	\$6,551,174	\$ 1,628,967						
36	Nov-11	\$6,684,985	\$ 1,636,654		VARIANCE: BUDGETED TO ACTUAL - YTD				
37	Dec-11	\$8,227,790	\$ 1,638,303		FISCAL YEAR	QTR 1	QTR 2	QTR 3	QTR 4
38	Jan-12	\$6,020,154	\$ 1,621,108		2012	-448	-1,012	-1,409	-1,240
39	Feb-12	\$6,992,712	\$ 1,635,630		2013	-987	-1,025		
40	Mar-12	\$8,495,420	\$ 1,643,562						
41	Apr-12	\$7,164,315	\$ 1,656,972						
42	May-12	\$7,280,134	\$ 1,670,561						
43	Jun-12	\$8,576,998	\$ 1,674,791						
44	Jul-12	\$6,080,133	\$ 1,520,033						
45	Aug-12	\$8,396,227	\$ 1,608,484						
46	Sep-12	\$6,638,801	\$ 1,624,243						
47	Oct-12	\$6,557,972	\$ 1,627,831						
48	Nov-12	\$8,163,038	\$ 1,628,917						
49	Dec-12	\$6,888,680	\$ 1,643,264						
50	Jan-13	\$5,678,659	\$ 1,613,450						
51	Feb-13	\$6,844,750	\$ 1,624,949						
52	Mar-13	\$9,366,958	\$ 1,656,800						
53	Apr-13								
54	May-13								
55	Jun-13								
56									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Table H													
3	Department of Health and Human Services													
4	Operating Statistics													
5	Elderly & Adult Long Term Care													
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 AIHC	
7		Actual	Budget			Note 1	3 mo. Avg	Budget						
8														
20	Jul-10	7,284	7,740	2,541	384	36	4,359	4,063	59.8%	250	1,121	5		
21	Aug-10	7,223	7,740	2,494	389	34	4,340	4,063	60.1%	221	1,118	1		
22	Sep-10	7,112	7,740	2,513	365	32	4,234	4,063	59.5%	228	1,104	0	506	
23	Oct-10	7,150	7,740	2,527	387	35	4,236	4,063	59.2%	228	1,080	0		
24	Nov-10	7,237	7,740	2,557	396	28	4,284	4,063	59.2%	221	1,067	3		
25	Dec-10	7,346	7,740	2,530	413	32	4,403	4,063	59.9%	183	1,068	0	614	
26	Jan-11	7,217	7,740	2,468	416	32	4,333	4,063	60.0%	178	1,039	3		
27	Feb-11	7,164	7,740	2,548	385	33	4,231	4,063	59.1%	162	1,040	6		
28	Mar-11	7,127	7,740	2,544	388	32	4,195	4,063	58.9%	203	1,042	3		
29	Apr-11	7,221	7,740	2,511	422	31	4,288	4,063	59.4%	222	1,041	3		
30	May-11	7,079	7,740	2,485	417	34	4,177	4,063	59.0%	207	1,058	8		
31	Jun-11	7,094	7,740	2,436	420	35	4,238	4,063	59.7%	238	1,077	4	740	YTD
32	Jul-11	7,142	7,515	2,499	443	31	4,200	4,400	58.8%	200	1,069	1		
33	Aug-11	7,196	7,515	2,396	456	37	4,344	4,400	60.4%	226	1,083	2		
34	Sep-11	7,174	7,515	2,382	447	32	4,345	4,400	60.6%	236	1,091	2	532	YTD
35	Oct-11	7,053	7,515	2,340	442	33	4,271	4,400	60.6%	253	1,108	2		
36	Nov-11	7,037	7,515	2,350	432	35	4,255	4,400	60.5%	212	1,103	2		
37	Dec-11	7,132	7,515	2,356	446	32	4,330	4,400	60.7%	220	1,095	-	667	YTD
38	Jan-12	7,189	7,515	2,357	439	34	4,393	4,400	61.1%	215	1,077	9		
39	Feb-12	7,312	7,515	2,417	418	33	4,477	4,400	61.2%	215	1,084	9		
40	Mar-12	7,518	7,515	2,530	448	31	4,540	4,400	60.4%	240	1,065	13	740	YTD
41	Apr-12	7,368	7,515	2,450	433	34	4,485	4,400	60.9%	223	1,053	9		
42	May-12	7,343	7,515	2,486	439	33	4,418	4,400	60.2%	223	1,084	5		
43	Jun-12	7,376	7,515	2,554	436	34	4,386	4,400	59.5%	245	1,095	16	786	YTD
44	Jul-12	7,225	7,578	2,401	444	34	4,380	4,422	60.6%	238	1,096	9		
45	Aug-12	7,448	7,578	2,468	471	39	4,509	4,422	60.5%	251	1,087	5		
46	Sep-12	7,281	7,578	2,454	462	37	4,365	4,422	60.0%	209	1,092	6	518	YTD
47	Oct-12	7,293	7,578	2,475	464	35	4,354	4,422	59.7%	243	1,137	1		
48	Nov-12	7,254	7,578	2,478	482	34	4,294	4,422	59.2%	200	1,203	1		
49	Dec-12	7,253	7,578	2,433	484	35	4,336	4,422	59.8%	178	1,186	1	635	YTD
50	Jan-13	7,194	7,578	2,421	461	37	4,312	4,422	59.9%	255	1,201	1		
51	Feb-13	7,092	7,578	2,415	443	33	4,234	4,422	59.7%	159	1,202	1		
52	Mar-13	7,052	7,578	2,487	438	38	4,127	4,422	58.5%	220	1,196	1	705	YTD
53	Apr-13													
54	May-13													
55	Jun-13													
56														
57														
58	Note 1: These clients are also captured under OMBP Provider Payments													
59	Note : CFI Home Health = CFI Home Support and Home Health Care Waiver Services													
60	Source of Data													
61	Columns													
62														
63	D-F	MDSS monthly client counts												
64	G	3 month Avg of the number of paid bed days in the month/days in prior month by the number of days in the previous month. MDSS												
65														
66	J	Options Monthly Protective Reports												
67	K	Options Monthly Activity Report												
68	L	SSBG Adult In-Home Care verbal report from Adult Protective Services Administrator												
69	M	Quarterly Options Paid Claims from Business Systems Unit Manager												

	A	B	C	D	E	F	G	H	I	J
1	Operating Statistics									
2	Developmental Services Long Term Care									
3										
4										
5		BDS Programs served FYTD**	BDS Programs - FYTD Unduplicated Count	Early Supports & Services	Special Medical Services	Partners in Health Program	Devl. Serv. Priority #1 DD Waitlist	Devl. Serv. ABD Waitlist		Medicaid to Schools
6					8-09 to 8-12 Actual	8-09 to 8-12 Actual	Actual*	Actual*		
7	Aug-09	11,213	7,459	1,817	2,006	874	37	0		
8	Sep-09	11,534	7,882	1,823	1,868	892	37	0		
9	Oct-09	12,014	8,241	1,811	2,019	877	37	0		
10	Nov-09	12,561	8,703	1,760	2,044	907	37	0		
11	Dec-09	12,906	9,036	1,803	2,048	911	19	0		
12	Jan-10	13,631	9,836	1,826	1,917	939	19	0		
13	Feb-10	14,403	10,575	1,753	1,928	950	19	0		
14	Mar-10	14,493	10,650	1,869	1,849	997	47	0		
15	Apr-10	14,844	11,084	1,864	1,576	1,092	47	0		
16	May-10	15,446	11,830	1,857	1,620	998	47	0		
17	Jun-10	14,693	12,015	1,861	1,660	1,018	20	0		6,612
18	Jul-10	9,505	6,463	1,927	1,652	1,390	40	0		
19	Aug-10	10,574	7,826	2,054	1,690	1,058	13	0		
20	Sep-10	11,107	8,324	2,069	1,730	1,053	9	0		
21	Oct-10	11,667	8,826	2,087	1,767	1,074	21	1		
22	Nov-10	12,438	9,600	2,128	1,768	1,070	19	0		
23	Dec-10	12,732	9,959	2,101	1,667	1,106	19	0		
24	Jan-11	13,152	10,344	1,972	1,659	1,149	19	0		
25	Feb-11	13,567	10,817	2,017	1,613	1,137	19	0		
26	Mar-11	13,900	11,098	2,182	1,651	1,151	20	0		
27	Apr-11	14,201	11,337	2,277	1,695	1,169	30	0		
28	May-11	14,623	11,713	2,339	1,742	1,168	30	0		
29	Jun-11	15,148	12,168	2,344	1,772	1,208	24	4		6,785
30	Jul-11	10,626	7,627	2,248	1,795	1,204	56	6		
31	Aug-11	10,953	7,957	1,799	1,806	1,190	34	8		
32	Sep-11	11,146	8,328	2,329	1,811	1,007	34	10		
33	Oct-11	11,500	8,529	2,668	1,841	1,130	46	9		
34	Nov-11	11,918	9,077	2,917	1,727	1,114	58	9		
35	Dec-11	12,290	9,445	3,057	1,742	1,103	62	0		
36	Jan-12	12,535	9,848	3,274	1,667	1,020	66	0		
37	Feb-12	12,767	10,112	3,468	1,663	992	71	0		
38	Mar-12	13,133	10,455	3,661	1,695	983	78	0		
39	Apr-12	13,510	10,802	3,922	1,702	1,006	81	0		
40	May-12	13,850	11,122	4,154	1,740	988	90	0		
41	Jun-12	14,248	11,513	4,423	1,737	998	94	0		6,419
42	Jul-12	9,742	7,055	1,891	1,689	998	123	0		
43	Aug-12	10,324	7,590	2,083	1,738	996	123	0		
44	Sep-12	11,000	8,156	2,288	1,814	1,030	154	0		
45	Oct-12	11,701	8,774	2,601	1,876	1,051	169	0		
46	Nov-12	12,207	9,209	2,861	1,935	1,063	172	0		
47	Dec-12	12,562	9,502	3,033	1,980	1,080	190	0		
48	Jan-13	13,217	10,065	3,255	2,063	1,089	219	0		
49	Feb-13	13,660	10,438	3,521	2,123	1,099	225	1		
50	Mar-13	14,057	10,694	3,706	2,253	1,110	242	3		
51	Apr-13	14,460	10,992	3,925	2,342	1,126	240	1		
52	May-13									
53	Jun-13									
54										
55										
56										
57	Data Sources:	NHLeads	NHLeads	NHLeads	SMSdb	PIHdb	Registry	Registry		
58										
59	*G & *H Represent the number of individuals waiting at least 90-days for DD or ABD									
60	Waiver funding.									
61	** BDS count excludes MTS Students served									
62	E & F	Represents year-to-date total number served								

	A	B	C	D	E	F	G	H	I	J	K
1	Table I										
2	Department of Health and Human Services										
3	Operating Statistics										
4	Shelter & Institutions										
5											
6		NHH				BHHS					Glenciff
7		APS & APC Census	APS & APC Admissions	THS Census		Individual Bednights	% of		Family Bednights	% of	GH Census
8		Actual	Actual	Actual	Capacity	Actual	Capacity	Capacity	Actual	Capacity	Actual
9											
22	Jul-10	148	178	41	11,408	8,444	74%	806	595	74%	112
23	Aug-10	145	185	41	10,304	7,523	73%	728	599	82%	112
24	Sep-10	146	184	42	11,040	8,032	73%	780	688	88%	112
25	Oct-10	145	191	43	10,757	8,668	81%	780	687	88%	112
26	Nov-10	162	200	43	10,590	9,101	86%	780	622	80%	113
27	Dec-10	156	173	40	10,943	9,539	87%	806	612	76%	113
28	Jan-11	154	184	42	11,997	10,525	88%	806	667	83%	109
29	Feb-11	156	160	43	10,836	10,606	98%	728	627	86%	106
30	Mar-11	159	219	44	11,657	10,528	90%	806	639	79%	109
31	Apr-11	152	204	42	10,590	9,141	86%	780	680	87%	111
32	May-11	153	228	44	10,943	8,785	80%	806	622	77%	113
33	Jun-11	139	199	43	10,590	9,019	85%	780	588	75%	113
34	Jul-11	142	209	43	10,943	9,368	86%	806	627	78%	113
35	Aug-11	134	192	41	10,943	9,590	88%	806	732	91%	115
36	Sep-11	128	196	41	10,590	9,719	92%	768	744	97%	115
37	Oct-11	149	200	37	10,943	10,781	99%	806	826	102%	117
38	Nov-11	150	193	36	10,590	10,779	102%	780	885	113%	116
39	Dec-11	151	202	36	11,521	11,721	102%	806	877	109%	113
40	Jan-12	153	207	n/a	12,090	12,173	101%	806	883	110%	115
41	Feb-12	153	191	n/a	11,310	11,137	98%	754	770	102%	116
42	Mar-12	153	184	n/a	12,090	11,049	91%	806	837	104%	118
43	Apr-12	153	200	n/a	10,590	9,945	94%	780	817	105%	118
44	May-12	155	208	n/a	10,943	10,510	96%	806	898	111%	117
45	Jun-12	149	187	n/a	10,590	9,845	93%	780	869	111%	119
46	Jul-12	145	161	n/a	10,943	9,568	87%	806	685	85%	118
47	Aug-12	149	193	n/a	10,943	9,573	87%	806	755	94%	118
48	Sep-12	151	162	n/a	9,870	9,304	94%	780	674	86%	119
49	Oct-12	150	178	n/a	10,199	9,826	96%	806	757	94%	119
50	Nov-12	150	161	n/a	9,870	9,369	95%	780	763	98%	117
51	Dec-12	150	125	n/a	10,133	9,420	93%	754	808	107%	117
52	Jan-13	161	173	n/a	11,346	11,433	101%	806	826	102%	117
53	Feb-13	164	135	n/a	9,212	10,544	114%	728	704	97%	118
54	Mar-13	155	149	n/a	9,833	10,995	112%	780	764	98%	119
55	Apr-13	152	173	n/a	9,833	9,313	95%	780	643	82%	119
56	May-13										
57	Jun-13										
58											
59											
60											
61	Source of Data										
62	Column										
63	B	Daily in-house midnight census averaged per month									
64	C	Daily census report of admissions totalled per month									
65	D	Daily in-house midnight census averaged per month									
66	E	Total number of individual bednights available in emergency shelters									
67	F	Total number of individual bednights utilized in emergency shelters									
68	G	Percentage of individual bednights utilized during month									
69	H	Total number of family bednights available in emergency shelters									
70	I	Total number of family bednights utilized in emergency shelters									
71	J	Percentage of family bednights utilized during month									
72	K	Daily in-house midnight census averaged per month									

	A	B	C	D	E	F	G	H	I
1	Table J								
2	Department of Health and Human Services								
3	Office of Medicaid Business and Policy								
4	Budget V. Actual Medical Expenditures								
5									
6	Medicaid Provider Payments								
7	(Provider Payments, Outpatient Hospital, Prescription Drugs and CHIP FFS)								
8		Budgeted	Expended	Excess/Shortfall					
9	Jul-12	\$33,504,813	\$28,414,183	\$5,090,630					
10	Aug-12	\$41,881,016	\$41,991,758	(\$110,741)					
11	Sep-12	\$33,504,813	\$28,853,109	\$4,651,704					
12	Oct-12	\$33,504,813	\$33,899,882	(\$395,069)					
13	Nov-12	\$41,881,016	\$38,286,866	\$3,594,151					
14	Dec-12	\$34,745,011	\$37,862,968	(\$3,117,957)					
15	Jan-13	\$34,745,011	\$31,912,309	\$2,832,702					
16	Feb-13	\$36,842,516	\$35,321,867	\$1,520,649					
17	Mar-13	\$46,053,145	\$45,281,899	\$771,245					
18	Apr-13	\$36,842,516	\$27,641,834	\$9,200,682					
19	May-13			\$15,095,382					
20	Jun-13			(\$21,376,155)					
21	Total	\$466,400,332	\$438,643,109	\$17,757,223					
22									
23									
24	CHIP Fee-for-service: Budget + expenses moved to Provider Payments w/Dept Transfer								
25	CHIP Expenses reported in Medicaid Provider Payments Mnthly Costs								
26		Informational:	Expended						
27	Jul-12		\$431,145						
28	Aug-12		\$1,398,498						
29	Sep-12		\$1,147,111						
30	Oct-12		\$1,324,754						
31	Nov-12		\$1,834,985						
32	Dec-12		\$1,572,977						
33	Jan-13		\$1,502,165						
34	Feb-13		\$1,688,845						
35	Mar-13		\$1,852,749						
36	Apr-13		\$1,112,908						
37	May-13								
38	Jun-13								
39	Total		\$17,496,732						
40									
41									
42	BCCP								
43	(Provider Payments, Outpatient Hospital, Prescription Drugs)								
44		Budgeted	Expended	Excess/Shortfall					
45	Jul-12	\$251,156	\$278,082	(\$26,926)					
46	Aug-12	\$313,945	\$378,267	(\$64,322)					
47	Sep-12	\$251,156	\$317,636	(\$66,480)					
48	Oct-12	\$251,156	\$342,295	(\$91,139)					
49	Nov-12	\$313,945	\$345,771	(\$31,826)					
50	Dec-12	\$251,156	\$371,182	(\$120,026)					
51	Jan-13	\$251,156	\$337,068	(\$85,912)					
52	Feb-13	\$522,065	\$351,781	\$170,284					
53	Mar-13	\$652,581	\$371,177	\$281,405					
54	Apr-13	\$522,065	\$255,222	\$266,843					
55	May-13			(\$26,597)					
56	Jun-13			(\$56,226)					
57	Total	\$4,755,027	\$4,805,949	\$149,078					
58									
59									
60	Notes:								
61	Shaded figures are estimates								
62	Department of Health and Human Services; Reduction in Appropriation. In the event that estimated restricted revenues collected by the								
63	department of health and human services in the aggregate are less than budgeted, during the biennium ending June 30, 2013, the total								
64	appropriations to the department of health and human services shall be reduced by the amount of the shortfall in either actual or projected								
65	revenue. The commissioner of the department of health and human services shall notify the bureau of accounting, in writing, no later than								
66	April 1st of each year as to precisely which line item appropriation and in what specific amount reductions are to be made in order to fully								
67	compensate for the total revenue deficits.								

Table K																			
Department of Health and Human Services																			
Caseloads Versus Prior Year & Prior Month																			
	Unduplicated Persons			Medicaid Persons			Long Term Care-Seniors			FANF Persons			APTD Persons			SNAP Persons			
	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	
32	Jul-10	150,572	7.2%	0.2%	118,831	4.4%	-0.2%	7,284	-4.3%	1.4%	13,920	4.1%	-1.8%	8,617	9.7%	0.0%	109,131	25.7%	0.4%
33	Aug-10	151,231	7.2%	0.4%	118,841	4.2%	0.0%	7,223	-1.4%	-0.8%	13,981	3.6%	0.4%	8,643	8.9%	0.3%	109,950	23.2%	0.8%
34	Sep-10	151,609	6.5%	0.2%	119,213	3.8%	0.3%	7,112	-0.8%	-1.5%	14,065	2.1%	0.6%	8,650	7.8%	0.1%	110,588	20.4%	0.6%
35	Oct-10	151,486	5.4%	-0.1%	118,770	2.4%	-0.4%	7,150	-4.1%	0.5%	13,615	-1.2%	-3.2%	8,656	6.5%	0.1%	110,694	16.8%	0.1%
36	Nov-10	151,906	5.1%	0.3%	118,882	2.2%	0.1%	7,237	-0.5%	1.2%	13,553	-2.7%	-0.5%	8,667	5.4%	0.1%	111,476	15.2%	0.7%
37	Dec-10	152,991	5.0%	0.7%	119,845	2.3%	0.8%	7,346	4.5%	1.5%	13,789	-3.5%	1.7%	8,749	5.6%	0.9%	112,293	13.2%	0.7%
38	Jan-11	153,338	4.7%	0.2%	119,554	1.9%	-0.2%	7,217	-1.3%	-1.8%	13,796	-4.1%	0.1%	8,740	4.8%	-0.1%	113,127	12.0%	0.7%
39	Feb-11	152,942	3.7%	-0.3%	119,255	1.0%	-0.3%	7,164	-0.7%	-0.7%	13,705	-5.6%	-0.7%	8,779	4.4%	0.4%	112,803	9.8%	-0.3%
40	Mar-11	154,218	3.5%	0.8%	120,395	1.3%	1.0%	7,127	-2.9%	-0.5%	13,730	-5.9%	0.2%	8,912	5.1%	1.5%	114,023	8.5%	1.1%
41	Apr-11	154,397	3.0%	0.1%	120,532	0.9%	0.1%	7,221	-2.0%	1.3%	13,597	-6.8%	-1.0%	9,019	5.4%	1.2%	114,482	7.7%	0.4%
42	May-11	154,589	2.9%	0.1%	120,353	1.0%	-0.1%	7,079	-1.3%	-2.0%	13,330	-6.4%	-2.0%	9,009	5.3%	-0.1%	114,611	6.0%	0.1%
43	Jun-11	154,572	2.8%	0.0%	120,867	1.5%	0.4%	7,094	-1.3%	0.2%	13,272	-6.4%	-0.4%	9,088	5.5%	0.9%	114,441	5.3%	-0.1%
44	Jul-11	153,928	2.2%	-0.4%	119,814	0.8%	-0.9%	7,142	-1.9%	0.7%	12,046	-13.5%	-9.2%	9,031	4.8%	-0.6%	113,984	4.4%	-0.4%
45	Aug-11	153,803	1.7%	-0.1%	119,628	0.7%	-0.2%	7,186	-0.4%	0.8%	11,980	-14.3%	-0.5%	8,905	3.0%	-1.4%	114,285	3.9%	0.3%
46	Sep-11	154,055	1.6%	0.2%	119,916	0.6%	0.2%	7,174	0.9%	-0.3%	12,014	-14.6%	0.3%	8,864	2.5%	-0.5%	114,344	3.4%	0.1%
47	Oct-11	153,942	1.6%	-0.1%	119,437	0.6%	-0.4%	7,053	-1.4%	-1.7%	11,756	-13.7%	-2.1%	8,793	1.6%	-0.8%	114,705	3.6%	0.3%
48	Nov-11	153,484	1.0%	-0.3%	118,901	0.0%	-0.4%	7,037	-2.8%	-0.2%	11,668	-13.9%	-0.7%	8,854	2.2%	0.7%	114,371	2.6%	-0.3%
49	Dec-11	154,470	1.0%	0.6%	119,626	-0.2%	0.6%	7,132	-2.9%	1.4%	11,787	-14.5%	1.0%	9,008	2.9%	1.7%	115,071	3.0%	1.1%
50	Jan-12	154,765	0.9%	0.2%	119,338	-0.2%	-0.2%	7,189	-0.4%	0.8%	11,781	-14.6%	-0.1%	8,834	1.1%	-1.9%	117,047	3.5%	1.2%
51	Feb-12	155,274	1.5%	0.3%	119,553	0.2%	0.2%	7,312	2.1%	1.7%	11,628	-15.2%	-1.3%	8,792	0.1%	-0.5%	117,293	4.0%	0.2%
52	Mar-12	155,424	0.8%	0.1%	120,382	0.0%	0.7%	7,518	5.5%	2.8%	9,202	-33.0%	-20.9%	8,600	-3.5%	-2.2%	117,250	2.8%	0.0%
53	Apr-12	155,639	0.8%	0.1%	120,538	0.0%	0.1%	7,368	2.0%	-2.0%	8,950	-34.2%	-2.7%	8,595	-4.7%	-0.1%	117,443	2.6%	0.2%
54	May-12	155,789	0.8%	0.1%	120,520	0.1%	0.0%	7,343	3.7%	-0.3%	8,853	-33.6%	-1.1%	8,541	-5.2%	-0.6%	117,744	2.7%	0.3%
55	Jun-12	156,002	0.9%	0.1%	120,335	-0.4%	-0.2%	7,376	4.0%	0.4%	8,774	-33.9%	-0.9%	8,518	-6.3%	-0.3%	117,708	2.9%	0.0%
56	Jul-12	156,637	1.8%	0.4%	129,569	EH: 7/1/12 CHIP included		7,225	1.2%	-2.0%	8,690	-27.9%	-1.0%	8,405	-6.9%	-1.3%	117,625	3.2%	-0.1%
57	Aug-12	156,966	2.1%	0.2%	129,951	n/a	0.3%	7,448	3.5%	3.1%	8,793	-26.6%	1.2%	8,298	-6.8%	-1.3%	114,916	0.6%	-2.3%
58	Sep-12	156,144	1.4%	-0.5%	129,479	n/a	-0.4%	7,281	1.5%	-2.2%	8,657	-27.9%	-1.5%	8,218	-7.3%	-0.9%	117,569	2.8%	2.3%
59	Oct-12	157,243	2.1%	0.7%	130,393	n/a	0.7%	7,293	3.4%	0.2%	8,704	-26.0%	0.5%	8,216	-6.6%	0.0%	119,101	3.8%	1.3%
60	Nov-12	157,170	2.4%	0.0%	130,110	n/a	-0.2%	7,254	3.1%	-0.5%	8,599	-26.3%	-1.2%	8,181	-7.6%	-0.4%	118,992	4.0%	-0.1%
61	Dec-12	156,588	1.4%	-0.4%	130,001	n/a	-0.1%	7,253	1.7%	0.0%	8,493	-27.9%	-1.2%	8,164	-9.3%	-0.2%	118,817	2.7%	-0.1%
62	Jan-13	157,348	1.7%	0.5%	130,239	n/a	0.2%	7,194	0.1%	-0.8%	8,559	-27.3%	0.8%	8,115	-8.1%	-0.6%	120,153	2.7%	1.1%
63	Feb-13	154,386	-0.6%	-1.9%	129,200	n/a	-0.8%	7,092	-3.0%	-1.4%	8,538	-26.6%	-0.2%	8,059	-8.3%	-0.7%	117,654	0.3%	-2.1%
64	Mar-13	154,504	-0.8%	0.1%	129,413	n/a	0.2%	7,052	-6.2%	-0.6%	8,378	-9.0%	-1.9%	8,011	-6.8%	-0.6%	117,409	0.1%	-0.2%
65	Apr-13	154,159	-1.0%	-0.2%	129,346	n/a	-0.1%				8,337	-6.8%	-0.5%	8,011	-6.8%	0.0%	117,147	-0.3%	-0.2%
66	May-13																		
67	Jun-13																		
68																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DATA TABLES FOR CHARTS																
2																	
3	Caseloads Vs Unemployment			Caseloads-Actual						Personnel Vacancy Rate							
4		NH Unempl. Rate	Unduplicated Persons		FANF Persons Actual	APT Actual	Medicaid Persons Actual			Authorized	Filled	Vacant	PCT		Caseload	Staff	
5																	
31	Jul-09	6.8%	140,420	Jul-09	13,377	7,855	113,861	Jul-09	3,353	3,066	287	8.6%	Jul-09	140,420	3,066		
32	Aug-09	6.9%	141,132	Aug-09	13,498	7,935	114,030	Aug-09	3,353	3,040	313	9.3%		141,132	3,040		
33	Sep-09	7.2%	142,381	Sep-09	13,771	8,022	114,862	Sep-09	3,334	3,021	313	9.4%		142,381	3,021		
34	Oct-09	6.8%	143,697	Oct-09	13,787	8,127	115,976	Oct-09	3,338	2,909	429	12.9%	Oct-09	143,697	2,909		
35	Nov-09	6.7%	144,519	Nov-09	13,927	8,221	116,291	Nov-09	3,337	2,902	435	13.0%		144,519	2,902		
36	Dec-09	6.9%	145,758	Dec-09	14,288	8,288	117,171	Dec-09	3,337	2,893	444	13.3%		145,758	2,893		
37	Jan-10	7.0%	146,491	Jan-10	14,392	8,337	117,326	Jan-10	3,337	2,886	451	13.5%	Jan-10	146,491	2,886		
38	Feb-10	7.1%	147,414	Feb-10	14,522	8,412	118,060	Feb-10	3,337	2,887	450	13.5%		147,414	2,887		
39	Mar-10	7.0%	149,065	Mar-10	14,587	8,481	118,926	Mar-10	3,337	2,877	460	13.8%		149,065	2,877		
40	Apr-10	6.7%	149,947	Apr-10	14,596	8,557	119,503	Apr-10	3,337	2,873	464	13.9%	Apr-10	149,947	2,873		
41	May-10	6.4%	150,236	May-10	14,244	8,556	119,197	May-10	3,337	2,857	480	14.4%		150,236	2,857		
42	Jun-10	5.9%	150,331	Jun-10	14,181	8,615	119,121	Jun-10	3,344	2,862	482	14.4%		150,331	2,862		
43	Jul-10	5.8%	150,572	Jul-10	13,920	8,617	118,831	Jul-10	3,344	2,818	528	15.7%	Jul-10	150,572	2,818		
44	Aug-10	5.7%	151,231	Aug-10	13,981	8,643	118,841	Aug-10	3,344	2,802	542	16.2%		151,231	2,802		
45	Sep-10	5.5%	151,609	Sep-10	14,065	8,650	119,213	Sep-10	3,344	2,795	549	16.4%		151,609	2,795		
46	Oct-10	5.4%	151,486	Oct-10	13,615	8,656	118,770	Oct-10	3,341	2,800	541	16.2%	Oct-10	151,486	2,800		
47	Nov-10	5.4%	151,906	Nov-10	13,553	8,667	118,882	Nov-10	3,344	2,809	535	16.0%		151,906	2,809		
48	Dec-10	5.4%	152,991	Dec-10	13,789	8,749	119,845	Dec-10	3,348	2,815	533	15.9%		152,991	2,815		
49	Jan-11	5.6%	153,338	Jan-11	13,796	8,740	119,554	Jan-11	3,348	2,813	535	16.0%	Jan-11	153,338	2,813		
50	Feb-11	5.4%	152,942	Feb-11	13,705	8,779	119,255	Feb-11	3,348	2,820	528	15.8%		152,942	2,820		
51	Mar-11	5.2%	154,218	Mar-11	13,730	8,912	120,395	Mar-11	3,348	2,827	521	15.6%		154,218	2,827		
52	Apr-11	4.9%	154,397	Apr-11	13,597	9,019	120,532	Apr-11	3,348	2,818	530	15.8%	Apr-11	154,397	2,818		
53	May-11	4.8%	154,589	May-11	13,330	9,009	120,353	May-11	3,348	2,794	554	16.5%		154,589	2,794		
54	Jun-11	4.9%	154,572	Jun-11	13,272	9,088	120,867	Jun-11	3,348	2,767	581	17.4%		154,572	2,767		
55	Jul-11	5.2%	153,928	Jul-11	12,046	9,031	119,814	Jul-11	2,995	2,764	231	7.7%	Jul-11	153,928	2,764		
56	Aug-11	5.3%	153,803	Aug-11	11,980	8,905	119,628	Aug-11	2,995	2,767	228	7.6%		153,803	2,767		
57	Sep-11	5.4%	154,055	Sep-11	12,014	8,864	119,916	Sep-11	2,995	2,774	221	7.4%		154,055	2,774		
58	Oct-11	5.3%	153,942	Oct-11	11,756	8,793	119,437	Oct-11	2,997	2,759	238	7.9%	Oct-11	153,942	2,759		
59	Nov-11	5.2%	153,484	Nov-11	11,668	8,854	118,901	Nov-11	2,997	2,753	244	8.1%		153,484	2,753		
60	Dec-11	5.2%	154,470	Dec-11	11,787	9,006	119,628	Dec-11	2,898	2,672	226	7.8%		154,470	2,672		
61	Jan-12	5.2%	154,765	Jan-12	11,781	8,834	119,338	Jan-12	2,898	2,699	199	6.9%	Jan-12	154,765	2,699		
62	Feb-12	5.2%	155,274	Feb-12	11,628	8,792	119,553	Feb-12	2,898	2,686	212	7.3%		155,274	2,686		
63	Mar-12	5.2%	155,424	Mar-12	9,202	8,800	120,382	Mar-12	2,898	2,694	204	7.0%		155,424	2,694		
64	Apr-12	5.0%	155,639	Apr-12	8,950	8,595	120,538	Apr-12	2,898	2,687	211	7.3%	Apr-12	155,639	2,687		
65	May-12	5.0%	155,789	May-12	8,853	8,541	120,520	May-12	2,898	2,674	224	7.7%		155,789	2,674		
66	Jun-12	5.1%	156,002	Jun-12	8,774	8,518	120,335	Jun-12	2,897	2,671	226	7.8%		156,002	2,671		
67	Jul-12	5.4%	156,637	Jul-12	8,690	8,405	126,569	Jul-12	2,897	2,660	237	8.2%	Jul-12	156,637	2,660		
68	Aug-12	5.7%	156,966	Aug-12	8,793	8,296	129,951	Aug-12	2,897	2,643	254	8.8%		156,966	2,643		
69	Sep-12	5.7%	156,144	Sep-12	8,657	8,218	129,479	Sep-12	2,897	2,640	257	8.9%		156,144	2,640		
70	Oct-12	5.7%	157,243	Oct-12	8,704	8,216	130,393	Oct-12	2,897	2,641	256	8.8%	Oct-12	157,243	2,641		
71	Nov-12	5.6%	157,170	Nov-12	8,589	8,181	130,110	Nov-12	2,897	2,636	261	9.0%		157,170	2,636		
72	Dec-12	5.7%	156,588	Dec-12	8,493	8,164	130,001	Dec-12	2,897	2,633	264	9.1%		156,588	2,633		
73	Jan-13	5.8%	157,348	Jan-13	8,559	8,115	130,239	Jan-13	2,898	2,619	279	9.6%	Jan-13	157,348	2,619		
74	Feb-13	5.8%	154,386	Feb-13	8,538	8,059	129,200	Feb-13	Data not available - New payroll system					154,386	n/a		
75	Mar-13	5.7%	154,504	Mar-13	8,378	8,011	129,413	Mar-13	Data not available - New payroll system					154,504	n/a		
76	Apr-13		154,159	Apr-13	8,337	8,011	129,346	Apr-13	Data not available - New payroll system					154,159	n/a		
77	May-13			May-13				May-13									
78	Jun-13			Jun-13				Jun-13									



State of New Hampshire

FIS 13 161

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857

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

New Number: 603-271-9200

NICHOLAS A. TOUMPAS
COMMISSIONER

June 17, 2013

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

Re: Dashboard – May 2013

Information

Pursuant to Chapters 223:6 (HB1) and 224:14 (HB2), Laws of 2011, the Department of Health and Human Services is providing this dashboard report, which, along with the quarterly report to the Fiscal Committee on expenditures for the Medicaid program, provides a status on demand for services in entitlement programs. The purposes of this dashboard are to:

1. Provide summary information on enrollments in several high cost programs managed by the Department,
2. Monitor high level fiscal issues to ensure sufficient funding is available for entitlement programs and for programs intended by the legislature, and to
3. Provide a summary of significant administrative and operations initiatives.

Explanation

Mission

The Department's mission is "to join communities and families in providing opportunities for citizens to achieve health and independence." The majority of individuals serviced by the Department fall into three groups and programs to help these individuals require different approaches with differing objectives.

- Permanently Disabled Individuals include the developmentally disabled, frail elderly and those with mental health issues who require long term care services. The objective is to help them maximize their independence, to allow to the extent it is safe for the individual, to live within a community, while recognizing that for many there will always be a need for long-term services and supports.
- Temporarily Low Income Individuals are those who have exhausted their financial resources due a loss of employment, divorce or temporary health issues. These individuals have the ability to likely recover their independence when jobs are available or their current crises are overcome with the appropriate interim supports.
- Chronically Low Income Individuals are the most complex. Breaking the cycle of poverty for the chronically low income requires a commitment from public and State leaders to invest in programs that will support a coordinated statewide effort including not only the Department of Health and Human Services, but also Education, Corrections and Employment Security.

For the eleven months ended May 2013, the Department provided services to an average of 155,888 individuals per month. This represented an increase of 0.8% over the prior year. The largest programs managed by the Department are the food stamp, Medicaid and FANF programs, which provide supports to low-income individuals. As noted in the following table, growth in caseloads for these programs has slowed from the years of the recession but remain at high, unprecedented levels. The growth in Medicaid is related to integration of the Children's Health Insurance Program (CHIP). Adjusting for this change, Medicaid caseloads remain flat versus the prior year.

Average Monthly Enrollment (Persons) Eleven Months Ended May

	2010	2011	2012	2013
Total Unduplicated Persons	145,551	152,662	154,598	155,888
<i>Pct Increase from Prior Year</i>	11.6%	4.9%	1.3%	0.8%
Medicaid Persons	116,835	119,497	119,787	129,754
<i>Pct Increase from Prior Year</i>	9.2%	2.3%	0.2%	8.3%
Food Stamp Persons	98,359	112,107	115,831	118,064
<i>Pct Increase from Prior Year</i>	36.6%	14.0%	3.3%	1.9%
FANF Persons	14,090	13,735	11,060	8,538
<i>Pct Increase from Prior Year</i>	18.2%	-2.5%	-19.5%	-22.8%
APTD Persons	8,254	8,767	8,801	8,152
<i>Pct Increase from Prior Year</i>	14.1%	6.2%	0.4%	-7.4%
Elderly Nursing Services	7,297	7,196	7,224	7,232
<i>Pct Increase from Prior Year</i>	0.9%	-1.4%	0.4%	0.1%

Medicaid Program - Medicaid is the largest and most costly program administered by the Department, accounting for in excess of 70% of total Department costs. Medicaid caseloads have stabilized but remain at historic highs. A recent forecast developed for the Department is for a 1.0% annual increase in caseloads. Caseloads for the first eleven months of SFY13, however, have been flat versus the prior year, after adjusting for the effect of the CHIP conversion. On July 1, 2012, the Children Health Insurance Program (CHIP) was merged into the Medicaid fee-for-services program. Pursuant to SB147, the Department is implementing a managed care program to provide these services, which will not change the eligibility but will impact how Medicaid services are delivered.

FANF Caseloads - Year-to-date enrollment for Financial Assistance for Needy Families (FANF) has decreased by 23.8% from the previous year. Much of this reduction is related to termination of the two-parent program as part of the budget, as well as changes to the criteria applied to other programs for eligibility.

Cash Assistance For Disabled Clients - Year-to-date enrollment for Aid to the Permanently and Totally Disabled (APTD) has declined 7.4% from the prior year. Most of the decline in caseloads is related to the change in treatment of Social Security Income in determining eligibility for benefits. For the last three months, APTD caseloads have leveled off at 8,011 to 8,001. The cost per case has also declined as a result of a Department initiative, the Facilitated Social Security Applications project, which has assisted clients to obtain Social Security benefits, reducing the amount of State assistance.

Food Stamps - New Hampshire food stamp caseloads are still increasing although the growth rate has slowed to 1.9%.

Operations & Administration

The Department has been restructuring and downsizing the administrative organization. The budget for SFY2012-2013 abolished 373 positions, thus permanently reducing the size of the organization. In June 2008, the Department had 3,107 filled positions. In January 2013, the Department had 2,619 filled positions, a decrease of 15.7%. Figures since then are not available from the State personnel system. This downsizing of the organization comes at a time when the Department is also being tasked to implement mandated elements of the Accountable Care Act and significant transformation initiatives such as Medicaid managed care, redesign of supports for clients for community-based care, re-engineering front end operations, and implementation of enabling technologies. The decline in number of staff is exacerbated by the fact that 9% of the Department's workforce is age 60 with at least 10 years of services and eligible for retirement. This potential drain of experienced staff combined with the organizational downsizing and transformation challenges creates risk to the Department's core competencies.

Litigation & Audits

In addition to managing current operations and working toward implementation of the significant transformation initiatives required in the budget for SFY2013, Department resources have become disproportionately directed at, and continue to be consumed to, addressing audits and litigation including:

- Litigation involving acute care hospitals
- Litigation involving the Olmstead regulations for the mental health services
- Litigation involving providers of residential care for children
- Managing the disproportionate share program
- Office of Inspector General audits
- Federal review of Title IV-E
- LBA audits such as the recently completed audit of NH Hospital and the new audit of the Sununu Youth Services Center
- State Single Audit

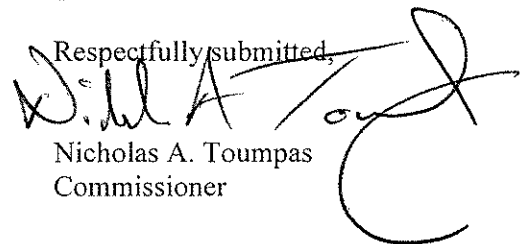
One new issue related to the Medicaid Disproportionate Share (DSH) program for New Hampshire Hospital (NHH) is that NHH receives approximately \$18 million per year from the DSH program for services for uninsured patients. In 2008, CMS issued rules defining "uninsured" to be more restrictive than the service-specific definition previously employed and applied the definition on an individual-specific basis rather than a service-specific basis. This reduces the costs that can be claimed for DSH since many clients have insurance, but not for the services being rendered by NHH. Numerous states, including New Hampshire, members of Congress and related stakeholders expressed their concern that the 2008 DSH final rule definition of the uninsured deviated from prior guidance and would have a significant financial impact on states and hospitals. In January 2012 CMS issued a proposed rule, which will reinstate the broader definition. In December 2012, CMS indicated the final rule might be issued in April 2013. This did not occur. NHH has and continues to believe that when the final, broader rule is issued, it will retain DSH federal funding at historical levels and has been budgeting under that assumption.

Summary

The Department has continually strived to deliver high quality and cost-effective services to individuals requiring support services and to the taxpayers who fund those services and to improve the value of the services delivered. Addressing the root causes for the needs for these services requires a long-term, coordinated effort among State agencies, stakeholders and the legislature. The four primary change initiatives for the Department are:

1. Care management for client enrollment in the Medicaid program,
2. Reengineering service delivery systems,
3. Investing in enabling technologies and
4. Continuous process improvement.

Successful transition to a new business structure, however, is challenged by continuing reduction in resources and resistance from existing delivery systems and stakeholders. Other challenges will be encountered if federal sequestration reduces funding to safety net programs.

Respectfully submitted,

Nicholas A. Toumpas
Commissioner

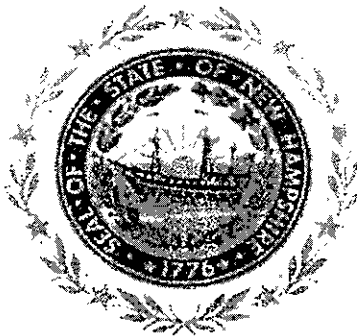
Enclosure

cc: The Honorable Mary Jane Wallner, Chairman, House Finance Committee
The Honorable Chuck W. Morse, Chairman, Senate Finance Committee
The Honorable James MacKay, House Health, Human Services & Elderly Affairs Committee
The Honorable Nancy Stiles, Senate Health, Education & Human Services Committee
Her Excellency, Governor Margaret Wood Hassan
The Honorable Raymond S. Burton
The Honorable Colin Van Ostern
The Honorable Chris Sununu
The Honorable Christopher Pappas
The Honorable Debora B. Pignatelli
The Honorable Terie Norelli
The Honorable Peter Bragdon
Jeffrey A. Pattison, Legislative Budget Assistant

House Finance Committee

Mary Allen	Richard Barry	Bernard Benn
Thomas Buco	John Cebrowski	Daniel Eaton
Robert Elliott	Susan Ford	Marilinda Garcia
William Hatch	David Huot	Neal Kurk
Peter Leishman	Alfred Lerandean	Dan McGuire
Sharon Nordgren	Lynne Ober	Katherine Rogers
Cindy Rosenwald	Stephen Spratt	Karen Umberger
Robert Walsh	Kenneth Weyler	Colette Worsman

DEPARTMENT OF HEALTH AND HUMAN SERVICES



OPERATING STATISTICS DASHBOARD

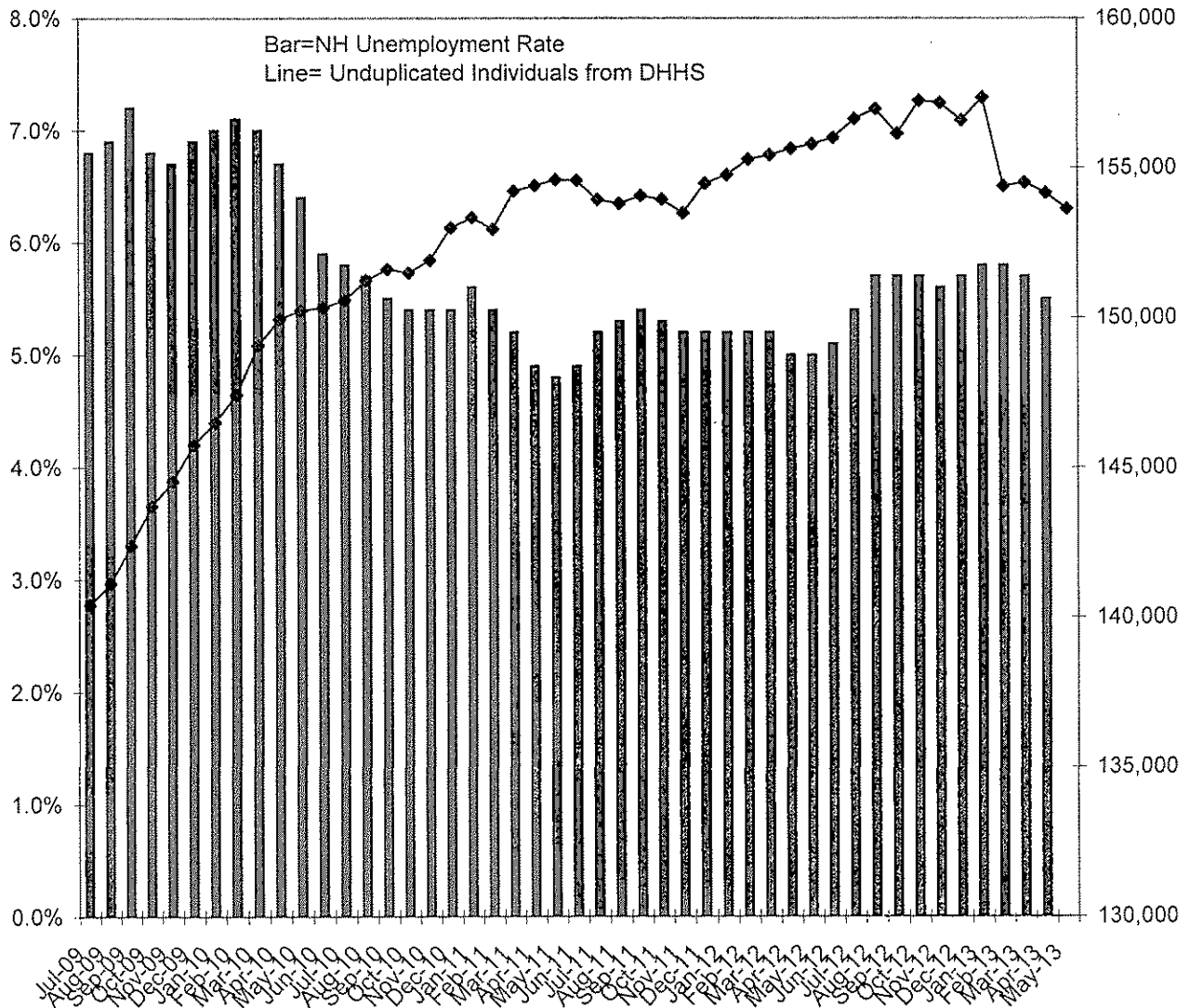
DATA THROUGH JUNE 2013

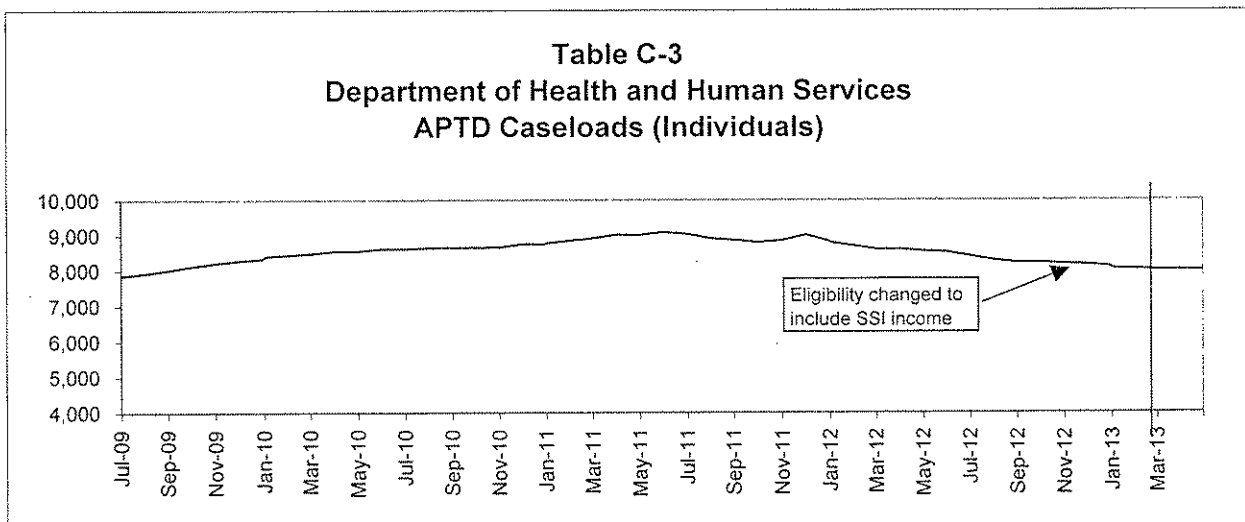
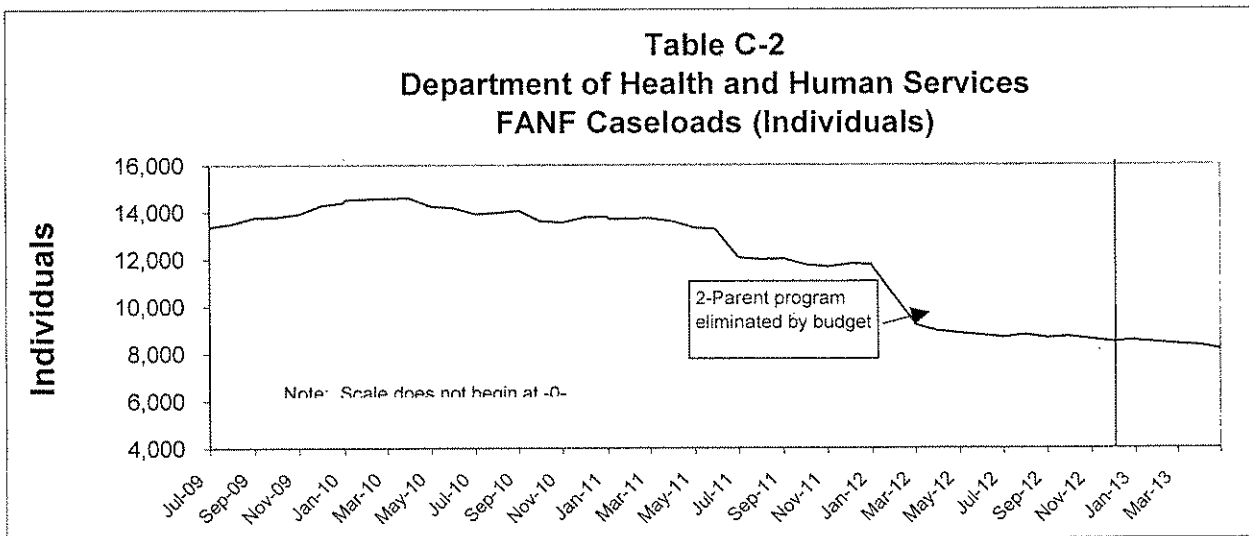
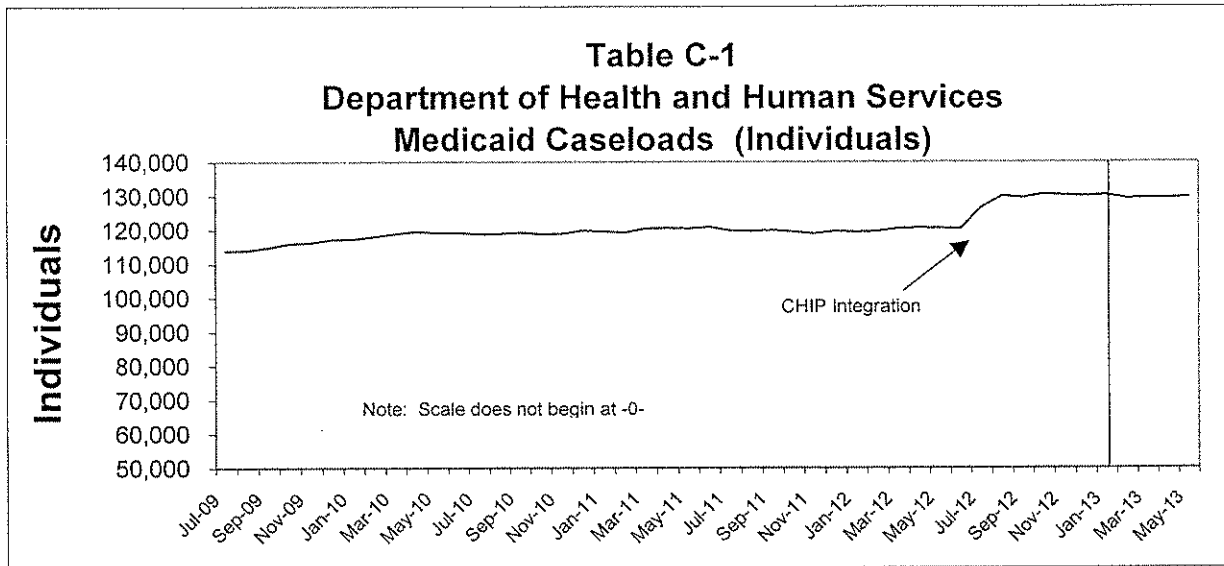
SFY13

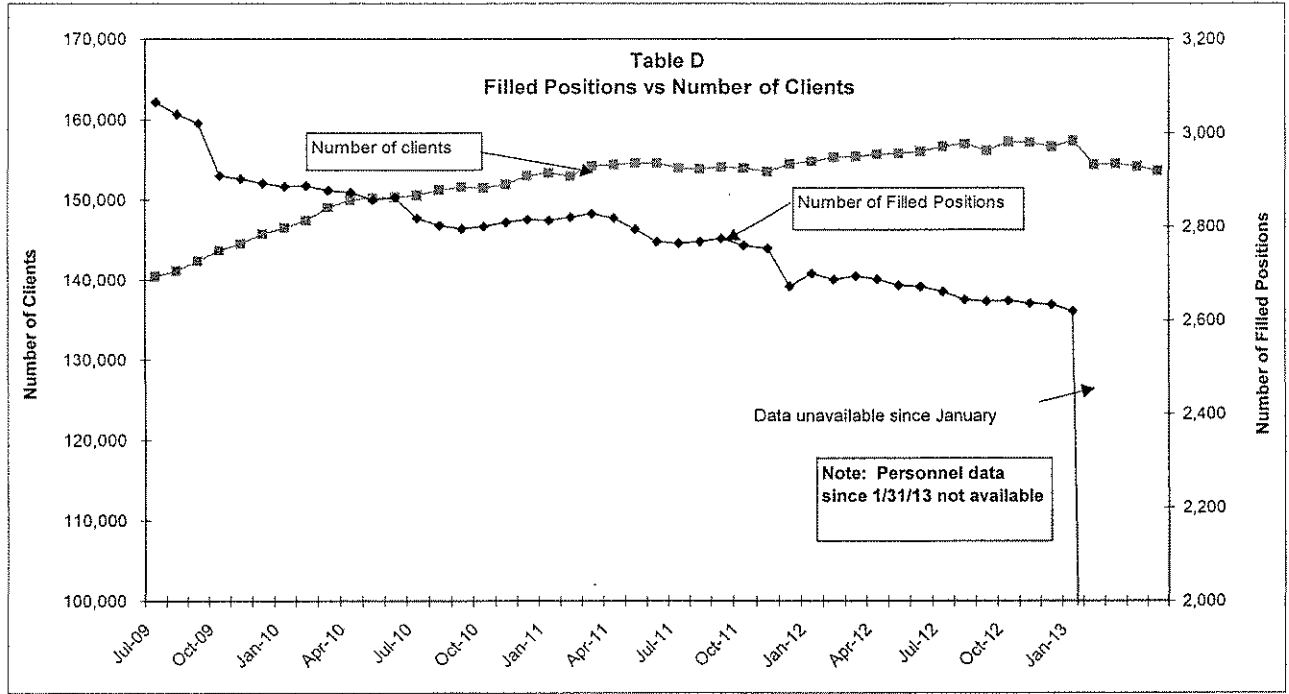
Prepared June 17, 2013

	A	B	C	N	O	P	Q
1	Table A						
2	Department of Health and Human Services						
3	Budget Management-SFY 2013						
4	The purpose of this summary is to manage appropriations to ensure sufficient funding for mandated entitlement programs and other mandated obligations. This does not contain other accounts such as personnel & benefit or operational savings which lapse at the end of the year. Any surplus or deficit shown below would impact the year-end lapse.						
5	Prepared June 17, 2013						
6			Figures Rounded to \$000	Estimated March 13	Estimated April 13	Estimated May 13 After Transfer	
7	Department-Wide-None						
16							
17	DCBCS						
18	BBH	Caseloads-BBH		\$250	\$1,500	\$0	
19	BBH	Right Sizing CMHC Network (HB2:358)					
20	BBH	CMHC Plan to reduce costs					
21	BDS	Right Sizing DOAA Network (HB2:358)					
22	BDS	DOAA Plan to reduce costs					
23	BDS	Caseloads-BDS		\$3,000	\$1,500	0	
24							
25	BEAS	Nursing Facilities		\$1,580	\$2,450	\$2,390	
26	BEAS	Home Health		\$2,480	\$2,580	\$2,380	
27	BEAS	Home Support		\$100	\$390	\$180	
28	BEAS	Mid-level		\$400	\$530	\$580	
29	BEAS	Net Nursing Lines (Transfer Prohibited)		(\$4,530)	(\$5,930)	(\$5,530)	
30							
31	BEAS	State Phase Down Contribution (SPDC)		\$230	\$210	\$0	
32	BEAS	Other Nursing Facilities		\$130	\$150	\$50	
33	BEAS	Caseloads-Medicard Provider Payments - See note 1		\$3,350	\$2,950	\$110	
34							
35	Human Services						
36	DFA	APTD Caseload		\$1,468	\$1,589	\$1,009	
37	DFA	IDP Caseload		\$589	\$627	\$421	
38	DFA	FWOC Caseload		\$232	\$234	\$66	
39	DCYF	TANF & Title IV-E funding					
40							
41	Care Mgt	Delay in implementation of Care Management-See note 2		(\$15,000)	(\$15,000)	(\$15,000)	
42							
43	OMBP						
44	OMBP	Caseloads-Medicard Provider Payments - See note 1		\$20,129	\$27,650	\$41,991	
45	OMBP	Caseloads-Medicard Drugs-See note 1		\$1,450	\$2,745	\$2,609	
46	OMBP	Estimated MMIS suspended/denied claims in process				(\$9,078)	
47	OMBP	PBM Contract		\$18	\$80	\$18	
48	OMBP	State Phase Down Contribution (SPDC)		\$891	\$700	\$294	
49	OMBP	Outpatient		\$0	\$1,808	\$4,488	
50	OMBP	BCC Program		\$0	(\$190)	\$193	
51	OMBP	Fiscal item to accept/expend CHIPRA funding. Processed in March, incl in Row 42 calc.		\$0	\$0	\$0	
52	Operating Budget Surplus			\$16,710	\$26,533	\$27,172	
53							
54	Litigation & Audits						
55	DHHS	Medicaid To Schools-Manchester		(\$500)	(\$500)	(\$500)	
56	DHHS	Medicaid To Schools-Transportation		(\$2,000)	(\$2,000)	(\$2,000)	
57	DHHS	ACF Title IV-E Review					
58	DHHS	DSH Settlement		(\$17,904)	(\$17,904)	(\$17,904)	
59	BEAS	Bel-Air Settlement		\$0	\$0	\$0	
60	DHHS	Hospital Lawsuit		???	???	???	
61	DHHS	Department of Justice Litigation		???	???	???	
62	NHH	NHH DSH-Pending CMS Adoption of Rules which were expected in April, but did not come (note 2)		???	See note #2	#2	
63	DCYF	SFY 2004 - 2006 Residential Services		(\$2,800)	(\$2,800)		
64	DCYF	SFY 2004 - 2006 Residential Services-HB486			\$2,800		
65	DCYF	SFY 2007 - 2010 Residential Services		???	???	???	
66							
67	Projected Shortfall in Funding of Litigation & Audits			(\$23,204)	(\$20,404)	(\$20,404)	
68							
69	Projected Surplus (Deficit) Excluding Lapse			(\$6,494)	\$6,129	\$6,768	
70	Notes:						
71	In 2008, CMS changed the definition of uninsured greatly reducing the costs that could be claimed for DSH; then in						
72	January 2012 issued a proposed rule, which will reinstate the broader definition. The final rule was expected in April, but has yet to be issued. If the more restrictive definition is retained, NHH will lose DSH revenue.						
73							

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				Placement		Related		Census
9		Actual	Actual	Actual	Actual	Actual	Actual	Actual
10								
23	Jul-10	987	638	663	424	5,041	2,386	55
24	Aug-10	1,012	659	646	413	4,903	2,508	53
25	Sep-10	1,182	691	627	400	4,769	2,666	50
26	Oct-10	1,110	651	625	414	4,407	2,505	57
27	Nov-10	1,125	593	626	426	4,487	2,361	64
28	Dec-10	1,072	746	630	410	4,345	1,382	60
29	Jan-11	1,131	831	616	403	4,475	326	59
30	Feb-11	1,076	888	618	394	4,743	0	57
31	Mar-11	1,339	909	619	424	5,083	0	61
32	Apr-11	1,165	805	628	427	5,162	0	73
33	May-11	1,240	810	631	425	5,251	0	80
34	Jun-11	1,237	697	629	423	5,333	0	73
35	Jul-11	963	737	574	351	5,053	0	68
36	Aug-11	1,073	776	583	317	5,055	0	65
37	Sep-11	1,261	674	580	289	5,136	0	61
38	Oct-11	1,197	742	590	302	4,969	0	52
39	Nov-11	1,116	640	602	311	5,047	0	44
40	Dec-11	1,123	777	610	321	5,017	0	48
41	Jan-12	1,289	881	590	309	4,925	0	56
42	Feb-12	1,183	725	596	298	4,869	0	64
43	Mar-12	1,300	767	602	331	4,970	0	62
44	Apr-12	1,223	784	603	332	4,967	0	63
45	May-12	1,477	876	612	350	5,231	0	69
46	Jun-12	1,057	873	613	352	5,274	0	69
47	Jul-12	1,100	681	605	323	5,175	0	60
48	Aug-12	1,050	744	611	317	5,219	0	57
49	Sep-12	1,151	681	619	295	5,050	0	56
50	Oct-12	1,344	898	612	306	5,076	0	60
51	Nov-12	1,098	656	609	321	5,061	0	57
52	Dec-12	1,086	656	601	325	4,995	0	59
53	Jan-13	1,245	715	594	322	5,164	0	54
54	Feb-13	1,072	674	609	318	5,113	0	58
55	Mar-13	1,180	842	619	318	5,231	0	57
56	Apr-13	1,269	852	612	339	5,368	0	60
57	May-13	1,383	852	589	331	5,357	0	69
58	Jun-13							
59								
60								
61								
62								
63								
64								
65								
66	Source of Data							
67	Column							
68	B	DCYF SFY Management Database Report: Bridges.						
69	C	DCYF Assessment Supervisory Report: Bridges.						
70	D	Bridges placement authorizations during the month, unduplicated.						
71	E	Bridges placement authorizations during the month, unduplicated.						
72	F	Bridges Expenditure Report, NHB-OAR8-128						
73	G	Child Care Wait List Screen: New Heights						
74	H	Bridges Service Day Query - Bed days divided by days in month						

	A	B	C	D	E	F	G	H	I	J
1	Table F									
2	Department of Health and Human Services									
3	Operating Statistics									
4	Social Services									
5										
6		FANF	APTD Persons	Food Stamps Persons	Child Support Cases					
7					Current Cases	Former Cases	Never Cases	Total Cases		
8					Actual	Actual	Actual	Actual		
9		Actual	Actual	Actual	Actual	Actual	Actual	Actual		
22	Jul-10	13,920	8,617	109,131	5,550	17,304	13,123	35,977		
23	Aug-10	13,981	8,643	109,950	5,758	17,120	13,138	36,016		
24	Sep-10	14,065	8,650	110,588	5,508	17,374	13,072	35,954		
25	Oct-10	13,615	8,656	110,694	5,726	17,177	13,051	35,954		
26	Nov-10	13,553	8,667	111,476	5,645	17,262	13,026	35,933		
27	Dec-10	13,789	8,749	112,293	5,577	17,345	12,986	35,908		
28	Jan-11	13,796	8,740	113,127	5,716	17,142	12,965	35,823		
29	Feb-11	13,705	8,779	112,803	5,654	17,189	12,917	35,760		
30	Mar-11	13,730	8,912	114,023	5,411	17,425	12,942	35,778		
31	Apr-11	13,597	9,019	114,482	5,435	17,379	12,986	35,800		
32	May-11	13,330	9,009	114,611	5,586	17,150	12,961	35,697		
33	Jun-11	13,272	9,088	114,441	5,401	17,296	12,902	35,599		
34	Jul-11	12,046	9,031	113,984	5,302	17,277	12,906	35,485		
35	Aug-11	11,980	8,905	114,285	5,416	17,099	12,842	35,357		
36	Sep-11	12,014	8,864	114,344	5,163	17,225	12,748	35,136		
37	Oct-11	11,756	8,763	114,705	5,365	17,081	12,749	35,195		
38	Nov-11	11,668	8,854	114,371	5,325	17,095	12,728	35,148		
39	Dec-11	11,787	9,006	115,671	5,192	17,184	12,760	35,136		
40	Jan-12	11,781	8,834	117,047	5,360	17,052	12,793	35,205		
41	Feb-12	11,628	8,792	117,293	5,327	17,066	12,836	35,229		
42	Mar-12	9,202	8,600	117,250	4,211	18,113	12,897	35,221	*	
43	Apr-12	8,950	8,575	117,443	4,308	17,966	12,876	35,150		
44	May-12	8,853	8,541	117,744	4,308	17,881	12,845	35,034		
45	Jun-12	8,774	8,518	117,708	4,139	17,952	12,898	34,989		
46	Jul-12	8,690	8,405	117,625	4,184	17,771	12,928	34,883		
47	Aug-12	8,793	8,296	117,916	4,031	17,760	12,899	34,690		
48	Sep-12	8,657	8,218	117,569	4,038	17,722	12,853	34,613		
49	Oct-12	8,704	8,216	119,101	4,261	17,526	12,865	34,652		
50	Nov-12	8,599	8,181	118,992	4,066	17,650	12,862	34,578		
51	Dec-12	8,493	8,164	118,817	4,051	17,653	12,893	34,597		
52	Jan-13	8,559	8,115	120,153	4,136	17,542	12,836	34,514		
53	Feb-13	8,538	8,059	117,654	4,175	17,545	12,857	34,577		
54	Mar-13	8,378	8,011	117,409	4,041	17,723	13,006	34,770		
55	Apr-13	8,337	8,011	114,147	4,162	17,606	13,054	34,822		
56	May-13	8,169	8,001	119,317	3,973	17,780	13,102	34,855		
57	Jun-13									
58										
59	Source of Data									
60	Column									
61	B	Office of Research & Analysis, Ca								
62	C	Budget Document								
63	D	Budget Document								
64	E-H	DCSS Caseload (Month End Actual from NECSES)								
65										
66	Note	* Effective 3/1/12, SSI or SSP is considered when determining FANF eligibility.								
67		Those child support cases no longer eligible, are now "Former" assistance								
68		cases.								
69										

	A	B	C	D	E	F	G	H	I
1	Table G								
2	Department of Health and Human Services								
3	Operating Statistics								
4	Community Mental Health Center Medicaid								
5									
6		Monthly Cost	YTD Weekly Average Cost		Medicaid Client Trending Report				
7		Actual	Actual		Current Date: 6/14/13		Note: All figures are year-to-date		
20	Jul-10	\$7,988,373	\$ 1,597,675		ACTUALS - YTD				
21	Aug-10	\$7,136,649	\$ 1,680,558		FISCAL YEAR	QTR 1	QTR 2	QTR 3	QTR 4
22	Sep-10	\$6,629,711	\$ 1,673,441		2008	11,016	13,553	15,497	17,392
23	Oct-10	\$8,685,885	\$ 1,691,145		2009	12,014	14,693	16,849	19,206
24	Nov-10	\$8,628,997	\$ 1,775,892		2010	13,240	16,187	18,580	20,797
25	Dec-10	\$6,900,690	\$ 1,702,604		2011	13,480	16,390	18,410	20,665
26	Jan-11	\$6,184,140	\$ 1,682,401		2012	13,358	15,775	17,447	19,925
27	Feb-11	\$6,740,043	\$ 1,682,700		2013	13,227	15,761	17,460	
28	Mar-11	\$7,382,305	\$ 1,699,405						
29	Apr-11	\$9,302,312	\$ 1,757,654		BUDGETED - YTD				
30	May-11	\$7,547,988	\$ 1,731,814		FISCAL YEAR	QTR 1	QTR 2	QTR 3	QTR 4
31	Jun-11	\$7,992,643	\$ 1,752,303		2011	12,541	15,333	17,599	19,699
32	Jul-11	\$7,631,195	\$ 1,526,239		2012	13,806	16,787	18,856	21,165
33	Aug-11	\$6,879,546	\$ 1,612,305		2013	14,214	16,786	18,565	21,202
34	Sep-11	\$8,259,497	\$ 1,626,446						
35	Oct-11	\$6,551,174	\$ 1,628,967						
36	Nov-11	\$6,684,985	\$ 1,636,654		VARIANCE: BUDGETED TO ACTUAL - YTD				
37	Dec-11	\$8,227,790	\$ 1,638,303		FISCAL YEAR	QTR 1	QTR 2	QTR 3	QTR 4
38	Jan-12	\$6,020,154	\$ 1,621,108		2012	-448	-1,012	-1,409	-1,240
39	Feb-12	\$6,992,712	\$ 1,635,630		2013	-987	-1,025	-1,105	
40	Mar-12	\$8,495,420	\$ 1,643,562						
41	Apr-12	\$7,164,315	\$ 1,656,972						
42	May-12	\$7,280,134	\$ 1,670,561						
43	Jun-12	\$8,576,998	\$ 1,674,791						
44	Jul-12	\$6,080,133	\$ 1,520,033						
45	Aug-12	\$8,396,227	\$ 1,608,484						
46	Sep-12	\$6,638,801	\$ 1,624,243						
47	Oct-12	\$6,557,972	\$ 1,627,831						
48	Nov-12	\$8,163,038	\$ 1,628,917						
49	Dec-12	\$6,888,680	\$ 1,643,264						
50	Jan-13	\$5,678,659	\$ 1,613,450						
51	Feb-13	\$6,844,750	\$ 1,624,949						
52	Mar-13	\$9,366,958	\$ 1,656,800						
53	Apr-13	\$9,806,502	\$ 1,730,738						
54	May-13	\$6,001,480	\$ 1,675,483						
55	Jun-13								
56									

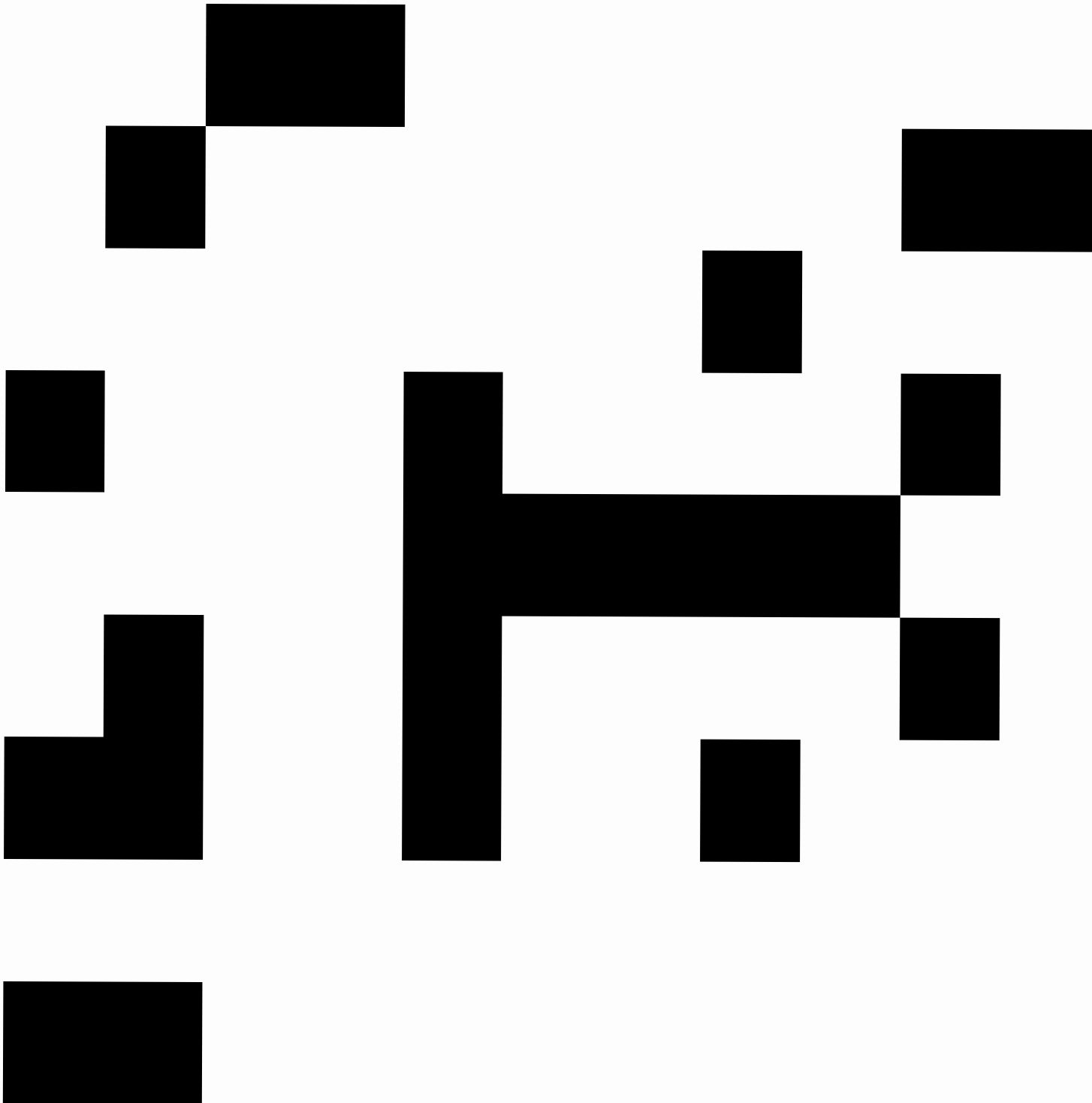
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Table H													
2	Department of Health and Human Services													
3	Operating Statistics													
4	Elderly & Adult Long Term Care													
5														
6		Total Nursing Clients		CFI Home Health	CFI Midlevel	Other Nursing	Nursing Home Beds		Pct in NF	APS Clients Assmnts	APS Cases Ongoing	SSBG AIHC Waitlist	Total SSBG AIHC	
7		Actual	Budget			Note 1	3 mo. Avg	Budget						
8														
20	Jul-10	7,284	7,740	2,541	384	36	4,359	4,063	59.8%	250	1,121	5		
21	Aug-10	7,223	7,740	2,494	389	34	4,340	4,063	60.1%	221	1,118	1		
22	Sep-10	7,112	7,740	2,513	365	32	4,234	4,063	59.5%	228	1,104	0	506	
23	Oct-10	7,150	7,740	2,527	387	35	4,236	4,063	59.2%	228	1,080	0		
24	Nov-10	7,237	7,740	2,557	396	28	4,284	4,063	59.2%	221	1,067	3		
25	Dec-10	7,346	7,740	2,530	413	32	4,403	4,063	59.9%	183	1,068	0	614	
26	Jan-11	7,217	7,740	2,468	416	32	4,333	4,063	60.0%	178	1,039	3		
27	Feb-11	7,164	7,740	2,548	385	33	4,231	4,063	59.1%	162	1,040	6		
28	Mar-11	7,127	7,740	2,544	388	32	4,195	4,063	58.9%	203	1,042	3		
29	Apr-11	7,221	7,740	2,511	422	31	4,288	4,063	59.4%	222	1,041	3		
30	May-11	7,079	7,740	2,485	417	34	4,177	4,063	59.0%	207	1,058	8		
31	Jun-11	7,094	7,740	2,436	420	35	4,238	4,063	59.7%	238	1,077	4	740	YTD
32	Jul-11	7,142	7,515	2,499	443	31	4,200	4,400	58.8%	200	1,069	1		
33	Aug-11	7,196	7,515	2,396	456	37	4,344	4,400	60.4%	226	1,083	2		
34	Sep-11	7,174	7,515	2,382	447	32	4,345	4,400	60.6%	236	1,091	2	532	YTD
35	Oct-11	7,053	7,515	2,340	442	33	4,271	4,400	60.6%	253	1,108	2		
36	Nov-11	7,037	7,515	2,350	432	35	4,255	4,400	60.5%	212	1,103	2		
37	Dec-11	7,132	7,515	2,356	446	32	4,330	4,400	60.7%	220	1,095	-	667	YTD
38	Jan-12	7,189	7,515	2,357	439	34	4,393	4,400	61.1%	215	1,077	9		
39	Feb-12	7,312	7,515	2,417	418	33	4,477	4,400	61.2%	215	1,084	9		
40	Mar-12	7,518	7,515	2,530	448	31	4,540	4,400	60.4%	240	1,065	13	740	YTD
41	Apr-12	7,368	7,515	2,450	433	34	4,485	4,400	60.9%	223	1,053	9		
42	May-12	7,343	7,515	2,486	439	33	4,418	4,400	60.2%	223	1,084	5		
43	Jun-12	7,376	7,515	2,554	436	34	4,386	4,400	59.5%	245	1,095	16	786	YTD
44	Jul-12	7,225	7,578	2,401	444	34	4,380	4,422	60.6%	238	1,096	9		
45	Aug-12	7,448	7,578	2,468	471	39	4,509	4,422	60.5%	251	1,087	5		
46	Sep-12	7,281	7,578	2,454	462	37	4,365	4,422	60.0%	209	1,092	6	518	YTD
47	Oct-12	7,293	7,578	2,475	464	35	4,354	4,422	59.7%	243	1,137	1		
48	Nov-12	7,254	7,578	2,478	482	34	4,294	4,422	59.2%	200	1,203	1		
49	Dec-12	7,253	7,578	2,433	484	35	4,336	4,422	59.8%	178	1,186	1	635	YTD
50	Jan-13	7,194	7,578	2,421	461	37	4,312	4,422	59.9%	255	1,201	1		
51	Feb-13	7,092	7,578	2,415	443	33	4,234	4,422	59.7%	159	1,202	1		
52	Mar-13	7,052	7,578	2,487	438	38	4,127	4,422	58.5%	220	1,196	1	705	YTD
53	Apr-13													
54	May-13													
55	Jun-13													
56														
57														
58		Note 1: These clients are also captured under OMBP Provider Payments												
59		Note : CFI Home Health = CFI Home Support and Home Health Care Waiver Services												
60	Source of Data													
61	Columns													
62														
63	D-F	MDSS monthly client counts												
64	G	3 month Avg of the number of paid bed days in the month/days in prior month												
65		by the number of days in the previous month. MDSS												
66	J	Options Monthly Protective Reports												
67	K	Options Monthly Activity Report												
68	L	SSBG Adult In-Home Care verbal report from Adult Protective Services Administrator												
69	M	Quarterly Options Paid Claims from Business Systems Unit Manager												

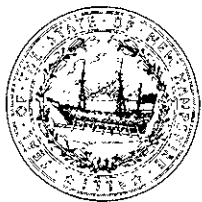
	A	B	C	D	E	F	G	H	I	J
1	Operating Statistics									
2	Developmental Services Long Term Care									
3										
4										
5		BDS Programs served FYTD**	BDS Programs - FYTD Unduplicated Count	Early Supports & Services	Special Medical Services	Partners in Health Program	Devl. Serv. Priority #1 DD Waitlist	Devl. Serv. ABD Waitlist		Medicaid to Schools
6					8-09 to 8-12 Actual	8-09 to 8-12 Actual	Actual*	Actual*		
7	Aug-09	11,213	7,459	1,817	2,006	874	37	0		
8	Sep-09	11,534	7,882	1,823	1,868	892	37	0		
9	Oct-09	12,014	8,241	1,811	2,019	877	37	0		
10	Nov-09	12,561	8,703	1,760	2,044	907	37	0		
11	Dec-09	12,906	9,036	1,803	2,048	911	19	0		
12	Jan-10	13,631	9,836	1,826	1,917	939	19	0		
13	Feb-10	14,403	10,575	1,753	1,928	950	19	0		
14	Mar-10	14,493	10,650	1,869	1,849	997	47	0		
15	Apr-10	14,844	11,084	1,864	1,576	1,092	47	0		
16	May-10	15,446	11,830	1,857	1,620	998	47	0		
17	Jun-10	14,693	12,015	1,861	1,660	1,018	20	0		6,612
18	Jul-10	9,505	6,463	1,927	1,652	1,390	40	0		
19	Aug-10	10,574	7,826	2,054	1,690	1,058	13	0		
20	Sep-10	11,107	8,324	2,069	1,730	1,053	9	0		
21	Oct-10	11,667	8,826	2,087	1,767	1,074	21	1		
22	Nov-10	12,438	9,600	2,128	1,768	1,070	19	0		
23	Dec-10	12,732	9,959	2,101	1,667	1,106	19	0		
24	Jan-11	13,152	10,344	1,972	1,659	1,149	19	0		
25	Feb-11	13,567	10,817	2,017	1,613	1,137	19	0		
26	Mar-11	13,900	11,098	2,182	1,651	1,151	20	0		
27	Apr-11	14,201	11,337	2,277	1,695	1,169	30	0		
28	May-11	14,623	11,713	2,339	1,742	1,168	30	0		
29	Jun-11	15,148	12,168	2,344	1,772	1,208	24	4		6,785
30	Jul-11	10,626	7,627	2,248	1,795	1,204	56	6		
31	Aug-11	10,953	7,957	1,799	1,806	1,190	34	8		
32	Sep-11	11,146	8,328	2,329	1,811	1,007	34	10		
33	Oct-11	11,500	8,529	2,668	1,841	1,130	46	9		
34	Nov-11	11,918	9,077	2,917	1,727	1,114	58	9		
35	Dec-11	12,290	9,445	3,057	1,742	1,103	62	0		
36	Jan-12	12,535	9,848	3,274	1,667	1,020	66	0		
37	Feb-12	12,767	10,112	3,468	1,663	992	71	0		
38	Mar-12	13,133	10,455	3,661	1,695	983	78	0		
39	Apr-12	13,510	10,802	3,922	1,702	1,006	81	0		
40	May-12	13,850	11,122	4,154	1,740	988	90	0		
41	Jun-12	14,248	11,513	4,423	1,737	998	94	0		6,419
42	Jul-12	9,742	7,055	1,891	1,689	998	123	0		
43	Aug-12	10,324	7,590	2,083	1,738	996	123	0		
44	Sep-12	11,000	8,156	2,288	1,814	1,030	154	0		
45	Oct-12	11,701	8,774	2,601	1,876	1,051	169	0		
46	Nov-12	12,207	9,209	2,861	1,935	1,063	172	0		
47	Dec-12	12,562	9,502	3,033	1,980	1,080	190	0		
48	Jan-13	13,217	10,065	3,255	2,063	1,089	219	0		
49	Feb-13	13,660	10,438	3,521	2,123	1,099	225	1		
50	Mar-13	14,057	10,694	3,706	2,253	1,110	242	3		
51	Apr-13	14,460	10,992	3,925	2,342	1,126	240	1		
52	May-13	14,863	11,289	4,132	2,430	1,144	265	4		
53	Jun-13									
54										
55										
56										
57	Data Sources:	NHLeads	NHLeads	NHLeads	SMSdb	PIHdb	Registry	Registry		
58										
59	*G & *H Represent the number of individuals waiting at least 90-days for DD or ABD									
60	Waiver funding.									
61	** BDS count excludes MTS Students served									
62	E & F	Represents year-to-date total number served								

	A	B	C	D	E	F	G	H	I	J	K
1	Table I										
2	Department of Health and Human Services										
3	Operating Statistics										
4	Shelter & Institutions										
5											
6		NHH				BHHS					Glenciff
7		APS & APC Census	APS & APC Admissions	THS Census		Individual Bednights	% of		Family Bednights	% of	GH Census
8		Actual	Actual	Actual	Capacity	Actual	Capacity	Capacity	Actual	Capacity	Actual
9											
22	Jul-10	148	178	41	11,408	8,444	74%	806	595	74%	112
23	Aug-10	145	185	41	10,304	7,523	73%	728	599	82%	112
24	Sep-10	146	184	42	11,040	8,032	73%	780	688	88%	112
25	Oct-10	145	191	43	10,757	8,668	81%	780	687	88%	112
26	Nov-10	162	200	43	10,590	9,101	86%	780	622	80%	113
27	Dec-10	156	173	40	10,943	9,539	87%	806	612	76%	113
28	Jan-11	154	184	42	11,997	10,525	88%	806	667	83%	109
29	Feb-11	156	160	43	10,836	10,606	98%	728	627	86%	106
30	Mar-11	159	219	44	11,657	10,528	90%	806	639	79%	109
31	Apr-11	152	204	42	10,590	9,141	86%	780	680	87%	111
32	May-11	153	228	44	10,943	8,785	80%	806	622	77%	113
33	Jun-11	139	199	43	10,590	9,019	85%	780	588	75%	113
34	Jul-11	142	209	43	10,943	9,368	86%	806	627	78%	113
35	Aug-11	134	192	41	10,943	9,590	88%	806	732	91%	115
36	Sep-11	128	196	41	10,590	9,719	92%	768	744	97%	115
37	Oct-11	149	200	37	10,943	10,781	99%	806	826	102%	117
38	Nov-11	150	193	36	10,590	10,779	102%	780	885	113%	116
39	Dec-11	151	202	36	11,521	11,721	102%	806	877	109%	113
40	Jan-12	153	207	n/a	12,090	12,173	101%	806	883	110%	115
41	Feb-12	153	191	n/a	11,310	11,137	98%	754	770	102%	116
42	Mar-12	153	184	n/a	12,090	11,049	91%	806	837	104%	118
43	Apr-12	153	200	n/a	10,590	9,945	94%	780	817	105%	118
44	May-12	155	208	n/a	10,943	10,510	96%	806	898	111%	117
45	Jun-12	149	187	n/a	10,590	9,845	93%	780	869	111%	119
46	Jul-12	145	161	n/a	10,943	9,568	87%	806	685	85%	118
47	Aug-12	149	193	n/a	10,943	9,573	87%	806	755	94%	118
48	Sep-12	151	162	n/a	9,870	9,304	94%	780	674	86%	119
49	Oct-12	150	178	n/a	10,199	9,826	96%	806	757	94%	119
50	Nov-12	150	161	n/a	9,870	9,369	95%	780	763	98%	117
51	Dec-12	150	125	n/a	10,133	9,420	93%	754	808	107%	117
52	Jan-13	161	173	n/a	11,346	11,433	101%	806	826	102%	117
53	Feb-13	164	135	n/a	9,212	10,544	114%	728	704	97%	118
54	Mar-13	155	149	n/a	9,833	10,995	112%	780	764	98%	119
55	Apr-13	152	173	n/a	9,833	9,313	95%	780	643	82%	119
56	May-13				10,162	9,166	90%	806	586	73%	118
57	Jun-13										
58											
59											
60											
61	Source of Data										
62	Column										
63	B	Daily in-house midnight census averaged per month									
64	C	Daily census report of admissions totalled per month									
65	D	Daily in-house midnight census averaged per month									
66	E	Total number of individual bednights available in emergency shelters									
67	F	Total number of individual bednights utilized in emergency shelters									
68	G	Percentage of individual bednights utilized during month									
69	H	Total number of family bednights available in emergency shelters									
70	I	Total number of family bednights utilized in emergency shelters									
71	J	Percentage of family bednights utilized during month									
72	K	Daily in-house midnight census averaged per month									

	A	B	C	D	E	F	G	H	I
1	Table J								
2	Department of Health and Human Services								
3	Office of Medicaid Business and Policy								
4	Budget V. Actual Medical Expenditures								
5									
6	Medicaid Provider Payments								
7	(Provider Payments, Outpatient Hospital, Prescription Drugs and CHIP FFS)								
8		Budgeted	Expended	Excess/Shortfall					
9	Jul-12	\$33,504,813	\$28,414,183	\$5,090,630					
10	Aug-12	\$41,881,016	\$41,991,758	(\$110,741)					
11	Sep-12	\$33,504,813	\$28,853,109	\$4,651,704					
12	Oct-12	\$33,504,813	\$33,899,882	(\$395,069)					
13	Nov-12	\$41,881,016	\$38,286,866	\$3,594,151					
14	Dec-12	\$34,745,011	\$37,862,968	(\$3,117,957)					
15	Jan-13	\$34,745,011	\$31,912,309	\$2,832,702					
16	Feb-13	\$36,842,516	\$35,321,867	\$1,520,649					
17	Mar-13	\$46,053,145	\$45,281,899	\$771,245					
18	Apr-13	\$36,842,516	\$27,641,834	\$9,200,682					
19	May-13	\$46,053,145	\$33,840,730	\$12,212,415					
20	Jun-13			(\$7,268,919)					
21	Total	\$456,400,332	\$427,418,839	\$28,981,493					
22									
23									
24	CHIP Fee-for-service: Budget + expenses moved to Provider Payments w/Dept Transfer								
25	CHIP Expenses reported in Medicaid Provider Payments Mnthly Costs								
26		Informational:	Expended						
27	Jul-12		\$431,145						
28	Aug-12		\$1,398,498						
29	Sep-12		\$1,147,111						
30	Oct-12		\$1,324,754						
31	Nov-12		\$1,534,985						
32	Dec-12		\$1,572,977						
33	Jan-13		\$1,502,165						
34	Feb-13		\$1,669,845						
35	Mar-13		\$1,852,749						
36	Apr-13		\$1,112,808						
37	May-13		\$1,725,657						
38	Jun-13								
39	Total		\$16,866,934						
40									
41									
42	BCCP								
43	(Provider Payments, Outpatient Hospital, Prescription Drugs)								
44		Budgeted	Expended	Excess/Shortfall					
45	Jul-12	\$251,156	\$278,082	(\$26,926)					
46	Aug-12	\$313,945	\$378,267	(\$64,322)					
47	Sep-12	\$251,156	\$317,636	(\$66,480)					
48	Oct-12	\$251,156	\$342,295	(\$91,139)					
49	Nov-12	\$313,945	\$345,771	(\$31,826)					
50	Dec-12	\$251,156	\$371,182	(\$120,026)					
51	Jan-13	\$251,156	\$337,068	(\$85,912)					
52	Feb-13	\$522,065	\$351,781	\$170,284					
53	Mar-13	\$652,581	\$371,177	\$281,405					
54	Apr-13	\$522,065	\$255,222	\$266,843					
55	May-13	\$652,581	\$348,083	\$304,498					
56	Jun-13			\$14,872					
57	Total	\$4,766,027	\$4,203,757	\$562,270					
58									
59									
60	Notes:								
61	Shaded figures are estimates								
62	Department of Health and Human Services: Reduction in Appropriation. In the event that estimated restricted revenues collected by the								
63	department of health and human services in the aggregate are less than budgeted, during the biennium ending June 30, 2013, the total								
64	appropriations to the department of health and human services shall be reduced by the amount of the shortfall in either actual or projected								
65	revenue. The commissioner of the department of health and human services shall notify the bureau of accounting, in writing, no later than								
66	April 1st of each year as to precisely which line item appropriation and in what specific amount reductions are to be made in order to fully								
67	compensate for the total revenue deficits.								

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Table K																		
2	Department of Health and Human Services																		
3	Caseloads Versus Prior Year & Prior Month																		
4																			
5	Unduplicated Persons			Medicaid Persons			Long Term Care-Seniors			FANF Persons			APTD Persons			SNAP Persons			
6		Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo	Actual	Vs PY	Vs Pmo
7																			
32	Jul-10	150,572	7.2%	0.2%	118,831	4.4%	-0.2%	7,284	-4.3%	1.4%	13,920	4.1%	-1.8%	8,617	9.7%	0.0%	109,131	25.7%	0.4%
33	Aug-10	151,231	7.2%	0.4%	118,841	4.2%	0.0%	7,223	-1.4%	-0.8%	13,981	3.6%	0.4%	8,643	8.9%	0.3%	109,950	23.2%	0.8%
34	Sep-10	151,609	6.5%	0.2%	118,213	3.8%	0.3%	7,112	-0.8%	-1.5%	14,065	2.1%	0.6%	8,650	7.8%	0.1%	110,588	20.4%	0.6%
35	Oct-10	151,486	5.4%	-0.1%	118,770	2.4%	-0.4%	7,150	-4.1%	0.5%	13,615	-1.2%	-3.2%	8,656	6.5%	0.1%	110,694	16.8%	0.1%
36	Nov-10	151,908	5.1%	0.3%	118,882	2.2%	0.1%	7,237	-0.5%	1.2%	13,553	-2.7%	-0.5%	8,667	5.4%	0.1%	111,476	15.2%	0.7%
37	Dec-10	152,991	5.0%	0.7%	119,845	2.3%	0.8%	7,346	4.5%	1.5%	13,789	-3.5%	1.7%	8,749	5.8%	0.9%	112,293	13.2%	0.7%
38	Jan-11	153,338	4.7%	0.2%	119,554	1.9%	-0.2%	7,217	-1.3%	-1.8%	13,796	-4.1%	0.1%	8,740	4.8%	-0.1%	113,127	12.0%	0.7%
39	Feb-11	152,942	3.7%	-0.3%	119,255	1.0%	-0.3%	7,164	-0.7%	-0.7%	13,705	-5.6%	-0.7%	8,779	4.4%	0.4%	112,803	9.8%	-0.3%
40	Mar-11	154,218	3.5%	0.8%	120,395	1.3%	1.0%	7,127	-2.9%	-0.5%	13,730	-5.9%	0.2%	8,912	5.1%	1.5%	114,023	8.5%	1.1%
41	Apr-11	154,397	3.0%	0.1%	120,532	0.9%	0.1%	7,221	-2.0%	1.3%	13,597	-6.8%	-1.0%	9,019	5.4%	1.2%	114,482	7.7%	0.4%
42	May-11	154,589	2.9%	0.1%	120,353	1.0%	-0.1%	7,079	-1.3%	-2.0%	13,330	-6.4%	-2.0%	9,009	5.3%	-0.1%	114,611	6.0%	0.1%
43	Jun-11	154,572	2.8%	0.0%	120,867	1.5%	0.4%	7,094	-1.3%	0.2%	13,272	-6.4%	-0.4%	9,088	5.5%	0.9%	114,441	5.3%	-0.1%
44	Jul-11	153,928	2.2%	-0.4%	119,814	0.8%	-0.9%	7,142	-1.9%	0.7%	12,046	-13.5%	-9.2%	9,031	4.8%	-0.6%	113,984	4.4%	-0.4%
45	Aug-11	153,803	1.7%	-0.1%	119,628	0.7%	-0.2%	7,196	-0.4%	0.8%	11,980	-14.3%	-0.5%	8,905	3.0%	-1.4%	114,285	3.9%	0.3%
46	Sep-11	154,055	1.8%	0.2%	119,916	0.8%	0.2%	7,174	0.9%	-0.3%	12,014	-14.6%	0.3%	8,864	2.5%	-0.5%	114,344	3.4%	0.1%
47	Oct-11	153,942	1.8%	-0.1%	119,437	0.6%	-0.4%	7,053	-1.4%	-1.7%	11,756	-13.7%	-2.1%	8,793	1.6%	-0.8%	114,705	3.6%	0.3%
48	Nov-11	153,484	1.0%	-0.3%	118,901	0.0%	-0.4%	7,037	-2.8%	-0.2%	11,668	-13.9%	-0.7%	8,854	2.2%	0.7%	114,371	2.6%	-0.3%
49	Dec-11	154,470	1.0%	0.6%	119,626	-0.2%	0.6%	7,132	-2.9%	1.4%	11,787	-14.5%	1.0%	9,006	2.9%	1.7%	115,671	3.0%	1.1%
50	Jan-12	154,765	0.9%	0.2%	119,338	-0.2%	-0.2%	7,189	-0.4%	0.8%	11,781	-14.6%	-0.1%	8,834	1.1%	-1.9%	117,047	3.5%	1.2%
51	Feb-12	155,274	1.5%	0.3%	119,553	0.2%	0.2%	7,312	2.1%	1.7%	11,828	-15.2%	-1.3%	8,792	0.1%	-0.5%	117,293	4.0%	0.2%
52	Mar-12	155,424	0.8%	0.1%	120,382	0.0%	0.7%	7,518	5.5%	2.8%	9,202	-33.0%	-20.9%	8,600	-3.5%	-2.2%	117,250	2.8%	0.0%
53	Apr-12	155,639	0.8%	0.1%	120,538	0.0%	0.1%	7,368	2.0%	-2.0%	8,950	-34.2%	-2.7%	8,595	-4.7%	-0.1%	117,443	2.6%	0.2%
54	May-12	155,789	0.8%	0.1%	120,520	0.1%	0.0%	7,343	3.7%	-0.3%	8,853	-33.6%	-1.1%	8,541	-5.2%	-0.6%	117,744	2.7%	0.3%
55	Jun-12	156,002	0.9%	0.1%	120,335	-0.4%	-0.2%	7,376	4.0%	0.4%	8,774	-33.9%	-0.9%	8,518	-6.3%	-0.3%	117,708	2.9%	0.0%
56	Jul-12	156,637	1.8%	0.4%	120,569	Eff. 7/1/12 CHIP Included		7,225	1.2%	-2.0%	8,690	-27.9%	-1.0%	8,405	-6.9%	-1.3%	117,625	3.2%	-0.1%
57	Aug-12	156,966	2.1%	0.2%	120,951	n/a	0.3%	7,448	3.5%	3.1%	8,793	-26.6%	1.2%	8,296	-6.8%	-1.3%	114,916	0.6%	-2.3%
58	Sep-12	156,144	1.4%	-0.5%	120,479	n/a	-0.4%	7,261	1.5%	-2.2%	8,657	-27.9%	-1.5%	8,218	-7.3%	-0.9%	117,569	2.8%	2.3%
59	Oct-12	157,243	2.1%	0.7%	130,393	n/a	0.7%	7,293	3.4%	0.2%	8,704	-26.0%	0.5%	8,216	-6.6%	0.0%	119,101	3.8%	1.3%
60	Nov-12	157,170	2.4%	0.0%	130,110	n/a	-0.2%	7,254	3.1%	-0.5%	8,599	-26.3%	-1.2%	8,181	-7.6%	-0.4%	118,992	4.0%	-0.1%
61	Dec-12	156,588	1.4%	-0.4%	130,001	n/a	-0.1%	7,253	1.7%	0.0%	8,493	-27.9%	-1.2%	8,164	-9.3%	-0.2%	118,817	2.7%	-0.1%
62	Jan-13	157,348	1.7%	0.5%	130,239	n/a	0.2%	7,194	0.1%	-0.8%	8,559	-27.3%	0.8%	8,115	-8.1%	-0.6%	120,153	2.7%	1.1%
63	Feb-13	154,386	-0.6%	-1.9%	129,200	n/a	-0.8%	7,092	-3.0%	-1.4%	8,538	-26.6%	-0.2%	8,059	-8.3%	-0.7%	117,654	0.3%	-2.1%
64	Mar-13	154,504	-0.6%	0.1%	129,413	n/a	0.2%	7,052	-6.2%	-0.6%	8,378	-9.0%	-1.9%	8,011	-6.8%	-0.6%	117,409	0.1%	-0.2%
65	Apr-13	154,159	-1.0%	-0.2%	129,346	n/a	-0.1%				8,337	-6.8%	-0.5%	8,011	-6.8%	0.0%	117,147	-0.3%	-0.2%
66	May-13	153,626	-1.4%	-0.3%	129,599	n/a	0.2%				8,169	-7.7%	-2.0%	8,001	-6.3%	-0.1%	119,317	1.3%	1.9%
67	Jun-13																		
68																			





State of New Hampshire
Department of Revenue Administration

109 Pleasant Street
PO Box 457, Concord, NH 03302-0457
Telephone 603-230-5005
www.nh.gov/revenue

FIS 13 162



Margaret L. Fulton
Assistant Commissioner

June 4, 2013

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

Re: Refund Report

Dear Representative Wallner:

Pursuant to RSA 21-J:45, enclosed is the Department of Revenue Administration's refund report for May 2013.

Please contact me with any questions or concerns.

Sincerely,

Margaret L. Fulton
Assistant Commissioner of Revenue

Enclosure

Department of Revenue Administration
 Refund Report for May 2013
 As Required by RSA 21-J:45

	Count	May Refunds Issued	Count	May Current Claims Refunds Pending	Count	May taxpayer requested refund
CORPORATE BPT	568	\$ 1,993,884				
PROPRIETORSHIP BPT	431	\$ 667,502				
PARTNER FID BPT	209	\$ 1,196,784				
TOTAL BPT	1,208	\$ 3,858,170			35	\$ 52,867
BPT/BET Refunds Under Audit Review			17	\$ 346,182		
BPT/BET Refunds			486	\$ 2,418,568		
BUSINESS ENTERPRISE	229	\$ 164,394				\$ 221,778
TOTAL BPT & BET	1,437	\$ 4,022,564				
INTEREST & DIVIDENDS	1,630	\$ 865,780	710	\$ 278,634	72	\$ 80,531
	Section 1		Section 2		Section 3	

Section 1 Refunds Issued This Month

This section is generated from the Lawson Financial System. It is the refunds processed by the Department of Revenue in the calendar month in question. (When looking at cash flow the actual refund for May will be sent out in a subsequent month.)

Section 2 Current Claims Pending This Month

This is all refunds pending that have not been processed. A pending refund can be the result of any of the following: a taxpayer request, system generated, or audit findings.

- a.) Taxpayer Requested Refunds: These are only refunds initiated by taxpayers received and data entered in the month reported on. These refunds can be from original or amended returns. Does not necessarily mean they will be granted.
- b.) System Generated Refunds: The DRA computer system identifies out of balance accounts and all of those out of balance accounts that favor taxpayers will appear as 'system refunds'. Most of these system generated refunds are resolved without actual refunds being paid. Example: an estimate credited to the wrong year would generate a system tax notice in one year and a system refund in another correctly transferring the estimate. The estimate resolves both the refund and the tax notice.
- c.) Refunds as a Result of Audit: Some audits result in refunds because evaluation of taxpayer records subsequent to an audit in May will result in the identification of a legitimate refund.

Section 3 Taxpayer Requested Refunds This Month

These are only refunds initiated by taxpayers received and data entered in the month reported on. These refunds can be from original or amended returns.