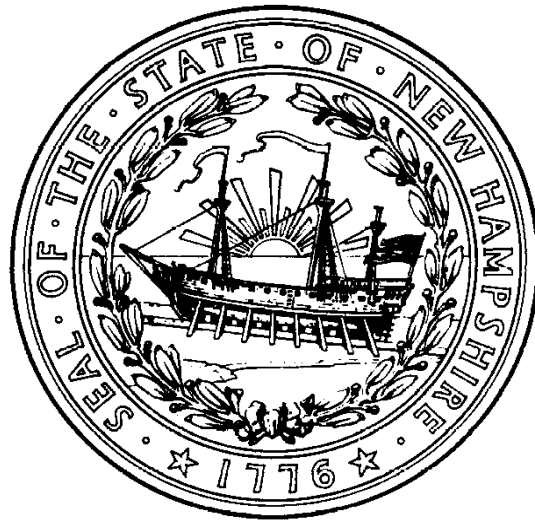
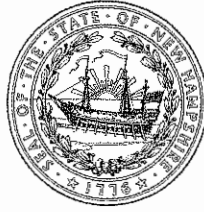


# **FISCAL COMMITTEE**



**Meeting of November 10, 2014**  
**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

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

October 31, 2014

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 **Monday, November 10, 2014**, 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

Monday, November 10, 2014 in Room 210-211 of the Legislative Office Building

**10:00 a.m.**

- (1) Acceptance of Minutes of the September 26, 2014 meeting

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

- (2) Old Business:

FIS 13-081 Additional Information – request from the Members of the Joint Legislative Performance Audit and Oversight Committee, dated December 6, 2013, requesting that the proposed Police Standards and Training Council audit be removed from the table and voted on. (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)

FIS 14-120 Department of Education – authorization to establish one (1) full-time temporary Program Assistant II position for the period of August 8, 2014 through June 30, 2015. Held Over by Special Order 07/25/14 and Tabled 09/26/14

FIS 14-130 Additional Information – letter of intent, dated September 10, 2014, to withdraw the pending hearing aid item as requested in FIS 14-130 Department of Health and Human Services - Pursuant to Chapter 3:2 (SB 413), Laws of 2014, request Committee approval of various state plan amendments for the NH Health Protection program; 1) submitting a further state plan amendment to remove non-emergency services from coverage under the Alternative Benefit Plan for the new adult group, and 2) request to add coverage for hearing aids for the new adult group for those over age 21, as specified in the request dated July 22, 2014. Tabled 07/25/14

**FIS 14-151 Additional Information – letter of intent, dated October 2, 2014, to withdraw request FIS 14-151 Department of Corrections** – to 1) budget and expend \$308,923 in prior year balance forward federal funds through June 30, 2015, and 2) authorization to establish one (1) part-time temporary Administrator IV positions through June 30, 2015. Held Over by Special Order 09/26/14

FIS 14-153 Department of Education – authorization to reclassify vacant Position #13164 from Administrator III, labor grade 31, to Executive Project Manager, labor grade 35. Held Over by Special Order 09/26/14

**CONSENT CALENDAR**

- (3) **RSA 9:16-c, I, Transfer of Federal Grant Funds:**

**FIS 14-167 Department of Safety – transfer \$7,333**

- (4) **RSA 9:16-c, I, Transfer of Federal Grant Funds and RSA 14:30-a, VI Fiscal Committee Approval Required for Acceptance and Expenditure of Funds Over \$100,000 from any Non-State Source:**

**FIS 14-173 Department of Safety – authorization to 1) transfer \$9,841 in federal funds through June 30, 2015 and 2) accept and expend \$114,682 in federal funds through June 30, 2015**

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

**FIS 14-166 Board of Pharmacy – authorization to amend FIS 14-015, approved February 14, 2014, by reallocating \$107,894.88 in other funds through March 31, 2015**

**FIS 14-176 Department of Justice – accept and expend \$370,000**

**FIS 14-177 Department of Justice – authorization to retroactively accept and expend \$449,443 in federal funds from the period of October 1, 2014 through June 30, 2015**

**FIS 14-178 Department of Safety – authorization to 1) accept and expend \$334,341 in federal funds through June 30, 2015, and 2) accept and expend \$959, 266 in federal funds through June 30, 2015**

**FIS 14-184 New Hampshire Fish and Game Department – accept and expend \$354,025**

**FIS 14-185 Department of Health and Human Services – accept and expend \$333,801**

**FIS 14-186 Department of Justice – accept and expend \$866,833**

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

**FIS 14-174 Insurance Department – authorization to 1) accept and expend \$398,777 in federal funds through June 30, 2015, and 2) establish consultant positions (Class 046) through June 30, 2015**

**FIS 14-175 Department of Justice – authorization to 1) accept and expend \$106,177 in federal funds through June 30, 2015 and 2) establish consultant positions (Class 046) through June 30, 2015**

- (7) **RSA 228:12, Transfers from Highway Surplus Account:**

**FIS 14-187 Department of Transportation – authorization to transfer \$1,231,000 from Highway Surplus to fund the acquisition and outfitting of equipment through June 30, 2015**

- (8) **Chapter 3:7, II, Laws of 2014, Department of Health and Human Services; Contracting; Transfer Among Accounts:**

**FIS 14-188 Department of Health and Human Services – authorization to transfer \$663,356 in general funds between accounting units and class codes through June 30, 2015**

**FIS 14-189 Department of Health and Human Services – authorization to transfer \$32,700,000 in general funds through June 30, 2015**



(9) Chapter 144:95, Laws of 2013, Department of Transportation; Transfer of Funds:

FIS 14-168 Department of Transportation – authorization to transfer and expend \$1,000 through June 30, 2015

FIS 14-179 Department of Transportation – authorization to establish various non-budgeted classes in various accounting units and to transfer \$326,000 between various accounts and classes through June 30, 2015

FIS 14-180 Department of Transportation – authorization to transfer \$66,000 within Turnpike Fund accounting units and classes through June 30, 2015

(10) Miscellaneous:

(11) Informational Materials:

LBAO Report on Additional Revenues for the Biennium Ending June 30, 2015 – Fiscal Committee Approvals through September 26, 2014 (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 September 26, 2014 (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 2015  
As of 09/30/14

FIS 14-165 Department of Health and Human Services – Chapter 92, Laws of 2013 – Medicaid Family Planning Expansion (Family Planning Medical Assistance Program) Annual Report, August 1, 2014

FIS 14-169 Department of Resources and Economic Development – RSA 12-A:58 – Annual report of the Job Training Fund

FIS 14-170 Department of Resources and Economic Development – Chapter 144:22, Laws of 2013 – Transfer of funds for the Division of Travel and Tourism Development’s Welcome Information Centers for the quarter ending September 30, 2014

FIS 14-171 Department of Revenue Administration – RSA 84-A as amended by SB 369 – Report by the Department of Revenue Administration – Medicaid Enhancement Tax (MET) plan to notify the Department of Health and Human Services (DHHS) about past due payments

FIS 14-172 Department of Revenue Administration – RSA 21-J:45 – Quarterly Refund Report for the months of July through September 2014

FIS 14-181 Department of Health and Human Services – August 2014 Operating Statistics Dashboard report for the fiscal year ending June 30, 2015

FIS 14-182 New Hampshire Lottery Commission – Chapter 144:15, Laws of 2013 – Quarterly report on the status of the incentive employee recognition program for the sale of instant tickets for the first quarter of FY 2015

FIS 14-183 New Hampshire Fish and Game Department – RSA 214:1-f, X – Annual Report: Wildlife Habitat Fund for Fiscal Year 2014

FIS 14-190 Department of Administrative Services – RSA 21-I:19-h, IV – Disposal of State-Owned Vehicles Based on Non-business Use, as adjusted by FIS 11-335 December 2, 2011, report of all vehicles which have non-business use exceeding 20% for FY 2014

FIS 14-191 Department of Administrative Services – Chapter 319:32, Laws of 2003 – State Employee Health Insurance - report regarding the self-funded health benefits program from July 1, 2014 through August 31, 2014

FIS 14-192 New Hampshire Liquor Commission – RSA 176:16, V – Annual report of all transfers of appropriated funds for the period from July 1, 2013 through June 30, 2014

FIS 14-193 National State Auditors Association – review of the system of quality control of the State of New Hampshire, Office of Legislative Budget Assistant in effect for the period July 1, 2013 through June 30, 2014

FIS 14-194 New Hampshire Fish and Game Department - response, dated September 29, 2014, to the September 26, 2014 Fiscal Committee inquiry regarding verification of OHRV registration data as submitted in FIS 14-146

10:30 a.m.

Audits:

State of New Hampshire  
Department of Justice  
Financial Audit Report  
For The Nine Months Ended  
March 31, 2014

State of New Hampshire  
Department of Transportation  
Fleet Management  
Performance Audit Report  
November 2014

State of New Hampshire  
Department of Safety  
Statewide Radio Interoperability  
Performance Audit Report  
November 2014

(12) Date of Next Meeting and Adjournment

FISCAL COMMITTEE OF THE GENERAL COURT

MINUTES

September 26, 2014

The Fiscal Committee of the General Court met on Friday, September 26, 2014 at 10:00 a.m. in Room 210-211 of the Legislative Office Building.

Members in attendance were as follows:

Representative Mary Jane Wallner, Chair  
Representative Ken Weyler, Clerk  
Representative Bernard Benn (Alternate)  
Representative Cindy Rosenwald  
Representative Daniel Eaton  
Senator Jeanie Forrester, Vice Chair  
Senator Bob Odell  
Senate President Chuck Morse  
Senator Lou D'Allesandro (Alternate)  
Senator Andy Sanborn

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

ACCEPTANCE OF MINUTES:

On a motion by Representative Eaton, seconded by Senator Forrester, that the minutes of the July 25, 2014 meeting be accepted as written. MOTION ADOPTED. (6-Yes, 4-Abstain)

OLD BUSINESS:

FIS 13-081 Additional Information – request from the Members of the Joint Legislative Performance Audit and Oversight Committee, dated December 6, 2013, requesting that the proposed Police Standards and Training Council audit be removed from the table and voted on. (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 14-120 Department of Education – On a motion by Representative Rosenwald, seconded by Senator Morse, that the request for authorization to establish one (1) full-time temporary Program Assistant II position for the period of August 8, 2014 through June 30, 2015, Held Over by Special Order July 25, 2014, be placed on the table. MOTION ADOPTED.

FIS 14-130 Additional Information – letter of intent, dated September 10, 2014, to withdraw the pending hearing aid item as requested in FIS 14-130 Department of Health and Human Services - Pursuant to Chapter 3:2 (SB 413), Laws of 2014, request Committee approval of various state plan amendments for the NH Health Protection program; 1) submitting a further state plan amendment to remove non-emergency services from coverage under the Alternative

Benefit Plan for the new adult group, and 2) request to add coverage for hearing aids for the new adult group for those over age 21, as specified in the request dated July 22, 2014. Tabled 07/25/14. No Action Taken.

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**

At the request of Representative Rosenwald and Senator Sanborn respectively, FIS 14-144 Department of Resources and Economic Development and FIS 14-149 Department of Transportation were removed from the Consent Calendar.

On a motion by Representative Eaton, seconded by Representative Benn, that the Committee approve the remaining requests under this section as submitted. MOTION ADOPTED. [FIS 14-142 Department of Environmental Services – accept and expend \$270,270, FIS 14-143 Department of Justice – authorization to amend FIS 13-191, approved September 13, 2013, by extending the end date from September 30, 2014 to June 30, 2015, with no increase in funding, FIS 14-148 Department of Health and Human Services – accept and expend \$239,619, FIS 14-156 Office of Energy and Planning – authorization to amend FIS 14-048, approved April 25, 2014, by reallocating \$42,331.96 in federal ARRA funds through November 1, 2014, and FIS 14-157 New Hampshire Fish and Game Department – accept and expend \$910,000]

FIS 14-144 Department of Resources and Economic Development – Christopher Way, Deputy Director, Division of Economic Development, and Tina Kasim, Program Manager, Office of International Commerce, Department of Resources and Economic Development presented the request and responded to questions of the Committee.

On a motion by Representative Eaton, seconded by Representative Benn, that the Committee approve the request of the Department of Resources and Economic Development to accept and expend \$159,725. MOTION ADOPTED.

FIS 14-149 Department of Transportation – Patrick McKenna, Deputy Commissioner, and Marie Mullen, Director of Finance, Department of Transportation presented the request and responded to questions of the Committee.

On a motion by Senator D’Allesandro, seconded by Senator Sanborn, that the Committee approve the request of the Department of Transportation to accept and expend \$675,000. MOTION ADOPTED.

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

**CONSENT CALENDAR**

At the request of Senator Sanborn, FIS 14-151 Department of Corrections was removed from the Consent Calendar.

On a motion by Representative Eaton, seconded by Senator D'Allesandro, that the Committee approve the remaining request under this section as submitted. MOTION ADOPTED. [FIS 14-152 Department of Safety – authorization to 1) amend FIS 14-034, approved March 21, 2014, by extending the end date from September 30, 2014 to June 30, 2015, with no increase in funding, and 2) authorization to amend FIS 14-034, approved March 21, 2014, by extending a consultant position end date from September 30, 2014 to June 30, 2015, with no increase in funding]

FIS 14-151 Department of Corrections – Gary Arceci, Deputy Director of Administration, and Jennifer Lind, Project Administrator, Department of Corrections presented the request and responded by questions of the Committee.

On a motion by Representative Eaton, seconded by Representative Rosenwald, that the Committee approve the request of the Department of Correction to 1) budget and expend \$308,923 in prior year balance forward federal funds through June 30, 2015, and 2) establish one (1) part-time temporary Administrator IV positions through June 30, 2015. MOTION FAILED. (5-Yes, 5-No)

On a motion by Senator Forrester, seconded by Senator Sanborn, that the Committee table the request of the Department of Correction to 1) budget and expend \$308,923 in prior year balance forward federal funds through June 30, 2015, and 2) establish one (1) part-time temporary Administrator IV positions through June 30, 2015. MOTION FAILED. (5-Yes, 5-No)

On a motion by Senator Sanborn, seconded by Senator Forrester, that the Committee special order to the next meeting the request of the Department of Correction to 1) budget and expend \$308,923 in prior year balance forward federal funds through June 30, 2015, and 2) establish one (1) part-time temporary Administrator IV positions through June 30, 2015. MOTION ADOPTED.

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

FIS 14-150 Department of Transportation – On a motion by Representative Eaton, seconded by Senator D'Allesandro, that the Committee approve the request of the Department of Transportation to 1) accept and expend \$500,000 in prior year carry forward Special Railroad funds, and 2) expend an amount not to exceed \$500,000 from the Special Railroad Fund for the maintenance and repair of State-owned railroad lines and bridges through June 30, 2015. MOTION ADOPTED.

RSA 21-I:56, II, RECLASSIFICATION OF POSITIONS OR INCREASES:

FIS 14-153 Department of Education – Virginia Barry, Commissioner, and Caitlin Davis, Internal Auditor, Department of Education presented the request and responded to questions of the Committee.

On a motion by Representative Rosenwald, seconded by Representative Eaton, that the Committee approve the request of the Department of Education to reclassify vacant Position #13164 from Administrator III, labor grade 31, to Executive Project Manager, labor grade 35. MOTION FAILED. (5-Yes, 5-No)

On a motion by Senator Forrester, seconded by Senator Sanborn, that the Committee special order to the next meeting the request of the Department of Education to reclassify vacant Position #13164 from Administrator III, labor grade 31, to Executive Project Manager, labor grade 35. MOTION ADOPTED.

RSA 215-A:23, IX, AND RSA 215-C:39, X, REGISTRATION FEES:

FIS 14-146 New Hampshire Fish and Game Department – Glenn Normandeau, Executive Director, New Hampshire Fish and Game Department presented the request and responded to questions of the Committee.

On a motion by Representative Weyler, seconded by Representative Eaton, that the Committee approve the request of the New Hampshire Fish and Game Department to transfer \$250,000 of unexpended funds from Excess Registration Fees to the Fish and Game OHRV Fiscal Year 2015 Operating Budget. MOTION ADOPTED. (7-Yes, 3-No)

The Committee requested that the Department verify the OHRV registration data provided in the request.

CHAPTER 143:4, LAWS OF 2013, LOTTERY COMMISSION; AUTHORITY GRANTED:

FIS 14-145 New Hampshire Lottery Commission – Charles McIntyre, Executive Director, and Maura, McCann, Communications Director, New Hampshire Lottery Commission presented the request, a handout, and responded to questions of the Committee.

On a motion by Representative Eaton, seconded by Senator D'Allesandro, that the Committee approve the request of the New Hampshire Lottery Commission to offer, in conjunction with the Multi-State Lottery Association (MUSL), and approximately twenty-three other United States based lotteries, a new lottery game to be known as Monopoly Millionaire's Club beginning October 19, 2014. MOTION ADOPTED.

CHAPTER 144:31, LAWS OF 2013, DEPARTMENT OF ADMINISTRATIVE SERVICES;  
TRANSFER AMONG ACCOUNTS AND CLASSES:

FIS 14-159 Department of Administrative Services – On a motion by Representative Eaton, seconded by Senator D’Allesandro, that the Committee approve the request of the Department of Administrative Services to transfer \$226,769 within and among accounting units and create three (3) new expenditure classes through June 30, 2015. MOTION ADOPTED.

CHAPTER 144:95, LAWS OF 2013, DEPARTMENT OF TRANSPORTATION; TRANSFER  
OF FUNDS:

FIS 14-132 Department of Transportation – On a motion by Representative Eaton, seconded by Senator D’Allesandro, that the Committee approve the request of the Department of Transportation to establish various non-budgeted classes in various accounting units and transfer \$177,500 within Turnpike Fund accounting units and classes through June 30, 2015. MOTION ADOPTED.

FIS 14-136 Department of Transportation – Patrick McKenna, Deputy Commissioner, and Marie Mullen, Director of Finance, Department of Transportation presented the request and responded to questions of the Committee.

On a motion by Representative Eaton, seconded by Senator D’Allesandro, that the Committee approve the request of the Department of Transportation to establish a non-budgeted class and transfer \$172,980 between accounts through June 30, 2015. MOTION ADOPTED.

FIS 14-154 Department of Transportation – On a motion by Representative Eaton, seconded by Senator D’Allesandro, that the Committee approve the request of the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$349,466 between various accounts and classes through June 30, 2015. MOTION ADOPTED.

INFORMATIONAL MATERIALS:

Senator Forrester requested information pertaining to a Public Utilities Commission item regarding Renewable Energy Funds that was submitted and subsequently withdrawn prior to the Fiscal Committee agenda being posted.

Michael Kane, Deputy Legislative Budget Assistant, responded to questions of the Committee, explaining that the Renewable Energy Fund under RSA 362-F is continually appropriated, and that under statute the Public Utilities Commission has the authority to expend said funds without Fiscal Committee approval.

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:

**CONSENT CALENDAR**

FIS 14-151 Department of Corrections – On a motion by Representative Benn, seconded by Representative Rosenwald, that the Committee reconsider the request of the Department of Corrections to 1) budget and expend \$308,923 in prior year balance forward federal funds through June 30, 2015, and 2) establish one (1) part-time temporary Administrator IV positions through June 30, 2015. MOTION FAILED. (5-Yes, 5-No)

INFORMATIONAL MATERIALS:

FIS 14-164 Department of Health and Human Services – Nicholas Toumpas, Commissioner, Department of Health and Human Services updated the Committee regarding July 2014 Operating Statistics Dashboard report for the fiscal year ending June 30, 2015.

The informational items were accepted and placed on file.

10:30 A.M.

AUDITS:

State of New Hampshire, Judicial Council, Financial Audit For The Nine Months Ended March 31, 2014 – William Mitchell, Financial Audit Supervisor, Audit Division, Office of Legislative Budget Assistant presented the report and responded to questions of the Committee. Christopher Keating, Executive Director, Judicial Council was present to respond to questions of the Committee.

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

DATE OF NEXT MEETING AND ADJOURNMENT

The next regular meeting of the Fiscal Committee was set for Monday, November 10, 2014 at 10:00 a.m.

Representative Weyler made a motion that the meeting adjourn. (Whereupon the meeting adjourned at 11:33 a.m.)





# 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:

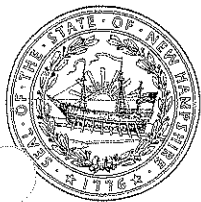
1. Department of Corrections, Division of Community Corrections.
2. Department of Health and Human Services, Health Facilities Administration, Assisted Living and Nursing Facility Inspections.
3. Department of Health and Human Services, Electronic Benefit Transfer Cards.
4. Department of Resources and 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

FIS 13-081  
Additional Information

HOUSE OF REPRESENTATIVES

CONCORD

December 6, 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,

I am writing to you at the request of the members of the Joint Legislative Performance Audit and Oversight Committee. As you know, the committee authorized the proposal of a performance audit of the Police Standards and Training Council at its meeting on February 22, 2013. The proposal was forwarded to the Fiscal Committee for approval, where it was tabled pending the resolution of concerns about who should pay the costs of the audit. Those concerns were resolved by the passage of Chapter 144:125, Laws of 2013.

RSA 14:30-a provides in pertinent part that "[t]he 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.*" (Emphasis added.)

We would respectfully request that the proposed audit be removed from the table and voted on so that the issue can be finally resolved for all concerned.

With best regards,

A handwritten signature in cursive script that reads "Lucy Weber".

Lucy Weber, Chair  
Joint Legislative Performance Audit and Oversight Committee



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

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

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

June 20, 2014

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

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

**REQUESTED ACTION**

1. Pursuant to RSA 124:15, authorize the Department of Education to establish one Program Assistant II position, Labor Grade 15, within class 059 (Full Time Temporary) for the purpose of administrative support, effective upon Fiscal Committee and Governor and Council approval for the period of August 8, 2014 through June 30, 2015.
2. Pursuant to RSA 21-N:8-a, authorize the Department of Education to budget and expend \$49,804 of revenue in excess of estimate in Higher Education Funds, effective upon Governor and Council approval through June 30, 2015. 100% Agency Income.

Funds will budget as follows:

**Administration Fees  
06-56-56-566510-6777  
403180**

<u>Class</u>	<u>Description</u>	<u>FY15 Current Budget</u>	<u>Requested Action</u>	<u>New Budget</u>
020	Current Expenses	\$4,150	-0-	\$4,150
021	Food Institutions	\$500	-0-	\$500
022	Rents-Leases Other Than State	\$1	-0-	\$1
026	Organizational Dues	\$1,838	-0-	\$1,838
027	Transfers to OIT	\$1	\$2,099	\$2,100
028	Rent	-0-	\$2,400	\$2,400

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

Her Excellency, Governor Margaret Wood Hassan  
 and The Honorable Council  
 State House  
 Concord, NH 03301  
 Page 2

029	Intra-Agency Transfers	\$200	-0-	\$200
030	Equipment New/Replacement	\$1,000	-0-	\$1,000
039	Telecommunications	-0-	\$420	\$420
040	Indirect Costs 7.7%	-0-	\$4,200	\$4,200
042	Post Retirement 7.5%	-0-	\$2,314	\$2,314
057	Books, Periodicals, Subscriptions	\$150	-0-	\$150
059	Salary Temporary Employees	-0-	\$26,103	\$26,103
060	Benefits	-0-	\$12,268	\$12,268
070	In State Travel	\$1,000	-0-	\$1,000
080	Out of State Travel	\$7,000	-0-	\$7,000
102	Contracts for Program Services	\$5,000	-0-	\$5,000
235	Transcription Services	\$500	-0-	\$500
<b>TOTAL</b>		<b>\$21,340</b>	<b>\$49,804</b>	<b>\$71,144</b>
<b><u>Revenue Source</u></b>	<b><u>Description</u></b>	<b><u>Revenue Appropriation</u></b>	<b><u>Requested Action</u></b>	<b><u>New Revenue</u></b>
Class 007	Administration Fees	(\$21,340)	(\$49,804)	(\$71,144)

### EXPLANATION

The passage of HB 2, Chaptered Law 224 during the 2011 Legislative Session, abolished seven (7) positions, including two positions responsible for accounting duties and two positions responsible for financial aid programs. This position will provide administrative and program support for programs administered by the Division of Higher Education. This includes responsibility for the maintenance and availability of student transcripts of closed career schools and colleges, support for financial aid and grant programs, assistance with reviewing and compiling reports to comply with state and federal regulations, and assisting staff with budgeting and accounting responsibilities.

The following appropriation authorities are being requested:

- Class 028 – Rent
- Class 039 - Telecommunications
- Class 040 – Indirect Costs
- Class 042 – Post Retirement Benefits/Additional Fringe Benefits
- Class 059 - Salary Temporary Employees
- Class 060 – Benefits

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

Her Excellency, Governor Margaret Wood Hassan  
and The Honorable Council  
State House  
Concord, NH 03301  
Page 3

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

1. List All Personnel involved :

One Program Assistant II, Labor Grade 15, Annual Salary of \$26,103

2. Nature, Need, and Duration:

This position is administrative in nature. Due to the loss of seven (7) positions in 2011, administrative support has been lacking for functions of the Division since July 1, 2011. A request for this position will be budgeted in the 2016-2017 budget cycle.

3. Relationship to Existing Agency Programs:

The Division of Higher Education consists of the College & University Regulation, Office of Career School Licensing, Closed School Transcript Requests, Financial Aid, College Access Challenge Grant, and the Veterans Education Services. Each function has been responsible for accounting practices. This position would dramatically help with staff workloads.

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

No.

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

We did not have adequate funds to support this position.

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

N/A

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

Source of Funds – 67770000, Class 007 (Other Funds) from 8-8-14 to 6-30-15  
Annual fees collected for college and university activity = \$60,000  
Annual fees collected for closed school transcripts = \$15,000  
Estimated funds required to support position annually = \$49,804

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

Her Excellency, Governor Margaret Wood Hassan  
and The Honorable Council  
State House  
Concord, NH 03301  
Page 4

**FISCAL SITUATION**

Higher Education Fund, Non-Lapsing Balance Forward	\$106,219.98
FY14 Revenue through 5/31/14	\$73,440.00
Total Revenue	\$179,659.98
FY14 Expenses through 5/31/14	-\$4,308.53
Net Revenue	\$175,351.45
Revenue being requested to appropriate	\$49,804.00

Respectfully submitted,



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

Enclosures (2): Department of Personnel Approval  
SJD for Position



**LINDA M. HODGDON**  
Commissioner  
(603) 271-3201

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

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

June 5, 2014

Sheila Miller  
Human Resources Coordinator  
Department of Education  
101 Pleasant St.  
Concord, NH 03301

Regarding: Request to establish one (1) full-time temporary Program Assistant II, labor grade 15

Dear Ms. Miller:

This letter is to confirm that the Division of Personnel supports the creation of a full-time temporary Program Assistant to be located in the Division of Higher Education – Higher Education Commission.

This is preliminary support for funding purposes only. Further action is contingent upon Fiscal and Governor and Council approval of funding. Upon receiving such approval, it will be necessary for you to submit a request to create the position via the NH FIRST system. At that time, a formal review to confirm/determine proper classification will be completed.

Thank you.

Very truly yours,

Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

## SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Assistant II

Function Code:

Position Title: Program Assistant II

Date Established:

Position Number:

Date of Last Amendment:

SCOPE OF WORK: To provide administrative and program support for programs administered by the Division of Higher Education.

### ACCOUNTABILITIES:

- Supports supervisor with functions relating to all Division programs.
- Responsible for the maintenance and availability of student transcripts of closed schools.
- Assists with financial aid programs.
- Responds to oral and written inquiries from the public regarding higher education functions.
- Assists in compiling and reviewing documents, reports, forms and data for accuracy, compliance, and conformity to state law and agency regulations, including statutes and administrative rules.
- Assists supervisor in the preparation of materials for internal and external meetings.
- Assists staff with program budgets and accounting responsibilities.
- Assists supervisor with administrative duties, as assigned.

### MINIMUM QUALIFICATIONS:

**EDUCATION:** Associate's degree from a recognized college or technical institute with major study in a field relevant to program area in which position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

**EXPERIENCE:** Three years of experience in a field or occupation relevant to program area in which position is assigned, with responsibility for providing program







# State of New Hampshire

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
129 PLEASANT STREET, CONCORD, NH 03301-3857  
~~603-271-9200~~ FAX: 603-271-4912 TDD ACCESS: 1-800-735-2964

FIS 14 130

New Number: 603-271-9200

NICHOLAS A. TOUMPAS  
COMMISSIONER

July 22, 2014

The Honorable Mary Jane Wallner  
and Members of the Fiscal Committee of the General Court  
107 North Main Street  
Concord, NH 03301

Re: Request For Approval – State Plan Amendment

Dear Chairman Wallner and Members of the Committee:

## REQUESTED ACTION

Pursuant to Chapter 3:2 laws of 2014 (SB 413) the Department is requesting the Committee's approval of various state plan amendments for the New Hampshire Health Protection Program.

1. The Department is submitting a state plan amendment to remove non-emergency services from coverage under the Alternative Benefit Plan for the new adult group, for action by the Committee and;
2. Pursuant to Chapter 3:2 laws of 2014 (SB 413) the Department is asking for approval to add coverage for hearing aids for the new adult group for those over age 21.

## BACKGROUND

The Department advised the Fiscal Committee at the May 22, 2014 meeting that it was prepared to bring forward a further Medicaid state plan amendment to address concerns over the inefficient use of hospital emergency rooms for non-emergency services. The Department informed the Committee that non-emergency use of hospital emergency departments is not an essential health benefit that would apply to the new adult group to be covered under the New Hampshire Health Protection Program. As a result, the Department issued a public notice for the further change to the Alternative Benefit Plan (ABP) that will apply to the new adult group to remove non-emergency services performed in hospital emergency departments from coverage.

If approved by Fiscal and the Centers for Medicare and Medicaid Services (CMS), the Amended ABP SPA (on page 5 of 26 of the enclosed ABP SPA) would now provide coverage in emergency rooms for "treatment of an emergency medical condition." That is defined as:

"a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in one of the following conditions:

The Honorable Mary Jane Wallner  
and Members of the Fiscal Committee of the General Court  
Page 2  
July 22, 2014

1. Placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy;
2. Serious impairment to bodily functions; or
3. Serious dysfunction of any bodily organ or part.”

The Department received a number of written comments in response to the public notice. Copies of these comments are also enclosed.

If approved by the Committee, the Department will submit the amended ABP SPA to CMS for approval.

The Amended ABP SPA makes one additional change that is reflected on page 25 of the document. The Department is also proposing to add coverage for hearing aids for the new adult group for those over age 21. Although hearing aids are not included in the essential health benefits and are not required to be covered for the new adult group for those over 21, they will be covered for those aged 19 and 20 (as part of the EPSDT benefit), and the Department believes that the hearing aid benefit should apply to the entire new adult group. The hearing aid benefit is limited and is described on page 25; the cost of the benefit is 100% federal funds through the period authorized for the New Hampshire Health Protection program.

The Department looks forward to addressing this SPA at the July 25, 2014 meeting.

Sincerely,



Nicholas A. Toumpas  
Commissioner



Enclosures

## LEGAL NOTICE

### NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES

Notice is hereby given that the New Hampshire Department of Health and Human Services (DHHS) intends to amend the NH Title XIX State Plan (SPA) to change the Alternative Benefit Plan (ABP) for the eligibility category created pursuant to section 1902(a)(10)(A)(i)(VIII) of the Social Security Act to eliminate coverage for non-emergency use of the emergency room.

Under the amended SPA, emergency room services will be covered only for treatment of an emergency medical condition. An emergency medical condition is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in one of the following conditions:

1. Placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy;
2. Serious impairment to bodily functions; or
3. Serious dysfunction of any bodily organ or part.

DHHS proposes an effective date of October 1, 2014 for this amendment to the ABP.

The State will assure compliance with section CFR 440.345 to provide full access to Early Periodic Screening Diagnosis and Treatment (EPSDT) services for covered nineteen and twenty year olds by describing the process to access these benefits in notices sent to all individuals receiving the ABP. The State will assure compliance with the provisions of section 5006(e) of the American Recovery and Reinvestment Act of 2009 by continuing to engage in tribal consultations, to the extent required by federal law.

Copies of the draft state plan pages will be on file with the Department of Health and Human Services, Office of Medicaid Business and Policy, Legal and Policy Unit, 129 Pleasant Street-Thayer Building, Concord, NH 03301-3857. To request a copy of the draft SPA pages, please contact Diane Peterson at (603) 271-4367, or via e-mail at [dpeterson@dhhs.state.nh.us](mailto:dpeterson@dhhs.state.nh.us). The draft SPA pages may undergo further revisions before and after submittal to CMS based upon public comment or CMS feedback. Comments are due by July 18, and should be e-mailed to Diane Peterson at the above e-mail address or to the Department of Health and Human Services, Office of Medicaid Business and Policy, Legal and Policy Unit, 129 Pleasant Street-Thayer Building, Concord, NH 03301-3857, ATT: Diane Peterson.

## NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES

NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice is hereby given that the New Hampshire Department of Health and Human Services (DHHS) intends to amend the NH Title XIX State Plan (SPA) to change the Alternative Benefit Plan (ABP) for the eligibility category created pursuant to section 1902(a)(10)(A)(i)(VIII) of the Social Security Act to eliminate coverage for non-emergency use of the emergency room. Under the amended SPA, emergency room services will be covered only for treatment of an emergency medical condition. An emergency medical condition is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in one of the following conditions: 1. Placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; 2. Serious impairment to bodily functions; or 3. Serious dysfunction of any bodily organ or part. DHHS proposes an effective date of October 1, 2014 for this amendment to the ABP. The State will assure compliance with section CFR 440.345 to provide full access to Early Periodic Screening Diagnosis and Treatment (EPSDT) services for covered nineteen and twenty year olds by describing the process to access these benefits in notices sent to all individuals receiving the ABP. The State will assure compliance with the provisions of section 5006 (e) of the American Recovery and Reinvestment Act of 2009 by continuing to engage in tribal consultations, to the extent required by federal law. Copies of the draft state plan pages will be on file with the Department of Health and Human Services, Office of Medicaid Business and Policy, Legal and Policy Unit, 129 Pleasant Street-Thayer Building, Concord, NH 03301-3857. To request a copy of the draft SPA pages, please contact Diane Peterson at (603) 271-4367, or via e-mail at [dpeterson@dhhs.state.nh.us](mailto:dpeterson@dhhs.state.nh.us). The draft SPA pages may undergo further revisions before and after submittal to CMS based upon public comment or CMS feedback. Comments are due by July 18, and should be e-mailed to Diane Peterson at the above e-mail address or to the Department of Health and Human Services, Office of Medicaid Business and Policy, Legal and Policy Unit, 129 Pleasant Street-Thayer Building, Concord, NH 03301-3857, ATT: Diane Peterson.

Appeared in: **The Union Leader** on Thursday, 06/19/2014



[Printer-friendly version](#)



[E-mail to a friend](#)

[Home](#) | [Privacy Policy](#) | [Terms of Use](#) | [About Us](#) | [Contact Us](#)

© Copyright 2001-2014 Legacy.com All Rights Reserved



# Alternative Benefit Plan

OMB Control Number: 0938-1148

OMB Expiration date: 10/31/2014

Attachment 3.1-L-

## Benefits Description

ABP5

The state/territory proposes a "Benchmark-Equivalent" benefit package.  No

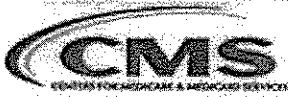
## Benefits Included in Alternative Benefit Plan

Enter the specific name of the base benchmark plan selected:

The base benchmark plan is the Matthew Thornton Blue Health Plan.

Enter the specific name of the section 1937 coverage option selected, if other than Secretary-Approved. Otherwise, enter "Secretary-Approved."

Secretary Approved



# Alternative Benefit Plan

I. Essential Health Benefit: Ambulatory patient services

Collapse All

Benefit Provided:

Primary Care Visit to Treat an Injury of Illness

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Specialist Visit

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Other Practitioner Office Visit (APRN, PA, etc.)

Source:

Base Benchmark Small Group

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None



# Alternative Benefit Plan

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Includes Advance Practice Registered Nurse, Physician Assistant, Nurse Practitioner, and Certified Midwives, consistent with their scope of practice.

Remove

Benefit Provided:

Outpatient Facility Fee (e.g., Amb. Surgery Ctr.)

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

Excludes coverage for reversal of voluntary sterilization; sclerotherapy for varicose veins and treatment of spider veins; sex change treatment; and corrective eye surgery.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Outpatient Surgery Physician/Surgical Services

Source:

Base Benchmark Small Group

Remove

Authorization:

Prior Authorization

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

Excludes coverage for reversal of voluntary sterilization; sclerotherapy for varicose veins and treatment of spider veins; sex change treatment; and corrective eye surgery.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Prior authorization required for the following surgical services: bariatric surgery, breast reduction, blepharoplasty, panniculectomy, septoplasty, and rhinoplasty.

Benefit Provided:

Hospice Services

Source:

Base Benchmark Small Group

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None





# Alternative Benefit Plan

Scope Limit:

None

Remove

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Add



# Alternative Benefit Plan

## 2. Essential Health Benefit: Emergency services

Collapse All

Benefit Provided:

Urgent Care Centers or Facilities

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Emergency Room Services

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

Coverage limited to treatment of an emergency medical condition.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Emergency room services covered only for treatment of an emergency medical condition. An emergency medical condition is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in one of the following conditions:

1. Placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy;
2. Serious impairment to bodily functions; or
3. Serious dysfunction of any bodily organ or part.

Benefit Provided:

Emergency Transportation/Ambulance

Source:

Base Benchmark Small Group

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan



# Alternative Benefit Plan

Amount Limit:

None

Duration Limit:

None

Remove

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Add



# Alternative Benefit Plan

## 3. Essential Health Benefit: Hospitalization

Collapse All

Benefit Provided:

Inpatient Hospital Services

Source:

Base Benchmark Small Group

Remove

Authorization:

Other

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

Excludes coverage for reversal of voluntary sterilization; sclerotherapy for varicose veins and treatment of spider veins; sex change treatment; and corrective eye surgery.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Prior authorization is required only for out-of-state inpatient hospitalization.

Benefit Provided:

Inpatient Physician and Surgical Services

Source:

Base Benchmark Small Group

Remove

Authorization:

Prior Authorization

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Prior authorization required for the following surgical services: bariatric surgery, breast reduction, blepharoplasty, panniculectomy, septoplasty, and rhinoplasty.

Benefit Provided:

Bariatric Surgery

Source:

Base Benchmark Small Group

Authorization:

Prior Authorization

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None



# Alternative Benefit Plan

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Remove

Benefit Provided:

Source:

Remove

Authorization:

Provider Qualifications:

Amount Limit:

Duration Limit:

Scope Limit:

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Add



# Alternative Benefit Plan

4. Essential Health Benefit: Maternity and newborn care

Collapse All

Benefit Provided:

Prenatal and Postnatal Care

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Delivery and All Inpatient Services for Maternity

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Minimum stay of 48 hours

Add



# Alternative Benefit Plan

5. Essential Health Benefit: Mental health and substance use disorder services including behavioral health treatment Collapse All

Benefit Provided:

Mental/behavioral Health Outpatient Services

Source:

Base Benchmark Small Group

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

See below.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefits are available for outpatient treatment for mental health care and substance abuse care, partial hospitalizations, and day/night visits.  
No benefits are available for therapy, counseling or any non-surgical inpatient or outpatient service, care or program to treat obesity or for weight control; custodial care, convenience services, milieu therapy, marriage or couples counseling; therapy for sexual dysfunctions; recreational or play therapy; educational evaluation; career counseling; services for nicotine withdrawal or dependence; psychoanalysis; and telephone therapy or any other therapy or consultation that is not "face-to-face" interaction between the patient and the provider.

Benefit Provided:

Mental/behavioral health inpatient services

Source:

Base Benchmark Small Group

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

See below.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefits are available for inpatient hospital services or residential treatment center facility for mental health care; inpatient rehabilitation treatment for substance abuse care in a hospital or substance abuse treatment facility; partial hospitalizations; and day/night visits.  
No benefits are available for therapy, counseling or any non-surgical inpatient or outpatient service, care or program to treat obesity or for weight control; custodial care, convenience services, milieu therapy, marriage or couples counseling; therapy for sexual dysfunctions; recreational or play therapy; educational evaluation; career counseling; services for nicotine withdrawal or dependence; psychoanalysis; telephone therapy or any other therapy or consultation that is not "face-to-face" interaction between the patient and the provider; and inpatient care for medical detoxification extending beyond the acute detoxification phase



# Alternative Benefit Plan

of a substance abuse condition.  
Benefits exclude IMDs.

Remove

Benefit Provided:

Substance Abuse Disorder Outpatient Services

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

See below.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefits are available for outpatient treatment for mental health care and substance abuse care, partial hospitalizations, and day/night visits.

No benefits are available for therapy, counseling or any non-surgical inpatient or outpatient service, care or program to treat obesity or for weight control; custodial care, convenience services, milieu therapy, marriage or couples counseling; therapy for sexual dysfunctions; recreational or play therapy; educational evaluation; career counseling; services for nicotine withdrawal or dependence; psychoanalysis; and telephone therapy or any other therapy or consultation that is not "face-to-face" interaction between the patient and the provider.

Benefit Provided:

Substance Abuse Disorder Inpatient Services

Source:

Base Benchmark Small Group

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

See below.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefits are available for inpatient hospital services or residential treatment center facility for mental health care; inpatient rehabilitation treatment for substance abuse care in a hospital or substance abuse treatment facility; partial hospitalizations; and day/night visits.

No benefits are available for therapy, counseling or any non-surgical inpatient or outpatient service, care or program to treat obesity or for weight control; custodial care, convenience services, milieu therapy, marriage or couples counseling; therapy for sexual dysfunctions; recreational or play therapy; educational evaluation; career counseling; services for nicotine withdrawal or dependence; psychoanalysis; telephone therapy or any other therapy or consultation that is not "face-to-face" interaction between the patient and the provider; and inpatient care for medical detoxification extending beyond the acute detoxification phase





# Alternative Benefit Plan

of a substance abuse condition.  
Benefit excludes IMDs.

Remove

Add



# Alternative Benefit Plan

6. Essential Health Benefit: Prescription drugs

Benefit Provided:

Coverage is at least the greater of one drug in each U.S. Pharmacopeia (USP) category and class or the same number of prescription drugs in each category and class as the base benchmark.

Prescription Drug Limits (Check all that apply.):

- Limit on days supply
- Limit on number of prescriptions
- Limit on brand drugs
- Other coverage limits
- Preferred drug list

Authorization:

Yes

Provider Qualifications:

State licensed

Coverage that exceeds the minimum requirements or other:

The State of New Hampshire's ABP prescription drug benefit plan is the same as under the approved Medicaid state plan for prescribed drugs.



# Alternative Benefit Plan

7. Essential Health Benefit: Rehabilitative and habilitative services and devices

Collapse All

Benefit Provided:

Home Health Care Services

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

No benefits are available for custodial care.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Skilled Nursing Facility

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

100 days per year

Duration Limit:

None

Scope Limit:

No benefits are available for custodial care.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Outpatient Rehabilitation Services

Source:

Base Benchmark Small Group

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

20 visits per year for each therapy type

Duration Limit:

None.

Scope Limit:

See below.



# Alternative Benefit Plan

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

There is a separate 20 visit limit for each of the following types of therapies: physical therapy, occupational therapy, and speech therapy. Benefit limits are shared between outpatient rehabilitation and habilitation services.

No benefits are available for on-going or life-long exercise and education programs intended to maintain lifelong physical fitness; voice therapy or vocal retraining; preventive therapy or therapy provided in a group setting; therapy for educational reasons; therapy for sport, recreational, or occupational reasons; or therapy for TMJ.

Remove

Benefit Provided:

Respiratory Therapy

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Cardiac Rehabilitation

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Habilitation Services

Source:

Base Benchmark Small Group



# Alternative Benefit Plan

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Remove

Amount Limit:

20 visits for each therapy type

Duration Limit:

None

Scope Limit:

See below.

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

There is a separate 20 visit limit for each of the following types of therapies: physical therapy, occupational therapy, and speech therapy. Benefit limits are shared between outpatient rehabilitation and habilitation services.

No benefits are available for on-going or life-long exercise and education programs intended to maintain lifelong physical fitness; voice therapy or vocal retraining; preventive therapy or therapy provided in a group setting; therapy for educational reasons; therapy for sport, recreational, or occupational reasons; or therapy for TMJ.

Benefit Provided:

Chiropractic Care

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

12 visits per year

Duration Limit:

None

Scope Limit:

Includes spinal manipulation and manual medical intervention services

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefit Provided:

Durable Medical Equipment

Source:

Base Benchmark Small Group

Authorization:

Prior Authorization

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None



# Alternative Benefit Plan

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Benefits are available for durable medical equipment, medical supplies, and prosthetic devices. Prior authorization is required for durable medical equipment and adult incontinence supplies.

Remove

Add



# Alternative Benefit Plan

8. Essential Health Benefit: Laboratory services

Collapse All

Benefit Provided:

Diagnostic Tests (X-Ray and Lab Work)

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

No benefits are available for diagnostic x-rays in connection with research or study.

Benefit Provided:

Imaging (CT/PET scans/MRIs)

Source:

Base Benchmark Small Group

Remove

Authorization:

Prior Authorization

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

Prior authorization is required for the following types of imaging: CT, PET, MRI, MRA, and nuclear cardiology.

Add



# Alternative Benefit Plan

9. Essential Health Benefit: Preventive and wellness services and chronic disease management

Collapse All

The state/territory must provide, at a minimum, a broad range of preventive services including: "A" and "B" services recommended by the United States Preventive Services Task Force; Advisory Committee for Immunization Practices (ACIP) recommended vaccines; preventive care and screening for infants, children and adults recommended by HRSA's Bright Futures program/project; and additional preventive services for women recommended by the Institute of Medicine (IOM).

Benefit Provided:

Preventive Care/Screening/Immunization

Source:

Base Benchmark Small Group

Remove

Authorization:

None

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

The preventive care benefit includes the following: (1) all services listed on the USPSTF A and B lists; (2) Advisory Committee for Immunization Practices (ACIP) recommended vaccines; (3) preventive care and screening for infants, children and adults recommended by HRSA's Bright Futures program/project; and (4) additional preventive services for women recommended by the Institute of Medicine (IOM) and HRSA. This benefit includes family planning services and contraceptive coverage, consistent with the requirements of the additional preventive services for women recommended by the IOM and HRSA. Specifically, the preventive services benefit includes all Food and Drug Administration approved contraceptive methods, sterilization procedures, and patient education and counseling for all women with reproductive capacity.

Add





# Alternative Benefit Plan

10. Essential Health Benefit: Pediatric services including oral and vision care

Collapse All

Benefit Provided:

Medicaid State Plan EPSDT Benefits

Source:

State Plan 1905(a)

Remove

Authorization:

Prior Authorization

Provider Qualifications:

Medicaid State Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit, including the specific name of the source plan if it is not the base benchmark plan:

EPSDT will apply for all 19 and 20 year olds. Prior authorization required for the following dental services: comprehensive and interceptive orthodontics, dental orthotic devices, surgical periodontal treatment, and extractions of asymptomatic teeth.

Add



# Alternative Benefit Plan

11. Other Covered Benefits from Base Benchmark

Collapse All

Other Base Benefit Provided:

Routine Eye Exam (Adult)

Source:

Base Benchmark

Remove

Authorization:

Other

Provider Qualifications:

State Plan & Public Employee/Commercial Plan

Amount Limit:

1 exam every 2 years

Duration Limit:

None

Scope Limit:

None

Other information regarding this benefit:

No prior authorization

Add



# Alternative Benefit Plan

12. Base Benchmark Benefits Not Covered due to Substitution or Duplication

Collapse All



# Alternative Benefit Plan

13. Other Base Benchmark Benefits Not Covered

Collapse All



# Alternative Benefit Plan

14. Other 1937 Covered Benefits that are not Essential Health Benefits

Collapse All

Other 1937 Benefit Provided:

Non-Emergency Medical Transportation

Source:

Section 1937 Coverage Option Benchmark Benefit Package

Remove

Authorization:

Prior Authorization

Provider Qualifications:

Medicaid State Plan

Amount Limit:

None

Duration Limit:

None

Scope Limit:

None

Other:

Prior authorization is required for non-emergency medical transportation, including scheduled ambulance.

Other 1937 Benefit Provided:

Eyeglasses for individuals 21 and over

Source:

Section 1937 Coverage Option Benchmark Benefit Package

Remove

Authorization:

Other

Provider Qualifications:

Medicaid State Plan

Amount Limit:

1 pair per year single vision or bifocal glasses\*

Duration Limit:

None

Scope Limit:

None

Other:

One refraction is covered to determine the need for glasses, no more frequently than every 12 months. One pair single vision lenses with frames is covered, provided that the refractive error is at least plus or minus .50 diopter according to the type of refractive error, in each eye. One pair of glasses with bifocal corrective lenses or one pair of glasses with corrective lenses for close vision and one pair of glasses with corrective lenses for distant vision if there is a refractive error of at least .50 diopter for both close and distant vision. Benefit is the same as described in the Medicaid State Plan. No authorization is required.

Other 1937 Benefit Provided:

Dental for individuals 21 and over

Source:

Section 1937 Coverage Option Benchmark Benefit Package

Authorization:

Other

Provider Qualifications:

Medicaid State Plan

Amount Limit:

None

Duration Limit:

None



# Alternative Benefit Plan

Scope Limit:

Coverage is limited to treatment of acute pain or infection

Remove

Other:

Benefit is the same as described in the Medicaid State Plan. No authorization is required.

Other 1937 Benefit Provided:

Hearing aids for individuals age 21 and over

Source:

Section 1937 Coverage Option Benchmark Benefit Package

Remove

Authorization:

Prior Authorization

Provider Qualifications:

Medicaid State Plan

Amount Limit:

See below

Duration Limit:

None

Scope Limit:

See below

Other:

Hearing aid evaluation or a hearing aid consultation limited to one service every two years. Coverage includes ear molds; hearing aids/pocket talkers; dispensing or fitting of hearing aids/pocket talkers, follow up, and audiograms. Monaural hearing aids are covered when the audiogram indicates a bilateral hearing loss with an average threshold of 35 dBHL or poorer for 1000 Hz, 2000 Hz, 3000 Hz, and 4000 Hz. Binaural hearing aids are covered if the beneficiary meets the definition of statutory blindness or if the beneficiary qualifies for monaural hearing aids and the individual is either (1) attending post-secondary school for the purpose of obtaining employment or is receiving vocational training or (2) the beneficiary is employed and is likely to be determined as unable to meet the audiometric requirements of the job without the use of binaural hearing aids. Hearing aid batteries are covered for the lifespan of the hearing aids. Replacement hearing aids are covered only if (1) there is an increase in the beneficiary's hearing loss, which makes the existing hearing aid ineffective or (2) the hearing aid can no longer be repaired or it is not cost-effective to do so. Pocket talkers are covered only if the individual meets the criteria to receive a monaural hearing aid, but a hearing aid has not also been covered by Medicaid. Pocket talkers are replaced (1) with hearing aids or a more effective pocket talker if there is an increase in the beneficiary's hearing loss, which makes the existing pocket talker ineffective or (2) every five years. Replacement of a headset, earbuds, or neckloop for a pocket talker once every year if the accessories are malfunctioning. Binaural hearing aids are subject to prior authorization.

Add



# Alternative Benefit Plan

15. Additional Covered Benefits (This category of benefits is not applicable to the adult group under section 1902(a)(10)(A)(i)(VIII) of the Act.)

Collapse All

### PRA Disclosure Statement

According to the Paperwork Reduction Act of 1995, 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 0938-1148. The time required to complete this information collection is estimated to average 5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

V.20131219



July 14, 2014

---

Diane Peterson  
Legal and Policy Unit  
Office of Medicaid Business and Policy  
Department of Health & Human Services  
129 Pleasant Street – Thayer Building  
Concord NH 03301-3857

**Re: NH Health Protection Program: Alternative Benefit Plan SPA**

Dear Ms. Peterson

I am writing on behalf of the New Hampshire Hospital Association (NHHA) and our acute care member hospitals to comment on DHHS' proposed Title XIX State Plan Amendment under the Alternate Benefit Plan (ABP) for the eligibility category created pursuant to section 1902(a)(10)(A)(i)(VIII) of the Social Security Act to eliminate coverage for non-emergency use of hospital emergency rooms.

We support the Department's goal of encouraging access to health care services in the most appropriate settings and in the most efficient manner possible. We absolutely do not want people to use hospital emergency room services who should be seeking care in more appropriate care settings. It is therefore vitally important that we – DHHS, providers and the Medicaid MCOs – all work together to identify ways to ensure that beneficiaries receive the right care in the right place at the right time. We believe that the most effective way to deter inappropriate use of emergency room services is to continuously educate beneficiaries from the moment they are enrolled in the program on how to properly access the health care system.

**PRUDENT LAYPERSON: How to define a medical emergency.**

One of the more challenging aspects of the state's proposal regarding non-coverage of non-emergency services in hospital EDs is the determination as to whether or not a medical emergency condition exists. That is where the federal government's "Prudent Layperson" standard comes in to play.

DHHS articulates the "Prudent Layperson" standard in its proposed SPA as an emergency medical condition ...



“... manifesting itself by acute symptoms of sufficient severity so that a *prudent layperson*, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in one of the following conditions:

1. Placing the health of the individual ... in serious jeopardy;
2. Serious impairment to bodily functions; or
3. Serious dysfunction of any bodily organ or part.”

Therefore, the determination of whether the Prudent Layperson standard has been met must be focused on the presenting symptoms (and not on the final diagnosis nor on the health plan’s evaluation afterward), and must take into account that the patient’s decision to seek emergency care was made by a *prudent layperson* (versus a medical professional).

Naturally, hospitals are concerned that the MCOs might consider the subjective nature of the Prudent Layperson standard as a reason to deny payment for services. As stated above, we believe it will be more effective to have all parties – providers, DHHS and the MCOs – collaborate to identify the best way to educate beneficiaries in the use of hospital emergency services, as well as to work out processes by which disputes or disagreements can be moderated.

#### **FEDERAL EMTALA REQUIREMENTS**

It is also vitally important that DHHS and the MCOs understand the legal framework under which hospitals must operate relative to the provision of emergency services. The federal Emergency Medical Treatment and Active Labor Act (EMTALA) regulations<sup>1</sup> specify the responsibilities of hospitals for emergency cases. EMTALA governs when and how a patient must be (1) examined and offered treatment or (2) transferred from one hospital to another when the patient is in an unstable medical condition. Under Sec. 1867 [42 U.S.C. 1395dd]<sup>2</sup>, hospitals *must* provide an appropriate medical screening examination for every individual who requests treatment at a hospital emergency room to determine whether or not an emergency medical condition exists.

<sup>1</sup> EMTALA is Section 1867(a) of the Social Security Act, and is codified within the section of the U.S. Code which governs the Medicare program, 42 CFR 489.24, Special responsibilities of Medicare hospitals in emergency cases. See <http://www.gpo.gov/fdsys/pkg/CFR-2011-title42-vol5/pdf/CFR-2011-title42-vol5-sec489-24.pdf>

<sup>2</sup> Medical Screening Requirement: In the case of a hospital that has a hospital emergency department, if any individual (whether or not eligible for benefits under this title) comes to the emergency department and a request is made on the individual’s behalf for an examination or treatment for a medical condition, the hospital must provide for an appropriate medical screening examination within the capability of the hospital’s emergency department, including ancillary services routinely available to the emergency department, to determine whether or not an emergency medical condition (within the meaning of subsection (e)(1)) exists.

Further, if an emergency medical condition does exist, the hospital must provide necessary stabilizing treatment.

However, the State Plan Amendment is silent on the federal EMTALA requirement that obligates hospitals to conduct a medical screening examination on any individual who requests treatment at an emergency room. At issue is the fact that this mandatory medical screening exam requires a physical examination conducted by a clinician and usually several diagnostic tests (lab, radiology). These tests and exams must be carried out to determine **whether or not** the patient's condition is an emergency in compliance with 42 CFR 489.24(c), Use of dedicated emergency department for nonemergency services.<sup>3</sup>

It follows, therefore, that the MCOs must pay for the federally mandated screening examination, including diagnostic tests, required under EMTALA, **whether or not the condition is determined to be an emergency**. And the MCOs must pay for the treatment necessary to stabilize the emergency medical condition.

#### **FURTHER DISCUSSION ON PAYMENT FOR NON-EMERGENCY SERVICES**

DHHS' proposed non-coverage of non-emergency services presumes that individuals' health services seeking behaviors will change once they're informed that they will be responsible for the payment for non-emergency services. Again, we believe that a more effective means of changing behavior is to work with the Medicaid MCOs to assure that Medicaid beneficiaries are educated about appropriate ED use.

We must also work with DHHS and the MCOs to ensure reasonable payment for medically necessary services that are provided to ameliorate a condition that, though found not to be an emergency medical condition, requires treatment in accordance with the clinical judgment of the ED physician.

#### **EDUCATION OF BENEFICIARIES**

If we're going to be successful at changing patient behaviors, we have to employ methods that will have the greatest potential to achieve the desired goals. We believe the MCOs have an obligation to make sure that their members know how to access the services they need in the most appropriate settings. It is the role of the MCOs, therefore, to use a variety of tools to educate their members. We also believe DHHS can

---

<sup>3</sup> If an individual comes to a hospital's dedicated emergency department and a request is made on his or her behalf for examination or treatment for a medical condition, but the nature of the request makes it clear that the medical condition is not of an emergency nature, the hospital is required only to perform such screening as would be appropriate for any individual presenting in that manner, to determine that the individual does not have an emergency medical condition.

use this opportunity to bring the MCOs and providers together to work on solutions to the problem of inappropriate use of hospital ED services.

An excellent model has been developed by Washington State to reduce inappropriate use of hospital emergency room services. "ER is for Emergencies" is a partnership of physicians, hospitals and state Medicaid representatives and has resulted in savings of over \$33 million in Medicaid fee-for-service emergency care costs. The Washington State Health Care Authority published a report<sup>4</sup>, ***Emergency Department Utilization: Update on Assumed Savings from Best Practices Implementation***, that describes seven best practices to redirect care to the most appropriate setting, reduce low acuity and reduce preventable Medicaid emergency room visits. The program addresses the root of the problem, i.e. high users with chronic medical conditions, substance abuse issues, and lack of primary care access. Best practices include:

1. Tracking ED visits to reduce "ED shopping";
2. Implementing patient education efforts to re-direct care to the most appropriate setting;
3. Instituting an extensive case management program to reduce inappropriate emergency department utilization by frequent users;
4. Reducing inappropriate ED visits by collaborative use of prompt (72 hour) visits to primary care providers and improving access to care;
5. Implementing narcotic guidelines that will discourage narcotic-seeking behavior
6. Tracking data on patients prescribed controlled substances by widespread participation in the state's Prescription Monitoring Program; and
7. Tracking progress of the plan to make sure steps are working.

Finally, the most important concern for us all is that patients receive the right care in the right place at the right time. We should therefore work together to find a more effective way to promote appropriate use of health care services *and* to encourage this new group of beneficiaries to better manage their health care. These efforts should be incorporated into the Managed Care program to be more consistent with the goals of the program.

The New Hampshire Hospital Association would be very happy to work with DHHS and the MCOs to research the types of programs that have worked elsewhere, and assist the Department to implement a truly effective program to impact patients' behavior.

Thank you for the opportunity to comment.

Sincerely,



Steve Ahnen  
President

<sup>4</sup> <http://www.hca.wa.gov/Documents/EmergencyDeptUtilization.pdf>

---

July 16, 2014

Department of Health and Human Services  
Office of Medicaid Business and Policy, Legal and Policy Unit  
129 Pleasant Street – Thayer Building  
Concord, NH 03301-3857  
Attn: Diane Peterson

Dear Ms. Peterson:

I am writing on behalf of Elliot Hospital (EH) to raise concerns about the proposed SPA Amendment that would apply the prudent layperson standard for paying for emergency room services for the New Hampshire Health Protection Program (NHHPP) population. EH is the largest provider of comprehensive healthcare services in Southern New Hampshire. EH is a 296-bed acute care facility located in Manchester, New Hampshire. EH is home to Manchester's designated Regional Trauma Center, two Urgent Care Centers, a Level 3 Newborn Intensive Care Unit, Elliot Regional Cancer Center, Elliot Senior Health Center, Elliot at River's Edge and the New Hampshire's Hospital for Children. EH is an affiliate of Elliot Health System that also includes Elliot Physician Network, Elliot Professional Services, Elliot 1-Day Surgery Center, and the Visiting Nurse Association of Manchester and Southern New Hampshire.

We share the Department of Health and Human Services' goal of reducing inappropriate utilization of emergency room services (ED). However, we are concerned that the proposed SPA Amendment is the wrong tool for making that change. The problem with using the billed claim is that the claim has the final diagnosis and not the reason that the patient came to the ED in the first place. By way of example, an individual may come to the ED with a headache and the claim may end up as a headache diagnosis, but the reason that the person came to the ED was because the individual thought that he/she was having a stroke or had an aneurysm. The billing claim will not say that, rather it may say headache or migraine. So under the State's revision, the claim would be denied as "not an emergency" and yet the reason the patient came to the ED does meet the definition of the prudent person law. The prudent person law was passed to protect the consumer and, under both state and federal law, it is the individual who is experiencing the medical onset who determines whether or not he/she is in serious jeopardy to health, impairment to bodily functions or organ or body part – in other words, the meaning of the law is meant to be subjective. If the State removes the subjectivity and applies 20/20 hindsight by looking at the final diagnosis versus the presenting symptoms or complaints, the provider has expended resources to care for the patient that may not be reimbursed. The State may say

Department of Health and Human Services  
July 16, 2014  
Page 2

that the "patient is responsible to pay"; however, the reality is that the particular population for whom the state wants to implement this proposed change cannot afford to pay (otherwise they would be on a plan other than the Medicaid Expansion Plan). This means that hospitals and providers absorb the costs without corresponding reimbursement forcing hospitals to seek higher reimbursement rates from commercial payors.

Under EMTALA, we are obligated to accept and, at minimum, screen patients who come to the ED – to send them away without screening could be viewed as "dumping" because of the Medicaid recipient's inability to pay. It is the provider, not the State, who is subject to the complaint.

In response to the inappropriate use of emergency services, EH's efforts include operating two urgent care centers while simultaneously educating the public around when to go to the ED, e.g., chest pain, and when to go to urgent care, e.g., cold, fever, sore throat.

We urge that the proposed SPA Amendment not be approved and implemented.

Sincerely,



Richard A. Elwell  
Senior Vice President & CFO

July 17, 2014

Diane Peterson  
Legal and Policy Unit

---

Office of Medicaid Business and Policy  
Department of Health & Human Services  
129 Pleasant Street – Thayer Building  
Concord NH 03301-3857

**Re: NH Health Protection Program: Alternative Benefit Plan SPA**

Dear Ms. Peterson

I am writing on behalf Frisbe Memorial Hospital to comment on DHHS' proposed Title XIX State Plan Amendment under the Alternate Benefit Plan (ABP) for the eligibility category created pursuant to section 1902(a)(10)(A)(i)(VIII) of the Social Security Act to eliminate coverage for non-emergency use of hospital emergency rooms.

The elimination of coverage of non-emergency services provided in hospital EDs for the new adult coverage group eligible for health insurance coverage under the New Hampshire Health Protection Program will negatively impact emergency departments across the state. In order to be compliant with EMTALA hospitals will have to change the triage process of their patients and now accommodate medical screening exams in space that was designed to triage patients. It is not practical to bring patients into the emergency department, to then medically screen them and tell them their problem is a non-emergency and will not be covered. Not only will this force hospital to develop a process to ensure the medical screening exam is completed; the hospitals will also need to have a mechanism in place to refer these patients for care. In order for this to be successful there needs to be sufficient capacity in clinics, primary care offices and urgent cares across the state. In our area we have limited access to resources that provide same day medical evaluation and care.

This also creates significant medical-legal risk for the hospital; as providers will now worry if they missed a possible life or limb treating condition during the medical screening exam. There will be not protection for the facility and the provider if the condition is deemed a non-emergency and an untoward event occurs because the patient's condition could not be adequately evaluated during a medical screening exam. The difficulty with this proposal is the emergency department still has to evaluate every patient that comes in; so provider staffing and nursing staffing will have to remain the same, despite the decrease in the number of patients that are treated. Financially this places the hospitals in a difficult position, because the patients can

ultimately refuse to get care elsewhere and demand the ED treat them. In this situation the treatment would not be reimbursed and the hospital would have to absorb the bad debt.

Thank you for the opportunity to comment.

---

Sincerely,

John A Marzinzik

July 17, 2014

Ms. Diane Peterson  
New Hampshire Department of Health and Human Services  
Office of Medicaid Business and Policy  
Legal and Policy Unit  
129 Pleasant Street, Concord, NH 03301

*Via e-mail:* dpeterson@dhhs.state.nh.us

RE: Proposed State Plan Amendment ending reimbursement for non-emergency use of a hospital emergency department.

Dear Ms. Peterson:

Thank you for the opportunity to comment on the proposed State Plan Amendment. The comments below reflect the concerns of a multi-stakeholder group that includes provider and consumer advocates.

We are very concerned about the proposal to make non-emergent use of the emergency department a non-covered service for the enrollees in the New Hampshire Health Protection Program (NHHPP). First and foremost, we disagree that this is a distinction that can be made. Physician visits are a covered service for NHHPP enrollees. While the state can, under the law, impose a copayment, it does not follow that a service that is otherwise described as an element of an EHB/ABP (e.g., physician visit) is not a covered service because an individual accessed it through an ED. In the proposed amendment, New Hampshire has improperly equated the *service* (which is a covered service) with a policy for the *preferred site* for delivering the service. If the recipient chooses the improper site, Congress has established that the permissible penalty is a copayment. New Hampshire rejected such a penalty earlier this year.

Moreover, a determination that non-emergent use of the ED is a non-covered service will likely mean that NHHPP enrollees will be charged \$100 or more for non-emergent use of the ED. Enrollees will not learn how and/or where to access physician services appropriately by receiving a hefty bill from a hospital. They may, however, begin to mistrust that they can use their NHHPP coverage to access health care affordably. Consequently, they may ration their care without regard to whether they *should* put off seeking medical care or in what context. In fact, prior research has shown that low-income populations are sensitive to even modest copayments; the implication is that enrollees will be extremely sensitive to a much higher financial obligation. Research also indicates that instituting higher copayments on ED use in the Medicaid context does not effectively reduce expenditures.<sup>i</sup>

It should be noted that non-urgent use of the ED is uncommon among Medicaid enrollees. Only 10 percent of Medicaid ED visits are for non-urgent use and that rate roughly mirrors non-urgent use of the ED among the privately insured population.<sup>ii</sup> It is certainly true that Medicaid



enrollees use the ED overall at an almost two fold higher rate than the privately insured, but again, non-urgent visits comprise only about 10 percent of all ED visits by Medicaid enrollees. High utilization of the ED overall by Medicaid enrollees is likely a reflection that Medicaid enrollees are in poorer health than the privately insured population. Moreover, frequent ED use may also reflect access to care issues. If there is limited capacity for patients to be seen in an appropriate setting, there may be nowhere for the patient to go, or to be redirected, to avoid non-emergency ED use. If a recipient goes to an emergency department and there is no non-emergency service setting accessible and available in a timely way, they should not be penalized for seeking medical care, especially if the enrollee was directed there by a health care provider.

CMS issued guidance earlier this year outlining strategies to reduce non-emergent use of an ED, including broadening access to primary care services, addressing the needs of those who are high-utilizers of the ED, and addressing substance use disorder issues among high utilizers.<sup>iii</sup> We support these strategies and urge the state to adopt them. Below we explore two of these concepts in more detail.

#### *Broadening Access to and Awareness of Primary Care Sites*

Access to care is a threshold issue related to emergency department use. An effort must be made to identify and advertise alternate primary care sites, especially those available after business hours. Two-thirds of emergency visits occur after business hours<sup>iv</sup> and providing access to care after business hours may be a very practical first step in the effort to encourage appropriate use of the ED. The state could require managed care organizations (MCOs) to have a minimum percentage of providers in each network that offer after-business-hours care.

The state could also partner with MCOs to produce educational materials for providers and recipients to encourage recipients to use the most appropriate care settings and to make recipients aware of available, alternate primary care sites. Adoption of a system to educate patients about the most appropriate settings for health care (through brochures and instructions) and training ED providers to explain to patients where to receive care for non-emergent issues, may be a more effective method of teaching enrollees about appropriate use of health care resources than the financial penalties likely associated with the proposed SPA.

#### *Deploying Managed Care Tools to Focus on High-Utilizers of the ED*

High ED utilizers (those with 4 or more ED visits in a year) comprise 4.5 percent to 8 percent of all ED patients across payors but account for 21-28 percent of all visits.<sup>v</sup> High utilizers of the ED are more likely to have poor health and lack a usual source of care.<sup>vi</sup> In other words, a person who frequently uses the ED may be struggling to manage a chronic condition and/or to find a successful relationship with a provider.

The state should deploy the care coordination tools the MCOs are charged with having to address these issues. MCO care coordinators could be charged with flagging enrollees with a certain number of ED visits each year as being potential participants in Health Homes or Special Needs Plans or Patient Centered Medical Homes. The care

coordinators could be charged with also identifying any barriers to care that these enrollees are experiencing and working to address them, including screening high utilizers for behavioral health conditions.


Larger reforms may be needed as well. Since 2012, Washington State has worked with its 90+ hospitals to establish 7 best practices around reducing unnecessary ED use by Medicaid clients, in lieu of ending Medicaid reimbursement for non-emergent use of the ED. Washington has achieved 100 percent participation by all of its hospital EDs and has enjoyed some initial successes. As of June 2013, overall ED use had declined by 9.9 percent, the rate of visits by high-utilizers decreased by 10.7 percent, and the rate of visits with a low-acuity diagnosis fell by 14.2 percent.<sup>vii</sup>

One of the hallmark best practices in Washington was the adoption of an Emergency Department Information Exchange, which allows EDs to see all of the presenting patient's emergency room visits in the state over the prior 12 months and to see the diagnosis and treatment given during those prior visits. Consequently, ED physicians have been able to more accurately determine whether a patient is exhibiting narcotic-seeking behavior or has a chronic condition and respond accordingly.<sup>viii</sup> New Hampshire should explore broad-based reforms like those Washington has initiated prior to taking the drastic step of ending reimbursement for non-emergent services provided in the ED.

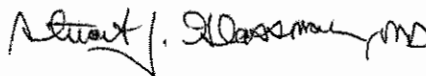
In conclusion, the state has better tools with which to encourage appropriate use of health care resources at its disposal than financial penalties likely to be associated with the proposed SPA. Broadening access to, and awareness of, primary care and deploying managed care tools for those enrollees who are high utilizers of EDs is far more likely to be effective than the proposed option. Larger reforms, including expanding the capacity for emergency departments to exchange data with one another, may be needed as well.

We appreciate the opportunity to provide our comments on this proposed SPA and remain committed to working with New Hampshire to develop effective, appropriate policies for the New Hampshire Health Protection Program.

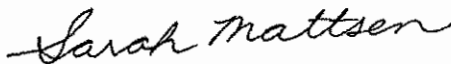
Sincerely,



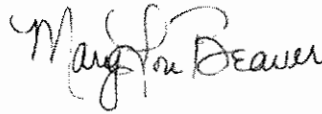
Deborah H. Fournier, Esq.  
Policy Analyst  
N.H. Fiscal Policy Institute



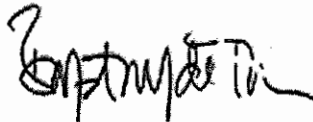
Stuart J. Glassman, MD  
President  
N.H. Medical Society



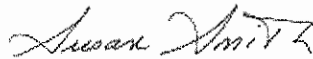
Sarah Mattson, Esq.  
Policy Director  
N.H. Legal Assistance



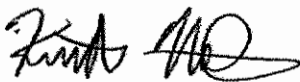
MaryLou Beaver  
New England Director  
Every Child Matters



Borja Alvarez de Toledo, President & CEO  
Child and Family Services of N.H.



Susan Smith, Executive Director  
N.H. Voices for Health



Ken Norton, LICSW  
Executive Director  
National Alliance on Mental Illness, N.H.

---

<sup>i</sup> While reductions in ED use were evident in response to implementation of copayments, those reductions were counterbalanced by increased expenditures per user such that expenditures per person remained unchanged. The policy did reduce overall use of services, but in some cases shifted overall treatment patterns, such as the relative increase in inpatient care, in ways that are not inherently aligned with more cost-efficient or cost effective care. Wallace et al. 2008. How Effective Are Copayments in Reducing Expenditures for Low-Income Adult Medicaid Beneficiaries? Experience from the Oregon Health Plan. Health Research and Educational Trust.

<sup>ii</sup> Sommers et al. 2012 Dispelling Myths About Emergency Department Use: Majority of Medicaid Visits Are for Urgent or More Serious Symptoms. Center for Studying Health Systems Change.

<sup>iii</sup> CMCS Informational Bulletin. January 16, 2014.

<sup>iv</sup> Pitts et al. 2010. Where Americans Get Acute Care: Increasingly, it's not in their doctor's office. Health Affairs. 29(9):1620-1629.

<sup>v</sup> LaCall et al. 2010. Frequent users of the emergency departments: The myths, the data and the policy implications. Ann Emerg Med. 56:42-48.

<sup>vi</sup> Hunt et al. 2006. Characteristics of frequent users of emergency departments. Annals of Emergency Medicine. Vol 48: 1-8.

<sup>vii</sup> Washington State Health Care Authority Report to the Legislature, Emergency Department Utilization: Update on Assumed Savings from Best Practices Implementation. January 30, 2014.

<sup>viii</sup> Washington State Health Care Authority Report to the Legislature, Emergency Department Utilization: Update on Assumed Savings from Best Practices Implementation. January 30, 2014.

NEW HAMPSHIRE  
MEDICAL CARE ADVISORY COMMITTEE

Department of Health & Human Services ♦ Office of Medicaid Business and Policy  
129 Pleasant Street ♦ Concord, NH 03301  
(603) 271-9422 ♦ Fax (603) 271-8431

Doug McNutt  
Chair

Sarah Aiken  
Vice-Chair

Sarah Aiken  
Community Support Network, Inc.

Lisa DiMartino  
Consumer

Thomas Donovan  
Consumer

Ellen Edgerly  
Brain Injury Association of NH

Deb Fournier  
NH Fiscal Policy Institute

Jane Guilmette  
The Mental Health Center of  
Greater Manchester

P. Travis Harker, MD  
Concord Hospital  
Family Health Center

Ellen Keith  
Governor's Commission on  
Disability

Earle Kolb  
Consumer

Margaret Lins  
Crotched Mountain

Doug McNutt  
AARP

Leslie Melby  
NH Hospital Association

Michelle Merritt  
New Futures

Sarah Morrison  
Dartmouth Hitchcock Medical Ctr.

Ken Norton  
NAMI NH

Anita Perreault  
Consumer

Sandra Poleatewich  
Interim Health Care

Cindy Robertson  
Disabilities Rights Center, Inc.

Kristine Stoddard  
Bi-State Primary Care Association

Melvin Spterer  
Manchester Housing &  
Redevelopment Authority

Carol Stamatakis  
NH Council on Developmental  
Disabilities

James Williamson  
NH Dental Society

Michelle Winchester

July 17, 2014

Ms. Diane Peterson, Medicaid Policy Administrator  
Legal and Policy Unit  
Office of Medicaid Business and Policy  
NH Department of Health and Human Services  
129 Pleasant Street – Thayer Building  
Concord, NH 03301

Via e-mail: [dpeterson@dhhs.state.nh.us](mailto:dpeterson@dhhs.state.nh.us)

**RE: Proposed Medicaid State Plan Amendment ending coverage and reimbursement for non-emergency use of a hospital emergency department**

Dear Ms. Peterson:

Thank you for the opportunity to comment on the newly-proposed State Plan Amendment (SPA) that, in the context of the NH Health Protection Program (NHHP), would end Medicaid coverage and reimbursement for non-emergency use of a hospital emergency department (ED).

This letter is being submitted on behalf of New Hampshire's Medical Care (Medicaid) Advisory Committee (MCAC). Established by federal regulation, the MCAC is an appointed multi-stakeholder group of consumer, provider, and advocate members that has regular and periodic meetings with NH Department of Health and Human Services (Department) leaders.

Pursuant to federal regulation, the Department's Medicaid Director provides the MCAC with the opportunity to review and provide input into proposed Medicaid policy changes for New Hampshire, including proposed State Plan Amendments. These comments reflect the input and concerns of New Hampshire's MCAC.

The MCAC strongly supports and shares the Department's goal of encouraging access to health care services in the most appropriate settings and in the most efficient manner possible. We do not want people to use hospital emergency room services who can and should be seeking care in available and more appropriate settings. However, we do not believe that the proposed SPA is an effective means of accomplishing this shared and extremely important goal.

As a preliminary matter, there is evidence that designating non-emergent use of the ED as a non-covered / non-reimbursable service for NHHP / Medicaid enrollees is a distinction that cannot actually be made under federal law.

Physician visits are a covered service for NHHP and Medicaid enrollees. While our state can, under the law, impose a co-payment, it does not follow that a service that is otherwise described as an element of the Essential Health Benefit / Alternative Benefit Program (e.g., a physician visit) is not a covered service because an individual accessed that service through an ED.

The draft SPA appears to mistakenly equate the *service* itself (a covered service) with a *policy for the preferred site for delivering the service*. If a Medicaid enrollee chooses the improper site, federal law provides that the permissible penalty is a co-payment. We understand that New Hampshire decided not to move forward with a proposed co-payment earlier this year.

While there are available and best-practice policy means of helping to ensure that patients access services in preferred and appropriate care settings (see below), there is little if any evidence that removing coverage and reimbursement – and having enrollees be subject to a hefty charge – for non-emergent services in the ED is one of them, or that doing so actually addresses any underlying cause of ED usage for such services.

There are better and more effective tools at New Hampshire's disposal to help address this shared and important challenge, and that merit the Department's timely and meaningful consideration.

CMS issued guidance earlier this year outlining recommended strategies to reduce non-emergent use of an ED, including: broadening access to primary care services; addressing the needs of those who are high-utilizers of the ED; and addressing substance use disorder issues among high utilizers.<sup>1</sup> The MCAC supports these strategies and urges New Hampshire to adopt and employ them. Two of these concepts are explored in a bit more detail here.

#### *Broadening Access to and Awareness of Primary Care Sites*

Access to care is a threshold issue related to ED use. An effort needs to be made to identify and advertise alternate primary care sites, especially those available after business hours. Two-thirds of emergency visits occur after business hours<sup>ii</sup> and providing access to care after business hours may be a very practical first step in the effort to encourage appropriate use of the ED. The state could require New Hampshire's managed care organizations (MCOs) to have a minimum percentage of providers in each network that offer after-business-hours care.

New Hampshire could also partner with MCOs to produce educational materials for providers and enrollees to encourage recipients to use the most appropriate care settings and to make enrollees aware of available, alternate primary care sites. Adoption of a system to educate patients about the most appropriate settings for health care (through brochures and instructions) and training ED providers to explain to patients where to receive care for non-emergent issues, may be a more effective method of teaching enrollees about appropriate use of health care resources than the financial penalties likely associated with the proposed SPA.

#### *Deploying Managed Care Tools to Focus on High-Utilizers of the ED*

High ED utilizers (those with 4 or more ED visits in a year) comprise 4.5 percent to 8 percent of all ED patients across payors but account for 21-28 percent of all visits.<sup>iii</sup> High utilizers of the ED are more likely to have poor health and lack a usual source of care.<sup>iv</sup> In other words, a person who frequently uses the ED may be struggling to manage a chronic condition and/or to find a successful relationship with a provider.

New Hampshire can and should deploy the care coordination tools that the MCOs are charged with having to address these issues. MCO care coordinators could be charged with flagging enrollees with a certain number of ED visits each year as being potential participants in Health Homes or Special Needs Plans or Patient Centered Medical Homes. The care coordinators also could be charged with identifying any barriers to care that these enrollees are experiencing and working to address them, including screening high utilizers for behavioral health conditions.

An impressive model has recently been developed by the State of Washington. Since 2012, Washington has worked with its 90-plus hospitals to establish 7 best practices around reducing unnecessary ED use by Medicaid clients, in lieu of ending Medicaid reimbursement for non-emergent use of the ED. The best practices are:

- Tracking ED visits to reduce frequent user "ED shopping";
- Implementing patient education efforts to re-direct care to the most appropriate setting;
- Instituting a case management program to reduce non-urgent emergency department utilization by frequent users;
- Reducing non-emergent ED visits by collaborative use of prompt visits (within 72 hours) to primary care providers, and improving access to care;
- Implementing narcotic guidelines that will discourage narcotic-seeking behavior;
- Tracking data on patients prescribed controlled substances by widespread participation in the state's Prescription Monitoring Program; and
- Tracking progress of the overall program to make sure that the steps are working.

Ms. Diane Peterson  
July 17, 2014  
Page 3 of 3

Washington has achieved full participation by all of its hospital emergency departments and, even at this early stage, is enjoying impressive success. As of June 2013, overall ED use had declined by 9.9 percent, the rate of visits by high-utilizers decreased by 10.7 percent, and the rate of visits with a low-acuity diagnosis fell by 14.2 percent.<sup>v</sup>

New Hampshire has access to better and more effective tools with which to encourage and incentivize the use of appropriate care settings than the proposed SPA, along with the opportunity to work with providers and stakeholders on exploring the implementation of a Washington-like initiative in our state. Broadening access to and awareness of primary care, and deploying managed care tools for those enrollees who are high utilizers of EDs, are best practice policy options far more likely to be effective than the draft SPA proposal.

Thank you for the opportunity to submit these comments on the newly proposed State Plan Amendment. The MCAC is pleased to continue working with you on efforts to ensure the successful implementation of the NH Health Protection Program.

Sincerely,



Douglas McNutt, Chair  
NH Medical Care Advisory Committee

<sup>i</sup> CMCS Informational Bulletin. January 16, 2014.

<sup>ii</sup> Pitts et al. 2010. Where Americans Get Acute Care: Increasingly, It's Not At Their Doctor's Office

<sup>iii</sup> LaCall et al. 2010. Frequent users of the emergency departments: The myths, the data and the policy implications. *Ann Emerg Med.* 56:42-48.

<sup>iv</sup> Hunt et al. 2006. Characteristics of frequent users of emergency departments. *Annals of Emergency Medicine.* Vol 48: 1-8.

<sup>v</sup> Washington State Health Care Authority Report to the Legislature, Emergency Department Utilization: Update on Assumed Savings from Best Practices Implementation. January 30, 2014.

NH Community  
Behavioral Health  
ASSOCIATION

1 Pillsbury Street, Suite 200 Concord, NH 03301-3570 603-225-6633 FAX 603-225-4739

---

Ms. Diane Peterson  
NH Department of Health and Human Services  
Office of Medicaid Business and Policy  
129 Pleasant Street  
Concord NH 03301

July 18, 2014

RE: Proposed SPA ending coverage and reimbursement for non-emergency use of a hospital emergency department

Dear Ms. Peterson:

The NH Community Behavioral Health Association, representing the state's ten community mental health centers, wishes to echo the comments about the proposed State Plan Amendment submitted to you by the NH Fiscal Policy Institute and the NH Medical Care Advisory Committee. We agree with the concerns stated by both NHFPI and MCAC in their July 17<sup>th</sup> letters, and we wish to emphasize that the populations we serve will be inordinately impacted by this proposal.

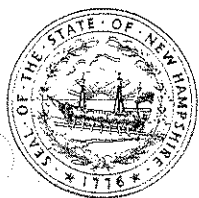
Both NHFPI and MCAC suggest that there are better and more effective tools available to encourage the use of appropriate healthcare settings. We agree. The inappropriate use of hospital emergency departments by individuals in a psychiatric crisis will not be solved through the use of financial penalties. We are already working with your Department and policymakers to address this problem with additional beds at NH Hospital, through additional support for community based mental health services, and through implementation of the state's Ten-Year Mental Health Plan by the MCOs as part of their care coordination efforts.

Thank you for the opportunity to comment. Very truly yours,



---

Jay Couture, President  
NH Community Behavioral Health Association



State of New Hampshire FIS 14-130  
DEPARTMENT OF HEALTH AND HUMAN SERVICES Additional Information

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

NICHOLAS A. TOUMPAS  
COMMISSIONER

September 10, 2014

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
Legislative Office Building  
104 North State Street  
Concord, NH 03301

Dear Chairman Wallner:

**Information Item**

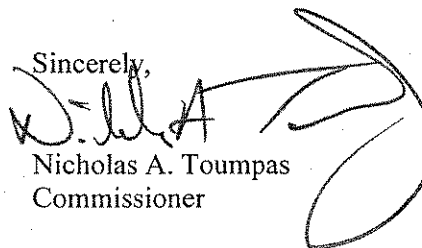
I am writing to update the Committee regarding Item 14-130 that was tabled at the July 26, 2014, meeting and that would amend the Medicaid State Plan to cover hearing aids for the New Hampshire Health Protection population.

The decision to bring forward the item to add hearing aid benefits to the State Plan for the New Hampshire Health Protection population was made based upon information from the Centers for Medicare and Medicaid Services (CMS) that the current State Plan language would not cover this benefit for the new adults being added under SB 413.

Subsequent to the July 26, 2014, Fiscal Committee meeting, CMS provided the Department with new information that hearing aids were, in fact, covered under the category of durable medical equipment that is included in the current Medicaid State Plan and that because under RSA 415:6-p, hearing aids are a State insurance mandate, the Department would be required to provide a hearing aid benefit for the new adults that is the same as that now provided to the current Medicaid population, unless the State sought a waiver to remove the benefit for the new adult group. As noted at last month's Fiscal Committee meeting, the cost of this benefit for the new adults is estimated at \$50,000 total funds per year with 100% federal match until 2017. A copy of RSA 415:6-p is attached for the Committee's information.

In light of CMS's most recent information regarding the hearing aid benefit for the new adult group, the Department is prepared to withdraw the pending hearing aid item at the upcoming September 26, 2014, meeting.

Sincerely,



Nicholas A. Toumpas  
Commissioner

Enclosure

cc: Members, Fiscal Committee



# TITLE XXXVII INSURANCE

## CHAPTER 415 ACCIDENT AND HEALTH INSURANCE

### Section 415:6-p

**415:6-p Coverage for Hearing Aids.** – Each insurer that issues or renews any individual policy or certificate for delivery in this state, or contract of accident or health insurance providing benefits for medical or hospital expenses, shall provide coverage for the professional services associated with the practice of fitting, dispensing, servicing, or sale of hearing instruments or hearing aids. The benefits included in this section shall not be subject to any greater deductible or coinsurance or copay than any other benefits provided by the insurer. Insurers are required to cover the cost of a hearing aid for each ear, as needed, as well as related services necessary to assess, select, and fit the hearing aid with a maximum for the hearing aid and related services of no less than \$1,500 per hearing aid every 60 months. The insured may choose a higher price hearing aid and pay the difference in cost. The hearing aid shall be prescribed and dispensed by a licensed audiologist or hearing instrument specialist. Notwithstanding any provision of law or rule to the contrary, the coverage under this section shall not apply to the medical assistance program, pursuant to RSA 161 and RSA 167. In this section:

I. "Hearing care professional" means a person who is a licensed audiologist, a licensed hearing instrument dispenser, or a licensed physician.

II. "Hearing instrument" or "hearing aid" means any instrument or device designed, intended, or offered for the purpose of improving a person's hearing and any parts, attachments, or accessories, including earmolds. Batteries, cords, and individual or group auditory training devices and any instrument or device used by a public utility in providing telephone or other communication services are excluded.

III. "Hearing instrument dispenser" means a person who is a hearing care professional that engages in the selling, practice of fitting, selecting, recommending, dispensing, or servicing of hearing instruments or the testing for means of hearing instrument selection or who advertises or displays a sign or represents himself or herself as a person who practices the testing, fitting, selecting, servicing, dispensing, or selling of hearing instruments.

IV. "Practice of fitting, dispensing, servicing, or sale of hearing instruments" means the measurement of human hearing with an audiometer, calibrated to the current American National Standard Institute standards, for the purpose of making selections, recommendations, adoptions, services, or sales of hearing instruments including the making of earmolds as a part of the hearing instrument.

**Source.** 2010, 362:1, eff. Jan. 1, 2011.

Handwritten initials/signature in the top left corner.



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

FIS 14 151

William L. Wrenn  
Commissioner

P.O. BOX 1806  
CONCORD, NH 03302-1806

Bob Mullen  
Director

603-271-5610 FAX: 603-271-5639  
TDD Access: 1-800-735-2964

August 27, 2014

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

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

**REQUESTED ACTION**

1. Pursuant to RSA 14:30-a, VI, authorize the NH Department of Corrections to budget and expend prior year balance forward funds in the amount of \$308,923.00 in the State Criminal Alien Assistance Program (SCAAP) for expenses related to the care and custody of criminal offenders in the NH Corrections system effective upon Fiscal Committee and Governor and Executive Council approval, through June 30, 2015. 100% Federal Funds.

2. Pursuant to RSA 124:15, authorize the NH Department of Corrections to establish one part-time temporary Administrator IV position, Labor Grade 33, in class 050, effective upon Fiscal Committee and Governor and Executive Council approval, through June 30, 2015. 100% Federal Funds.

Funds are to be budgeted in an account entitled, SCAAP, Account Heading: 02-46-46-460510-8344 Department of Corrections, Corrections Grants, SCAAP, as follows:

ACCOUNT	DESCRIPTION	SFY 2015 CURRENT AUTHORIZED	REQUESTED ACTION BUDGET	SFY 2015 REVISED ADJUSTED AUTHORIZED
020-500200	Current Expense	\$10,000.00	\$10,000.00	\$20,000.00
030-500311	Equipment	\$129,850.00	\$170,398.00	\$300,248.00
041-500801	Audit Fund Set Aside	\$150.00	\$339.00	\$489.00
048-500226	Maint. Bldg/Grounds	\$10,000.00	\$70,664.00	\$80,664.00
050-500109	Personal Serv Temp	\$0.00	\$39,500.00	\$39,500.00
060-500611	Benefits	\$0.00	\$3,022.00	\$3,022.00
066-500544	Employee Training	\$0.00	\$15,000.00	\$15,000.00
103-502664	Contracts for Op Serv	\$30,000.00	\$0.00	\$30,000.00
	Total	\$180,000.00	\$308,923.00	\$488,923.00
Source of Funds:				
000-404814	Federal Funds	(\$180,000.00)	(\$308,923.00)	(\$488,923.00)

## EXPLANATION

The United States Department of Justice (USDOJ), Bureau of Justice Assistance (BJA), under the State Criminal Alien Assistance Program (SCAAP) provides assistance to State and local governments that incur costs due to the incarceration of undocumented criminal aliens.

The NH Department of Corrections (NHDOC) applies for and receives funds from this reimbursement program when Federal Funding is made available to the State of New Hampshire, Department of Corrections. Based on the Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162, Title XI) beginning with the FFY 2007 SCAAP awards, SCAAP funds must be used only for correctional purposes.

The NHDOC requests to budget and expend a total of \$308,923.00 of prior year balance forward.

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

1. List of personnel involved: William McGonagle, former Assistant Commissioner, DOC
2. Nature, need and duration: The executive leadership from the DOC for the new Women's Prison capital project from its inception has been Mr. McGonagle. By retaining Mr. McGonagle as the Prison Construction Administrator, the Department expects to achieve a seamless transition of executive oversight to see this project through its completion by monitoring the design, constructions and mobilization of this new facility. The new prison is expected to be completed October 2016.
3. Relationship to existing agency programs: none; this project relates to the new women's prison's capital project.
4. Has a similar program been requested and denied? No.
5. Why wasn't funding included in the agency's budget request? At the time of formulating the present budget, we were unaware of Mr. McGonagle's retirement plans.
6. Can portions of the grant funds be utilized? Yes, this position is being funded from 100% federal funds. The SCAAP award's funds are being utilized under the permissible use of funds "construction of correctional facilities". SCAAP is an award, not a grant.
7. Estimate the funds required to continue this position: Potentially this part-time temporary position may be needed for the entire duration of the project with an estimated completion date of October 2016. Depending upon the progression of the project, it is estimated that Mr. McGonagle may work up to 29 hours a week as an Administrator IV during this period.

Although SCAAP is a reimbursement of costs and not a federal grant, the application process is managed through the Internet using the automated Grants Management System (GMS).

Funds are to be budgeted as follows:

Class 020 – Current Expense - \$10,000.00

- Provision for miscellaneous expenses attributable to correctional operations

Class 030 - Equipment - \$170,398.00

- Provision for replacement of ballistic vests, weapons, and other unanticipated required equipment to be utilized by the correctional facilities

Class 041 - Audit Fund Set-Aside - \$339.00

- Audit Fee Set Aside for additional funding

Class 048 – Contractual Maintenance-Bldg & Grounds - \$70,664.00

- Provide for unexpected emergency repairs

Class 050 – Personal Service Temp - \$39,500.00

- Establishment of part-time temporary Administrator IV position- NHSP-Women construction project

Class 050 – Benefits - \$3,022.00

- FICA and Medicare Benefits associated with the PT Administrator IV position

Class 066 – Employee Training - \$15,000.00

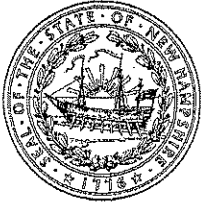
- Provision for Polygraph Training for Correctional staff

Source of funds: 100% Federal Funds

Respectfully Submitted,



William L. Wrenn  
Commissioner



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
BUREAU OF HUMAN RESOURCES

William L. Wrenn  
Commissioner

Lisa A. Currier  
Administrator

PO BOX 1806  
CONCORD, NH 03302-1806  
603-271-5650 FAX: 603-271-3345  
TDD Access: 1-800-735-2964

July 14, 2014

Sara Willingham  
Director of Personnel  
NH Division of Personnel  
28 School Street  
Concord, NH 03301

Dear Ms. Willingham:

The New Hampshire Department of Corrections respectfully requests to establish a part-time temporary Administrator IV, LG 33, not to exceed 29 hours a week.

Due to the fact that the NH Department of Corrections is in the midst of designing and constructing a new women's correctional facility we are seeking your approval to establish this part-time position. The request for this position is due to the fact that the Assistant Commissioner is the "owner" of this project and has provided the executive leadership on behalf of the NH Department of Corrections; however he will be retiring August 22, 2014. At this point in time, we are seeking approval to establish this position in order to rehire Mr. William McGonagle, as the part-time Administrator IV to perform as the Prison Construction Administrator to ensure that there is a seamless transition of executive oversight to see this project through its completion by monitoring the design, construction and mobilization of the new women's facility project.

This position will report to the Commissioner and will provide testimony before any legislative budget committees as needed and will report on matters related to staffing and operational budget needs for the new facility.

Due to the scale of this major project and the impact it has within the Department, we find that the level of Administrator IV is appropriate. Also, should you approve the establishment of this position, we request that the requirement to post a vacancy be waived and that we have the authorization to hire Mr. William McGonagle, at labor grade 33, step 8. Step 8 is requested not only on the basis that there is a critical need to have someone that not only understands the operational needs of a prison facility but someone who can maintain the continuity of this project. Also, the fact that Mr. McGonagle holds a Master's degree in education and counseling and has over 30 years' experience in the criminal justice field; demonstrates that he clearly meets the minimum qualifications for this position.

Enclosed is a proposed supplemental job description and organizational chart for your review and consideration.

Funding to support this request is from appropriation #02-46-46-465010-83440000.

We look forward to your favorable response.

Sincerely,

Lisa A. Currier  
HR Administrator

Lc  
Encls.

## SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrator IV Function Code: 0072-046

POSITION TITLE: Prison Construction Administrator Date Established: 8-06-14

Position Number: TMPPT4725 Date of Last Amendment: \_\_\_\_\_

SCOPE OF WORK: Serves as a Prison Construction Administrator for the NH Department of Corrections to provide executive level leadership and overall administrative responsibility for the design, construction, commissioning and mobilization of the new women's correctional facility.

### ACCOUNTABILITIES:

- Develops and employs the design goals of the Department of Corrections as they relate to a new women's prison.
- Provides leadership and guidance to the architect, construction manager and the Department of Corrections internal team of subject matter experts in developing the design of a new women's prison that meets legal mandates as well as achieves the desired requirements of operational efficiency a normative correctional environment.
- Assures that the design and construction of the new women's prison conforms to the criteria and expectations of the Department of Corrections.
- Represents the Department of Corrections as the "owner" of this project when decisions are made relative to design, construction, materials and all other decisions.
- Holds the architect and the construction manager accountable for carrying out the directions of the Department of Corrections.
- Represents the Department of Corrections by formulating all reports to and appearances before the Legislative Capital Budget Oversight Committee.
- Provides recommendations to the Commissioner of Corrections on matters related to staffing and operational budgets for the new women's prison and provides supplemental testimony before any Legislative budget committees when called upon to do so.
- Develops a mobilization plan for the staffing, moving of inmates, and preparation of policies relative to the new facility in coordination with key members of the Department of Corrections.
- Monitors progress of design, construction and mobilization on a regular basis.

### MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in criminal justice, public administration, behavioral science, human services, education or a related field.

Experience: Eight years' experience working in a correctional setting in an administrative management position that included responsibilities associated with the management of offenders, provision of programming, treatment and medical services to offenders and all relevant policy areas affecting the confinement of offenders in a secure prison setting; five 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 criminal justice, public administration, behavioral science, human services, education or a related field.

Experience: Nine years' experience working in a correctional setting in an administrative management position that included responsibilities associated with the management of offenders, provision of programming, treatment and medical services to offenders and all relevant policy areas affecting the confinement of offenders in a secure prison setting; five 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.



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
OFFICE OF THE COMMISSIONER

P.O. BOX 1806  
CONCORD, NH 03302-1806

603-271-5603 FAX: 603-271-5643  
TDD Access: 1-800-735-2964

William L. Wrenn  
Commissioner

Helen E. Hanks  
Assistant  
Commissioner



October 2, 2014

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

Dear Chairman Wallner:

The Department of Corrections wishes to withdraw item #FIS 14-151 which was special ordered on September 26, 2014 to the next Fiscal Committee meeting scheduled for November 10, 2014.

Your consideration of our request is appreciated.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "William L. Wrenn".

William L. Wrenn  
Commissioner

WLW:nw

Cc: Bob Mullen, Director of Administration





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

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

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

September 4, 2014

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

Re: Reclassification of Position 13164

**REQUESTED ACTION**

Pursuant to the provision of RSA 21-I:56, II Reclassification of Positions or Increases, authorize the New Hampshire Department of Education to increase the salary of position #13164 to labor grade 35 as provided in RSA 99:8, effective upon Fiscal Committee approval. This is a request to reclassify vacant position #13164, Administrator III, Salary Grade, 31, Office of Business Management, to the level of Executive Project Manager, Salary Grade 35, Office of Business Management. 100% General Funds.

**EXPLANATION**

The Administrator III has not been filled consistently since December 2011; due in part to the high level of skill and responsibility necessary at the current pay level. More specifically, the position became vacant in December of 2011 due to the untimely death of the Administrator III employee at the time. The next two employees in this position left the Department for other opportunities after less than six months.

This reclassification is between a labor grade 31, step 1, a salary of \$60,138, and the proposed salary of \$72,189 for a labor grade 35, step 1, an increase of \$12,051. There are adequate funds in our SFY15 budget to pay for this position.

Pursuant to administrative rule Per 303.02, the Division of Personnel was asked to review the appropriate classification for the position of Administrator III and determined that the appropriate classification is a labor grade 35. This position directly oversees the Office of Business Management (12 employees) and is the lead finance manager for the Department of Education (305 employees). This position is responsible for developing, authorizing and implementing Department-wide financial procedures and controls, and related system compliance required to ensure the accuracy and integrity of the centralized operations and business support services performed by the Department of Education. These responsibilities include developing financial policies and procedures; overseeing fiscal/business

operational units, federal cost-claiming and cash management; and auditing, financial reporting and budgeting. In addition, this position will assume the oversight responsibilities for human resources.

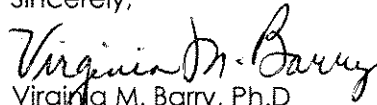
The Administrator oversees the second largest state department budget which totals approximately **\$1.3 billion**. A significant portion of these funds are payments made directly to New Hampshire towns, cities and school districts and as such, stakeholders in those communities often rely on the person in this position to provide technical assistance. It is the responsibility of the Administrator to oversee these payments and ensure they are made in an efficient and accurate manner.

Moreover, in a recent review of all business functions at the Department of Education by the Governor's Office, it was recommended that the oversight of all school aid accounts, including **educational adequacy funding** and **charter school funding**, be consolidated under the Administrator of Business Management. This \$1 billion plus line item must be managed carefully and with the highest precision in partnership with the Governor's Office, the NH General Court, other state agencies, and all of the local school districts in order to maintain and deliver an efficient data delivery system for tax and other budgetary decisions at both the state and local levels. This is in addition to the Administrator's responsibility of overseeing the financial management of approximately **\$230 million in federal funds annually**, many of which span 30-months for the allowable expenditure period and include complex compliance, accounting and reporting requirements.

Further, the consolidation of the Post-Secondary Education Commission with the Department of Education, as part of the FY12/13 Biennium Budget, has significantly increased the workload for the Office of Business Management and requires the Administrator to communicate regularly with College and University business offices.

Finally, it has been recommended by the Governor's Office that human resources and overall operations and facilities also fall under the Office of Business Management to ensure consistency in policies and practices in these critical areas. Senior administrator oversight for the purposes of accuracy, communication and efficiency is necessary for the successful administration of all the programs listed above. This is in addition to the Office of Business Management staff and oversight function that the Administrator currently oversees.

Sincerely,

  
Virginia M. Barry, Ph.D  
Commissioner of Education



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

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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

July 23, 2014

Sheila Miller  
Human Resources  
Department of Education  
Concord, NH 03301

Regarding: Request to reclassify position #13164 from an Administrator III, labor grade 31, to an Executive Project Manager, labor grade, 35.

Dear Ms. Miller:

On July 23, 2014, we received work unit # 195602 from The Department of Education asking to review and reclassify position # 13164 to the title of Executive Project Manager, labor grade 35. In your letter, you stated that this position would have critical finance, business, operations, and administrative oversight functions; and that it would direct and implement all aspects of operations management, including programs, policy, financial and personnel activities under the authority of the Commissioner, Department of Education.

We agree with your request to reclassify position # 13164 with the understanding that the Department of Education's eventual goal will be to seek to make this position unclassified. Please note that our decision to reclassify this position is not final until the approval of the Fiscal Committee, per RSA 21-1:56 (II), because this is a request to increase the salary of a classified position beyond labor grade 34.

It will be your responsibility to bring the request for reclassification to the Executive Project Manager, labor grade 35 before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify my office with documentation so that we may finalize the reclassification of position # 13164. Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification and Compensation

Administrator  
CC: Sara J. Willingham, Director of Personnel  
MR

DM



# State of New Hampshire

FIS 14 167

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

JOHN J. BARTHELMES  
COMMISSIONER

September 22, 2014

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 9:16-c, authorize the Department of Safety, Division of State Police, to transfer \$7,333.00 within the account entitled Drug Eradication, to re-align appropriated funds for the purpose of investigating and eradicating illicit cannabis located in the State of New Hampshire.. Effective upon Fiscal Committee and Governor and Council approvals through December 31, 2014. Funding source: 100% Federal Funds.
2. Authorize the Department of Safety, Division of State Police, to accept and expend an additional \$14,642.00 of federal funds from the Drug Enforcement Administration (DEA) that will be used for the investigation and eradication of illicit cannabis located in the State of New Hampshire. Effective upon Governor and Council approval through December 31, 2014. Funding source: 100% Federal Funds.

Funds are to be budgeted in SFY2014 in the following account:

02-23-23-234010-43430000 Dept. of Safety – Division of State Police – Drug Eradication

<u>Class</u>	<u>Description</u>	<u>Current Appropriation</u>	<u>Requested Action #1</u>	<u>Requested Action #2</u>	<u>Revised Appropriation</u>
000-404805	Federal Funds	\$ (25,358.00)	\$ -	\$ (14,642.00)	\$ (40,000.00)
018-500106	Overtime	\$ 18,000.00	\$ 7,333.00	\$ 14,627.00	\$ 39,960.00
020-500200	Supplies (Consumable)	\$ 2,500.00	\$ (2,500.00)	\$ -	\$ -
041-500801	Audit Fund Set Aside	\$ 25.00	\$ -	\$ 15.00	\$ 40.00
060-500602	Police Retirement (Perm)	\$ 4,833.00	\$ (4,833.00)	\$ -	\$ -
	<b>Total</b>	<b>\$ 25,358.00</b>	<b>\$ -</b>	<b>\$ 14,642.00</b>	<b>\$ 40,000.00</b>

### Explanation

The funds received by this grant will be used to gather and report intelligence data relating to the illicit cultivation, possession, and distribution of cannabis. NH State Police will provide law enforcement personnel for the eradication of illicit cannabis located within the State of New Hampshire.

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

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
September 22, 2014  
Page 2 of 2

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

Justification:

Does transfer involve continuing programs or one-time projects? *This transfer is to provide sufficient appropriations to cover overtime as approved by approving federal agency.*

Is this transfer required to maintain existing program level or will it increase the program level? *This transfer will allow the Department of Safety increase the program level within the Narcotics Unit of NH State Police.*

Cite any requirements which make this program mandatory. *There are no requirements that make this program mandatory. However, this program has been approved and is being 100% funded by a Federal award.*

Identify the source of funds on all accounts listed on this transfer. *100% Federal Funds.*

Are funds expected to lapse if this transfer is not approved? *No. However this will result in the Department returning unused Federal Funds.*

Are personnel services involved? *No.*

**Accounting Unit 4343 SFY 2015 (Requested Action #1)**

Class 018 Increased to align the state appropriation with the actual amount approved in the Federal budget for Overtime.

Class 020 Decreased to align the state appropriation with the approved Federal budget.

Class 060 Decreased to align the state appropriation with the approved Federal budget. Benefits are a non-eligible expense, therefore can not be charged to this grant. The benefits will be covered by Agency Income under the Detective Bureau, which is accounting unit 54120000.

**Additional funds are to be budgeted as follows (Requested Action #2):**


Class 018 Additional funds are needed to increase the overtime budget to align with the additional Federal funds received.

Class 041 Additional funds are needed to increase the Audit Fund Set Aside appropriation to align with the additional Federal funds received.

The original grant was budgeted in the Departments operating budget, but the additional funds received were not anticipated at the time the 2014/2015 operating budget was prepared, therefore the above requested action was not expected.

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

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

**Fiscal Situation**  
**FFY 2014 Drug Eradication**  
**Account 010-023-43430000**

2014 Grant - Federal Authorization	\$40,000.00
<b>Total Federal Grants Authorized</b>	<u>\$40,000.00</u>
Prior Fiscal Year(s) Actual Expenditures:	
2014 Federal Grant spending State Fiscal Year 2014	\$0.00
<b>Total Prior Fiscal Year(s) Actual Expenditures:</b>	<u>\$0.00</u>
Balance of 2014 Federal Grant Authorized/Unspent as of 7/1/2014	\$40,000.00
Total Remaining Federal Authorization as of 7/1/2014	<u>\$40,000.00</u>
<b>SFY 2015 Budgeted Appropriations</b>	(\$25,358.00)
<b>Additional Federal Authorization Available</b>	<u>\$14,642.00</u>
<b>This Request</b>	<u><u>\$ 14,642.00</u></u>



U. S. Department of Justice  
Drug Enforcement Administration

Agreement Number 2014-97

This Letter of Agreement (LOA) is entered into between the *NEW HAMPSHIRE STATE POLICE*, hereinafter referred to as (*THE AGENCY*), and the DRUG ENFORCEMENT ADMINISTRATION (DEA) OF THE UNITED STATES DEPARTMENT OF JUSTICE (DOJ), hereinafter referred to as DEA, in reference to the following:

There is evidence that trafficking in marijuana (cannabis) has a substantial and detrimental effect on the health and general welfare of the people of the *State of New Hampshire*. The parties hereto agree that it is to their mutual benefit to cooperate in locating and eradicating cannabis plants and to investigate and prosecute those cases before the courts of the United States (U.S.) and the courts of the *State of New Hampshire*. DEA, pursuant to the authority of 21 U.S.C. § 873, proposes to provide certain necessary funds and *THE AGENCY* is desirous of securing funds.

NOW, therefore, in consideration of the mutual covenants hereinafter contained, the parties hereto have agreed as follows:

1. *THE AGENCY* will, with its own law enforcement personnel and employees, as hereinafter specified, perform the activities and duties described below:
  - a. Gather and report intelligence data relating to the cultivation, possession, and distribution of cannabis.
  - b. Investigate and report instances involving the trafficking in controlled substances.
  - c. Provide law enforcement personnel for the eradication of cannabis located within the *State of New Hampshire*.
  - d. Make arrests and refer to the appropriate prosecutorial authority cases for prosecution under controlled substances laws and other criminal laws.
  - e. Send required samples of eradicated cannabis to the National Institute on Drug Abuse (NIDA) Potency Monitoring Project.
  - f. **MANDATORY** requirement for *THE AGENCY* to utilize the *Web-based DEA internet Capability Endeavor(DICE)* or if applicable the *Firebird based DEA Analysis/Response Tracking System (DARTS)* to report all statistics and seizures per incident, to include the submission of significant items for de-confliction and information sharing purposes.
  - g. Submit to DEA quarterly expenditure reports.
  
2. It is understood and agreed by the parties to this Agreement that the activities described in Sub-paragraphs a, b, c, d, e, f, and g of paragraph one shall be accomplished with existing personnel, and that the scope of *THE AGENCY's* program with respect to those activities by such personnel shall be solely at *THE AGENCY's* discretion, subject to appropriate limitations contained in the budget adopted by *THE AGENCY*, except that *THE AGENCY* understands and agrees that DEA funds and

the result of expended funds (e.g. equipment, supplies and other resources) must be directly related to and must only be used for marijuana eradication program activities in a manner consistent with the Controlled Substances Act (CSA), 21 U.S.C. § 801 et seq.

3. DEA will pay to *THE AGENCY* Federal funds in the amount of **FORTY THOUSAND DOLLARS (\$40,000.00)** for the period of JANUARY 1, 2014, to DECEMBER 31, 2014, to defray costs relating to the eradication and suppression of cannabis. These Federal funds shall only be used for the eradication of cannabis as provided in this agreement. *THE AGENCY* understands and agrees that Federal funds provided to *THE AGENCY* under this Agreement will not be used to defray costs relating to herbicidal eradication of cannabis without the advance written consent of DEA. *THE AGENCY* understands and agrees that Federal funds will not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA. The result of expended funds (e.g. equipment, supplies and other resources) must be directly related to and must only be used for marijuana eradication activities. While using the Federal funds provided to *THE AGENCY* under this Agreement for activities on Federal land, *THE AGENCY* agrees to notify the appropriate local office of the U.S. Department of Agriculture, (Forest Service) and the U.S. Department of the Interior (Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, and/or Bureau of Reclamation) of *THE AGENCY's* presence on Federal land.

4. The Federal funds provided to *THE AGENCY* are primarily intended for payment of deputies'/officers' overtime while those deputies and officers are directly engaged in the cannabis eradication process, (per DOJ policy, the annual maximum overtime reimbursement rate is based on the current year General Pay Scale / rest of the United States and cannot exceed 25% of a GS-12, Step 1; the funds shall only be used to pay the normal overtime rate, i.e. time and a half. The overtime reimbursement rate "shall not include any cost for benefits, such as retirement, FICA, or other expenses", which is specifically prohibited by DOJ) and for per diem and other direct costs related to the actual conduct of cannabis eradication. Examples of such costs includes rental of aircraft, fuel for aircraft, and minor repairs and maintenance necessitated by use to support cannabis eradication. These Federal funds are not intended as a primary source of funding for the purchase of equipment, supplies, or other resources. When Domestic Cannabis Eradication Suppression Program (DCE/SP) funds are used to purchase supplies, equipment, or other resources, those items must be directly related to and must only be used for marijuana eradication activities and may not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring



compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA. *[Agency Initial pu]*

All purchases of equipment, supplies and other resources must have approval from DEA. Procurement of these items is subject to the following approval authority: LOA expenditures up to \$2,500 will be approved at DEA Division level. When expenditures exceed \$2,500, prior to the purchase being made, the LOA must request authorization in writing, *through* the respective DEA Division, *to OMS*. Requests must include manufacturer specifications and pricing of the item (including tax, if applicable) to be purchased. OMS will notify the state/local agency whether or not the purchase has been approved. Unless specifically approved in advance, expenditures for equipment should not exceed 10% of the total Federal funds awarded. Although equipment, supplies, and other resources may be specifically itemized in the Operation Plan, **they are not automatically approved for purchase**. All requests for purchases must be received in HQ/OMS by October 15th. Exemptions to any of these requirements must have prior HQ/OMS approval.

Per the DOJ, none of the funds allocated to you may be used to purchase promotional items, gifts, mementos, tokens of appreciation, or other similar items. Prohibited purchases include items justified as training aids if they are embossed, engraved or printed with **THE AGENCY** or program logos. Additionally, the use of DCE/SP funds for Demand Reduction expenses is no longer authorized.

5. In compliance with Section 623 of Public Law 102-141, **THE AGENCY** agrees that no amount of these funds shall be used to finance the acquisition of goods or services unless **THE AGENCY**:

- (a) Specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved 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.

The above requirements only apply to procurements for goods or services that have an aggregate value of \$500,000 or more. Any goods or services acquired under this provision of the agreement must be directly related to and must only be used for marijuana eradication activities and may not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA.

6. If DEA approves the purchase of supplies (all tangible personal property other than "equipment" as defined by 28 C.F.R. § 66.32/66.33), and there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of this Agreement, and if the supplies are not needed for any other federally sponsored programs or

projects, **THE AGENCY** shall compensate DEA for DEA's share and in any case the supplies will not be used directly or indirectly to support any state, county or local entity that authorizes cultivating marijuana or has direct oversight or regulatory responsibilities for a state authorized marijuana program. **THE AGENCY** agrees that any unused supplies not exceeding \$5,000 in total aggregate fair market value upon termination or completion of this Agreement will either be used for the marijuana eradication activities, returned to DEA, or destroyed, but in any case will not be used to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA.

7. If DEA approves the purchase of equipment (tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit) for the use of **THE AGENCY's** personnel engaged in cannabis eradication under this Agreement, **THE AGENCY** will use, manage, and dispose of the equipment in accordance with 28 C.F.R. § 66.32/66.33, except that in no case, regardless of useful life and acquisition cost, will the equipment be used directly or indirectly to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA.

8. Payment by DEA to **THE AGENCY** will be in accordance with a schedule determined by DEA and said payment will be made pursuant to the execution by **THE AGENCY** of a Request for Advance or Reimbursement (SF-270) and receipt of same by DEA. However, no funds will be paid by DEA to **THE AGENCY** under this Agreement until DEA has received to its satisfaction an accounting of the expenditures of all funds paid to **THE AGENCY** during the previous year Agreement. The final/closeout expenditure report will be documented on a Financial Status Report (SF-425) and an October thru December (FINAL) Accounting Form.

9. It is understood and agreed by **THE AGENCY** that, in return for DEA's payment to **THE AGENCY** of Federal funds, **THE AGENCY** will comply with all applicable Federal statutes, regulations, guidance, and orders, including OMB Circular A-102 (administrative requirements), OMB Circular A-87 (cost principles, codified at 2 C.F.R. Part 225), OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations", 28 C.F.R. Part 66 (grants management common rule), 2 C.F.R. § 2867 (non-procurement suspension & debarment), 28 C.F.R. Part 83 (Drug-Free Workplace Act common rule), 28 C.F.R. Part 69 (Byrd Anti-Lobbying Amendment common rule), and DOJ Order 2900.8A (June 20, 1990). The Financial Guide

published by the office of the Comptroller, Office of Justice Programs, U.S. Department of Justice contains helpful information regarding compliance requirements. OMB Circular A-133 is available at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. In conjunction with the beginning date of the award, the audit report period of *THE AGENCY* under the single audit requirement is 01/01/2014 through 12/31/2014.

10. *THE AGENCY* acknowledges that arrangements have been made for any required financial and compliance audits and audits will be made within the prescribed audit reporting cycle. *THE AGENCY* understands that failure to furnish an acceptable audit as determined by the cognizant Federal agency may be a basis for denial of future Federal funds and/or refunding of Federal funds and may be a basis for limiting *THE AGENCY* to payment by reimbursement on a cash basis. *THE AGENCY* further understands that its use of DEA funds or the result of expended DEA funds (e.g. equipment, supplies and other resources) for any use other than the marijuana eradication program activities, including but not limited to its use directly or indirectly to perform any of the following functions: (i) issuing licenses, permits, or other forms of authorization permitting the holder to manufacture, distribute, sell, or use marijuana in contravention of the CSA; (ii) conducting ancillary activities related to the issuance of such licenses and permits, such as background checks on applicants; (iii) collecting state or local tax or licensing revenue related to the manufacture, distribution, or sale of marijuana in contravention of the CSA; (iv) preparing or issuing regulations governing the manufacture, distribution, sale, or possession of marijuana in contravention of the CSA; or (v) monitoring compliance with state or local laws or regulations that permit the manufacture, distribution, sale, or use marijuana in contravention of the CSA, will be a basis for denial of future Federal funds and/or refunding of Federal funds and may be a basis for limiting *THE AGENCY* to payment by reimbursement on a cash basis.

11. *THE AGENCY* shall maintain complete and accurate reports, records, and accounts of all obligations and expenditures of DEA funds under this Agreement in accordance with generally accepted government accounting principles and in accordance with state laws and procedures for expending and accounting for its own funds. *THE AGENCY* shall further maintain its records of all obligations and expenditures of DEA funds under this Agreement in accordance with all instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.

12. *THE AGENCY* shall permit and have available for examination and auditing by DEA, the U.S. Department of Justice Office of Inspector General, the Government Accountability Office, and any of their duly authorized agents and representatives, any and all investigative reports, records, documents, accounts, invoices, receipts, and expenditures relating to this Agreement. In addition, *THE AGENCY* will maintain all such foregoing reports and records for three years after termination of this Agreement or until after all audits and examinations are completed and resolved, whichever is longer.

13. *THE AGENCY* agrees that an authorized officer or employee will execute and return to the DEA Regional Contractor, the LOA; Request for Advance or Reimbursement (SF-270); Electronic Funds Transfer Memorandum; Certifications Regarding Lobbying; Debarment, Suspension, & Other Responsibility Matters; Drug Free Workplace Requirements (OJP Form 406 1/6); and the Assurances (OJP Form 4000/3). *THE AGENCY* acknowledges that this Agreement will not take effect and that no Federal funds will be awarded by DEA until DEA receives the completed LOA package.

14. Employees of *THE AGENCY* shall at no time be considered employees of the U.S. Government or DEA for any purpose, nor will this Agreement establish an agency relationship between *THE AGENCY* and DEA.

15. *THE AGENCY* shall be responsible for the acts or omissions of *THE AGENCY's* personnel. *THE AGENCY* and *THE AGENCY's* employees shall not be considered as the agent of any other participating entity. Nothing herein is intended to waive or limit sovereign immunity under other federal or state statutory or constitutional authority. This Agreement creates no liability on the part of the DEA, its agents or employees, or the U.S. Government for any claims, demands, suits, liabilities, or causes of action of whatever kind and designation, and wherever located in the State of New Hampshire resulting from the DCE/SP funded by DEA.

16. *THE AGENCY* shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the U.S. Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H, and I.

17. Within thirty (30) days after termination of the Agreement, *THE AGENCY* will prepare an October thru December (FINAL) Accounting Form and a Financial Status Report SF-425, itemizing the breakdown of final expenditures. The October thru December (FINAL) Accounting Form and the SF-425, along with a refund check, payable to DEA funds not obligated or expended funds which were advanced by DEA pursuant to this Agreement, will be returned to the DEA Regional Contractor by January 31st.

18. Upon submission of the October – December (FINAL) Accounting Form and Financial Status Report SF- 425 to your regional contractor for the preceding year, a copy of the general ledger and the underlying supporting documentation reflecting the expenditures for equipment in excess of \$2,500, that was previously approved by OMS, and the expenses associated with the rental or leasing of vehicles or aircraft must be attached.

19. The duration of this Agreement shall be as specified in Paragraph 3, except that this Agreement may be terminated by either party after 30 day written notice to the other party. All obligations that are outstanding on the above prescribed termination date or on the date of any thirty (30) day notice of termination shall be liquidated by *THE AGENCY* within sixty (60) days thereof, in which event DEA will only be liable for obligations incurred by *THE AGENCY* during the terms of this Agreement. In no event shall *THE AGENCY* incur any new obligations during the period of notice of termination. *THE AGENCY* shall return to DEA all unexpended funds forthwith after the sixty (60) day liquidation period. In the event that the agreement is terminated, any DEA funds that have been obligated or expended and the result of expended funds (e.g. equipment, supplies and other resources) will be used and disposed of in accordance with the provisions of this agreement.

20. *THE AGENCY* must be registered in the System for Award Management (SAM) to receive payment of Federal funds. There are two steps to registering in SAM. First, *THE AGENCY* must have a Data Universal Numbering System (DUNS) number. [A "+4 extension" to a DUNS number (DUNS+4) is required when there is a need for more than one bank/electronic funds transfer account for a location.] A DUNS number may be obtained via the internet (<http://fedgov.dnb.com/webform>)



<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b> (See instructions on back)		OMB APPROVAL NO. <b>0348-004</b>		PAGE _____ OF _____ PAGES
		1. TYPE OF PAYMENT REQUESTED	a. <input checked="" type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED <b>DRUG ENFORCEMENT ADMINISTRATION</b>		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <b>2014-97</b>		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
6. EMPLOYER IDENTIFICATION NUMBER <b>0260061</b>	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (MM-DD-YYYY) <b>01/01/2014</b> TO (MM-DD-YYYY) <b>12/31/2014</b>		
9. RECIPIENT ORGANIZATION Name: <b>New Hampshire State Police</b> Number and Street: <b>33 Hazen Drive</b> City, State and ZIP Code: <b>Concord, NH 03301</b>		10. PAYEE (Where check is to be sent if different than item 9) Name: Number and Street: City, State and ZIP Code:		

**11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED**

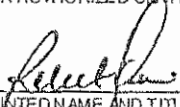
PROGRAMS/FUNCTIONS/ACTIVITIES	(a) Original Letter of Agreement	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)	\$ 40,000.00			\$ 40,000.00
b. Less: Cumulative program income				0.00
c. Net program outlays (Line a minus line b)	\$ 40,000.00	0.00	0.00	\$ 40,000.00
d. Estimated net cash outlays for advance period				0.00
e. Total (Sum of lines c & d)	\$ 40,000.00	0.00	0.00	\$ 40,000.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e	\$ 40,000.00			\$ 40,000.00
h. Federal payments previously requested				0.00
i. Federal share now requested (Line g minus line h)	\$ 40,000.00			\$ 40,000.00
j. Advances required by month when requested by Federal grantor agency for use in making prescheduled advances	1st month		0.00	
	2nd month			0.00
	3rd month			0.00

**12. ALTERNATE COMPUTATION FOR ADVANCES ONLY**

a. Estimated Federal cash outlays that will be made during period covered by the advance	\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	\$ 0.00

13.

## CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL 	DATE REQUEST SUBMITTED <b>3-13-14</b>
	TYPED OR PRINTED NAME AND TITLE Col. Robert L. Quinn, NH State Police	TELEPHONE (AREA CODE, NUMBER AND EXTENSION) (603) 271-2450

This space for agency use

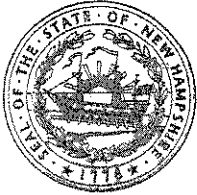
Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

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

## INSTRUCTIONS

Please type or print legibly. Items 1, 3, 5, 9, 10, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:

- | Item | Entry  | Item | Entry   |
|------|--|------|---|
| 2    | Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.  |      | activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page.  |
| 4    | Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement. | 11a  | Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees. |
| 6    | Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.   | 11b  | Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.  |
| 7    | This space is reserved for an account number or other identifying number that may be assigned by the recipient.  | 11d  | Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.  |
| 8    | Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.  | 13   | Complete the certification before submitting this request.  |
- Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.
- 11 The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or



# 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 10, 2014

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 9:16-c, authorize the Department of Safety, Division of State Police, to transfer \$9,841.00 within the account entitled Backlog Reduction Program. The request for transfer of funds is to re-align appropriated funds that will be used by the Forensic Laboratory to provide funding for supplies, travel, and equipment within the State Police Forensic Lab. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding source: 100% Federal Funds.

2. Pursuant to RSA 14:30-a, VI, authorize the Department of Safety, Division of State Police, to accept and expend an additional \$114,682.00 of federal funds from the US Department of Justice, Office of Justice Programs, National Institute of Justice for the purpose reducing DNA Backlog cases within the State Police Forensic Lab. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding source: 100% Federal Funds.

Funds are to be budgeted in the following account:

02-23-23-234010-31270000 Dept of Safety

Division of State Police - Backlog Reduction Program

<u>Class</u>	<u>Description</u>	<u>Current Adjusted Authorized SFY 2015</u>	<u>Requested Action #1</u>	<u>Requested Action #2</u>	<u>Revised Appropriation SFY 2015</u>
000-404755	Federal Funds	\$ (253,490.00)	\$ -	\$ (114,682.00)	\$ (368,172.00)
018-500106	Overtime	\$ 72,000.00	\$ -	\$ 45,231.00	\$ 117,231.00
020-500220	Current Expense	\$ 84,431.00	\$ -	\$ 66,236.00	\$ 150,667.00
024-500230	Maint. Other than Build. - Grounds	\$ 7,500.00	\$ -	\$ 1,351.00	\$ 8,851.00
030-500300	Equipment	\$ 17,500.00	\$ 6,362.00	\$ 1,864.00	\$ 25,726.00
037-500171	PC Desktop Hardware	\$ 1,977.00	\$ (1,977.00)	\$ -	\$ -
040-500800	Indirect Cost	\$ 11,305.00	\$ (149.00)	\$ -	\$ 11,156.00
041-500801	Audit Funds Set Aside	\$ 245.00	\$ 123.00	\$ -	\$ 368.00
060-500602	Benefits	\$ 19,332.00	\$ 3,356.00	\$ -	\$ 22,688.00
080-500713	Out-Of-State Travel	\$ 7,200.00	\$ (1,415.00)	\$ -	\$ 5,785.00
103-502664	Contracts For Operational Services	\$ 32,000.00	\$ (6,300.00)	\$ -	\$ 25,700.00
	<b>Total</b>	<b>\$ 253,490.00</b>	<b>\$ -</b>	<b>\$ 114,682.00</b>	<b>\$ 368,172.00</b>



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

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
October 10, 2014  
Page 2 of 3

### Explanation

The New Hampshire State Police Forensic Laboratory is the sole provider of forensic services within the state. These grant funds will be used to help improve the laboratory's ability to identify and process DNA cases in a timely manner.

Although the Department included this grant in the SFY 2015 budget, the amount the Department included in the budget was an estimated amount prior to receiving the funds; therefore, after receiving the funds and analyzing the Department's current fiscal year needs, the above requested action is needed to cover the anticipated expenditures for SFY 2015.

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

#### Justification:

Does transfer involve continuing programs or one-time projects? *This transfer is to provide sufficient appropriations to cover costs needed for the purchase of a Duet Punching System and a computer associated with the punching system, as approved by approving federal agency.*

Is this transfer required to maintain existing program level or will it increase the program level? *This transfer will allow the Department of Safety to increase the program level within the State Police Forensic Laboratory.*

Cite any requirements which make this program mandatory. *There are no requirements that make this program mandatory. However, this program has been approved and is being 100% funded by a federal award.*

Identify the source of funds on all accounts listed on this transfer. *100% federal funds.*

Will there be any effect on revenue if this transfer is approved or disapproved? *No.*

Are funds expected to lapse if this transfer is not approved? *No. However, this will result in the Department returning unused Federal funds.*

Are personnel services involved? *No.*

The request to transfer/accept funds is needed as follows:

Additional funds in Class 018 are needed to pay the overtime needed in the State Police Forensic Laboratory.

Additional funds in class 020 are needed to pay supplies and consumables necessary to process DNA samples.

Additional funds are needed in Class 024 to pay for software licenses in the State Police Lab.

Additional funds in Class 030 are needed to pay for equipment as approved by the Federal agency.

Class 037 funds are decreased due to a misappropriation of funds that resulted from estimating prior to receiving the funds.

Class 040 funds are decreased due to the decrease in the indirect cost rate.

Additional funds in class 041 are needed to pay the audit fee on all applicable expenses.

Additional funds in Class 060 are needed to pay the benefits associated with the overtime needed in the State Police Forensic Laboratory.

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

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council

October 10, 2014

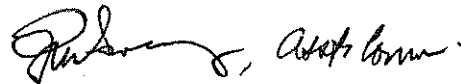
Page 3 of 3

Class 080 funds are decreased due to a misappropriation of funds that resulted from estimating prior to receiving the funds.

Class 103 funds are decreased due to a misappropriation of funds that resulted from estimating prior to receiving the funds.

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

Respectfully submitted,



*for:* John J. Barthelmes  
Commissioner of Safety

**Fiscal Situation  
Backlog Reduction Program  
02-23-23-234010-31270000**

FFY 2012 DNA Backlog Reduction Grant - 10/1/2012-12/31/2014	\$ 200,000.00
FFY 2013 DNA Backlog Reduction Grant - 10/1/2013-3/31/2015	\$ 250,000.00
FFY 2014 DNA Backlog Reduction Grant - 10/1/2014-9/30/2016	\$ 200,000.00
<b>Total Federal Grants Authorized</b>	<b>\$ 650,000.00</b>
Prior Fiscal Year(s) Actual Expenditures:	
FFY 2012 Federal Grant spending State Fiscal Year 2013	(\$72,440.70)
FFY 2012 Federal Grant spending State Fiscal Year 2014	(\$113,038.37)
FFY 2013 Federal Grant spending State Fiscal Year 2014	(\$96,348.51)
FFY 2014 Federal Grant spending State Fiscal Year 2014	\$0.00
<b>Total Prior Fiscal Year(s) Actual Expenditures:</b>	<b>(\$281,827.58)</b>
Balance of FFY 2012 Federal Grant Authorized/Unspent as of 7/1/2014	\$ 14,520.93
Balance of FFY 2013 Federal Grant Authorized/Unspent as of 7/1/2014	\$ 153,651.49
Balance of FFY 2014 Federal Grant Authorized/Unspent as of 10/1/2014	\$ 200,000.00
<b>Total Remaining Federal Authorization as of 10/1/2014 (SFY 2014)</b>	<b>\$ 368,172.42</b>
<b>FY14 Budgeted Appropriations</b>	<b>(\$253,490.00)</b>
<b>Additional Federal Authorization Available</b>	<b>\$ 114,682.42</b>
<b>This Request</b>	<b>\$ 114,682.00</b>



Department of Justice  
Office of Justice Programs  
National Institute of Justice

Grant

PAGE 1 OF 9

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Safety 33 Hazen Drive Concord, NH 03305-0001		4. AWARD NUMBER: 2012-DN-BX-0102	
		5. PROJECT PERIOD: FROM 10/01/2012 TO 03/31/2014 BUDGET PERIOD: FROM 10/01/2012 TO 03/31/2014	
		6. AWARD DATE 08/08/2012	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 026003618		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY 2012 DNA Backlog Reduction Program - New Hampshire Department of Safety		10. AMOUNT OF THIS AWARD \$ 200,000	
		11. TOTAL AWARD \$ 200,000	
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 FY12(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 112-55, 125 Stat. 552, 616; 28 USC 530C			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL John H. Laub Director, National Institute of Justice		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John Barthelmes Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 8/15/12
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES		21. LDNSGT0084	
FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT			
X B DN 60 00 00 200000			

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



US DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**GRANT ADJUSTMENT NOTICE**

Grantee Information			
<b>Grantee Name:</b>	New Hampshire Department of Safety	<b>Project Period:</b>	10/01/2012 - 12/31/2014
<b>Grantee Address:</b>	33 HAZEN DRIVE CONCORD, 03305	<b>Program Office:</b>	NHJ
<b>Grantee DUNS Number:</b>	06-034-0564	<b>Grant Manager:</b>	Charles Heurich
<b>Grantee EIN:</b>	02-6000618	<b>Application Number(s):</b>	2012-90210-NH-DN
<b>Vendor #:</b>	026003618	<b>Award Number:</b>	2012-DN-BX-0102
<b>Project Title:</b>	FY 2012 DNA Backlog Reduction Program - New Hampshire Department of Safety	<b>Award Amount:</b>	\$200,000.00
		<b>GAN Number:</b>	001
		<b>Date:</b>	01/09/2014

Change Project Period			
<b>Current Grant Period:</b>	Month: 17 Day: 30	<b>New Grant Period:</b>	Month: 26 Day: 30
<b>Project Start Date:</b>	10/01/2012	<b>*New Project Start Date:</b>	10/01/2012
<b>Project End Date:</b>	03/31/2014	<b>*New Project End Date:</b>	12/31/2014
<b>*Required Justification for Change Project Period:</b>			
<p>The NHSPFL budgeted \$11,500 for the purpose of an external DNA QAS audit in the FY2012 DNA Backlog Reduction grant, which was to be performed during calendar year 2013. Following the application and grant approval, the</p>			
<b>Attachments:</b>			
None			
<input type="button" value="Print"/>			
<b>Audit Trail:</b>			
<b>Description:</b>	<b>Role:</b>	<b>User:</b>	<b>Timestamp:</b>
Approved-Final	OCFMD - Financial Analyst	SYSTEM_USER	01/09/2014 12:00 PM
Submitted	PO - Grant Manager	hettlmg	01/03/2014 1:16 PM



Department of Justice  
Office of Justice Programs  
National Institute of Justice

Grant

PAGE 1 OF 10

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Safety 33 Hazen Drive Concord, NH 03305-0001		4. AWARD NUMBER: 2013-DN-BX-0021	
		5. PROJECT PERIOD: FROM 10/01/2013 TO 03/31/2015 BUDGET PERIOD: FROM 10/01/2013 TO 03/31/2015	
		6. AWARD DATE 08/14/2013	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 026003618		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY 2013 DNA Backlog Reduction Program - New Hampshire Department of Safety		10. AMOUNT OF THIS AWARD \$ 250,000	
		11. TOTAL AWARD \$ 250,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTHON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY13(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 113-6, 127 Stat. 198, 254; 28 USC 530C			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Richard M Flynn Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>[Signature]</i>	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCALYFUNDC BUD.A OFC. DIV.RE SUB. POMS AMOUNT EAR ODE CT. G. X B DN 60 00 00 250000		21. MDNSGT0026	



Department of Justice  
Office of Justice Programs  
National Institute of Justice

Grant

PAGE 1 OF 10

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Dept. of Safety 33 Hazen Drive Concord, NH 03305-0001		4. AWARD NUMBER: 2014-DN-BX-0065	
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2016 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2016	
		6. AWARD DATE 09/11/2014	7. ACTION Initial
1A. GRANTEE IRS/VENDOR NO. 026003618		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY 2014 DNA Capacity Enhancement and Backlog Reduction Program - New Hampshire Department of Safety		10. AMOUNT OF THIS AWARD \$ 200,000	
		11. TOTAL AWARD \$ 200,000	
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 FY14(NIJ - S&LLEA DNA/Other Forensics) Pub. L. No. 113-76, 128 Stat. 5, 62-63; 28 USC 530C			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL John Barthelmes Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>John Barthelmes</i>	19A. DATE 9/16/14
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DN 60 00 00 200000		21. NDNSGT0130	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

# TITLE I

## THE STATE AND ITS GOVERNMENT

### CHAPTER 9

#### BUDGET AND APPROPRIATIONS; REVOLVING FUNDS

#### Appropriations

##### Section 9:16-c

###### **9:16-c Transfer of Federal Grant Funds. –**

I. In order to maximize the use of federal grant funds and to avoid lapsing such funds where changes in the state or federal accounting systems, changes in federal grant guidelines, or overestimation or underestimation of funds required in various class codes due to program needs or requirements have occurred subsequent to the passage of the budget, every department as defined in RSA 9:1 may, subject to the prior approval of the fiscal committee of the general court and the approval of governor and council, transfer funds in or out of any class code and to create new class codes within federally funded areas of the department's operating budget if such transfers do not result in an over-expenditure of any grant.

II. In order to maximize the use of federal grant funds and not lapse such funds, every department as defined in RSA 9:1 may, subject to the approval of the commissioner of the department of administrative services, carry forward into future state fiscal years any budgeted appropriation balances in class from federal grants for the duration of the federal grant award.

**Source.** 2012, 192:7, eff. July 1, 2012.



# TITLE I

## THE STATE AND ITS GOVERNMENT

### CHAPTER 14

#### LEGISLATIVE OFFICERS AND PROCEEDINGS

#### Legislative Budget Assistant

##### Section 14:30-a

###### 14:30-a Fiscal Committee. –

I. There is hereby established a fiscal committee of the general court. Said committee shall consist of 10 members. Five shall be members of the house as follows: the chairperson of the finance committee and 2 other members of the committee, appointed by the chairperson; and 2 other house members appointed by the speaker of the house. Five members shall be members of the senate as follows: the chairperson of the finance committee and 2 other members of that committee, appointed by the chairperson; and 2 other senators appointed by the senate president. The chairperson of the house finance committee shall be the chairperson of the fiscal committee.

II. The committee shall, while the general court is in session and during the interim, consult with, assist, advise, and supervise the work of the legislative budget assistant, and may at its discretion investigate and consider any matter relative to the appropriations, expenditures, finances, revenues or any of the fiscal matters of the state. The members shall be paid the regular legislative mileage during the interim while engaged in their work as members of the committee.

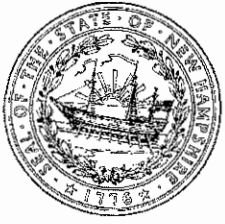
III. The fiscal committee shall consider recommendations proposed to it by the legislative performance audit and oversight committee established under RSA 17-N:1. The fiscal committee shall adopt all recommendations proposed to it as provided in RSA 17-N:1, III by the performance audit and oversight committee unless the fiscal committee refuses by unanimous vote to adopt such recommendations.

IV. [Repealed.]

V. [Repealed.]

VI. Any non-state funds in excess of \$100,000, whether public or private, including refunds of expenditures, federal aid, local funds, gifts, bequests, grants, and funds from any other non-state source, which under state law require the approval of governor and council for acceptance and expenditure, may be accepted and expended by the proper persons or agencies in the state government only with the prior approval of the fiscal committee of the general court.

**Source.** 1965, 239:19. 1987, 416:7. 1989, 396:13; 408:2. 1991, 346:18, I. 1995, 9:8. 2005, 177:11. 2006, 290:21, eff. June 15, 2006. 2012, 247:10, eff. Aug. 17, 2012.



**STATE OF NEW HAMPSHIRE  
BOARD OF PHARMACY**

121 South Fruit Street  
Concord, NH 03301-2412  
Phone: 603-271-2350 | Fax: 603-271-2856

**Board Members**

- Charles J. Fanaras, R.Ph. - President
- Robert J. Stout, R.Ph. - Vice President
- Helen C. Pervanas, PharmD, R.Ph - Secretary
- Michael D. Bullek, R.Ph. - Treasurer
- John R. Genovese, R.Ph. - Member
- Gary J. Merchant, R.Ph., M.B.A. - Member
- Heather C. Shambarger - Public 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

Brenda J. Langis  
Licensing Assistant

Jason R. Richard  
Business Administrator

Website: [www.nh.gov/pharmacy](http://www.nh.gov/pharmacy)  
[pharmacy.board@nh.gov](mailto:pharmacy.board@nh.gov)

E-Mail:

September 3, 2014

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 Board of Pharmacy to amend Fiscal item #FIS 14-015 approved by the Fiscal Committee on February 14, 2014 and by Governor and Council on February 28, 2014 item #36, by reallocating budget line items in the amount of \$107,894.88 in #05-0074-074-PHB743510-3331 effective with the date of Fiscal Committee and Governor and Council approval through March 31, 2015. This is 100% Other (Department of Justice Assistance grant).

Funds are budgeted in account #05-0074-074-PHB743510-3331PDM/HEALTH AND HUMAN SERVICES/HHS: ADMIN ATTACHED BOARDS/PHARMACY BOARD/PRESCRIPTION DRUG MONITORING as follows:

STATE FISCAL YEAR 2015

CLASS	DESCRIPTION	CURRENT AUTHORIZED BUDGET	REQUESTED ACTION	REVISED AUTHORIZED
005-401716	Private Local Funds	(\$17.87)	\$0	(\$17.87)
009-403574	Agency Income	(\$362,486.65)	\$0	(\$362,486.65)
Totals:		(\$362,504.52)		(\$362,504.52)

CLASS	DESCRIPTION	CURRENT AUTHORIZED BUDGET	REQUESTED ACTION	REVISED AUTHORIZED
020-500241	Current Expense	\$321.05	\$4,678.95	\$5,000.00
022-500248	Rents-Leases Other Than State	1.00	0.00	1.00
026-500251	Membership Fees	1.00	1,000.00	1,001.00
027-502799	Transfers to DoIT	1.00	\$0.00	1.00
028-500292	Transfers to General Services	1.00	\$2,000.00	2,001.00
029-500290	Intra-Agency Transfers	1.00	\$0.00	1.00
030-500311	Equipment - General (New)	1,302.00	1,698.00	3,000.00
039-500188	Telecommunications	670.90	169.10	840.00
046-500464	Gen Consultants Non Ben	1.00	0.00	1.00
049-500294	Transfer to Other Agencies	1.00	0.00	1.00
050-500109	Part-Time Salaries	23,400.31	17,550.21	40,950.52
059-509059	Full-Time (Temporary)	70,789.20	43,973.80	114,763.00
060-500612	Benefits (Temporary)	23,901.18	36,824.82	60,726.00
066-500543	Employee Training	1.00	0.00	1.00
070-500704	Mileage Private Cars In-State	2,105.88	-604.88	1,501.00
072-502646	Prog Reimbursement	1.00	0.00	1.00
073-500582	Grants to other state agencies	1.00	0.00	1.00
080-500731	Out-of-state travel	1.00	0.00	1.00
102-500731	Contracts for Program Services	240,002.00	-107,290.00	132,712.00
103-502664	Contracts for Operational Services	\$1.00	\$0	1.00
<b>TOTALS:</b>		<b>\$362,504.52</b>	<b>\$0</b>	<b>\$362,504.52</b>

#### EXPLANATION

This grant was originally approved by the Fiscal Committee on February 14, 2014 #FIS-14-015 and subsequently by Governor and Council on February 28, 2014, item #36. At that time it was unclear to the Board of Pharmacy what the cost of each budgeted item would be. Since that time the Board of Pharmacy has hired a program manager, contracted with a vendor to implement and maintain the prescription drug monitoring program. After reviewing its budgetary needs for the program, the Board is requesting to make the necessary changes to the budget in order to fulfill its statutory obligations under the Controlled Drug Act, RSA 318-B:32-38, as follows:

**Class 020 Current Expense:** The review of the budget following the execution of the vendor contract revealed that some budget items originally attributed to the Board of Pharmacy or the vendor contract would instead be borne by the grant. These include educational materials for prescribers/dispensers, office supplies such as paper, printer toner, and business cards, and durable items such as waste baskets, chairs, and other office accoutrements that will be used by the grant-funded staff.

**Class 026 Membership Fees:** The Prescription Drug Monitoring Program has been implemented in 49 states. There are several organizations that offer assistance to new programs, such as the Alliance of States with Prescription Drug Monitoring Programs (the PMP Alliance) and the National Association of State Controlled Substances Authorities (NASCSA) which charge yearly membership

dues. There are also subscriptions to periodic publications that will be valuable to the program in order to monitor changes in the laws/rules/regulations.

**Class 028 Transfers to Admin Services:** When the budget was first developed it was anticipated that the program staff would utilize Board of Pharmacy space at no charge. The space that the Board of Pharmacy occupies could not accommodate the grant-funded Program Director and the executive assistant, so space was procured in another area of the building. This cost will be paid from Transfers to Admin Services and is anticipated to be \$2,000.

**Class 030 Equipment:** The original budget included the purchase of only one computer and its required software. It was assumed that the part time executive assistant would use a computer that is currently owned by the Board of Pharmacy. Instead, it will be necessary to buy two computers with the accompanying software because there is not a computer that is available through the Board of Pharmacy.

**Class 39 Telecommunications:** The Board of Pharmacy is requiring that the grant pay for two internal land line telephones, which cost between \$20 and \$30 per month. These phones are situated in the PDMP program office space.

**Class 50 Part Time Salaries:** Upon inspection of the contract with the vendor, it was determined that the part time executive assistant position needed an increase in hours. The volume of data entry, report generation and responding to daily inquiries from the public and the entities using the PDMP is anticipated to be much greater than initially anticipated.

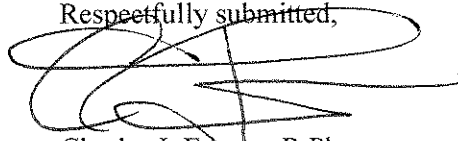
**Class 59 Full Time Temporary:** The PDMP Advisory Council posted the Program Coordinator (Director) position internally in April, 2014. The budget for the Program Coordinator position was listed at Labor Grade 27, Step 1. There were four responses to the internal posting. One candidate proved to be uniquely qualified in that she had vast experience managing federal grants for the state of New Hampshire, she had substantial knowledge of the workings of NH government, and she had an extensive background in substance abuse prevention. Because she was an internal candidate, state rules required that she be afforded a pay increase by virtue of the fact that she was moving from Labor Grade 25 to Labor Grade 27. The Advisory Council and the Board of Pharmacy weighed the moderate budget impact with the learning curve of a person that would be hired from outside state government and it was decided that hiring the internal candidate was infinitely more beneficial to the program.

**Class 60 Benefits:** The original budget set aside funds for benefits at 39% of the budgeted salary, which is standard when budgeting benefits. However, when the internal candidate was hired, her health insurance premium was significantly higher because she subscribes to the family plan.

**Class 70 Mileage:** It was determined after closer examination of the budget and the program that the mileage as budgeted would not be needed; the Program Director and grant manager set the mileage at 2,730, which will be more than sufficient over the life of the grant.

**Class 102 Contracts for Program Services:** The RFP that was issued for a vendor was done in February, 2014. A subcommittee comprised of members of the Advisory Council, the Department of Information Technology and the Board of Pharmacy was convened and a vendor was selected based on a series of rubrics. The successful vendor, Health Information Design, scored higher than the other three vendors, not the least of which they were very reasonably priced. The decrease in budget for the vendor allowed us to reallocate grant funds where they would be most effective and to evenly distribute the funds so that all aspects of the program will be funded for the same amount of time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Charles J. Fanaras', written over the text 'Respectfully submitted,'.

Charles J. Fanaras R.Ph.

President

New Hampshire Board of Pharmacy

36  
14 015

FIS 14 015



**STATE OF NEW HAMPSHIRE  
BOARD OF PHARMACY**

121 South Fruit Street  
Concord, NH 03301-2412  
Phone: 603-271-2350 | Fax: 603-

271-2856

**Board Members**

- Charles J. Fanaras, R.Ph. - President
- Robert J. Stout, R.Ph. - Vice President
- Helen C. Pervanas, PharmD, R.Ph. - Secret
- Michael D. Bulek, R.Ph. - Treasurer
- John R. Genovese, R.Ph. - Member
- Gary J. Merchant, R.Ph., M.B.A. - Member
- Heather C. Shambarger - Public 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

Brenda J. Langis  
Licensing Assistant


Jason R. Richard  
Business Administrator

Website: [www.nh.gov/pharmacy](http://www.nh.gov/pharmacy)  
[pharmacy.board@nh.gov](mailto:pharmacy.board@nh.gov)

E-Mail:

January 23, 2014

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

  
Approved by Fiscal Committee 2/14/14  
Date

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, authorize the Board of Pharmacy to accept and expend funds from the Department of Justice in the amount of \$368,871 to implement the Controlled Drug Prescription Health and Safety Program, effective upon Fiscal Committee and Governor and Council approval through March 31, 2015. This is 100% Other (Department of Justice Assistance grant).
2. Pursuant to RSA 124:15, authorize the Board of Pharmacy to establish a temporary full-time position, , Class 059, Administrator I, Labor Grade 27, effective upon Fiscal Committee and Governor and Council approval through March 31, 2015. This position would report to the New Hampshire Board of Pharmacy.
3. Pursuant to RSA 124:15 authorize the Board of Pharmacy to extend the temporary part-time position, Class 50, Administrator I, Labor Grade 27, expiring on June 30, 2014, to continue through March 31, 2015. This position would report to the Program Manager who reports to the New Hampshire Board of Pharmacy. This position was approved by the Fiscal Committee on July 10, 2013, Fiscal item #FIS-13-164, and Governor and Council on July 24, 2013, Item #57.

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:

## STATE FISCAL YEAR 2014

CLASS	DESCRIPTION	CURRENT AUTHORIZED BUDGET	REQUESTED ACTION	REVISED AUTHORIZED
005-401716	Other ( NASCSA grant)	\$ 15,517	0	\$ 15,517
009-403574	Agency Income	0	\$ 163,320	\$163,320
	<b>TOTAL</b>	<b>\$ 15,517</b>	<b>\$ 163,320</b>	<b>\$ 178,837</b>

CLASS	DESCRIPTION	CURRENT AUTHORIZED BUDGET	REQUESTED ACTION	REVISED AUTHORIZED
020-500241	Current Expenses	\$1,006	\$320	\$1,326
022-500248	Rents/Leases Other Than State	\$1	\$0	\$1
026-500251	Membership Fees	\$1	\$0	\$1
027-502799	Transfers to Doit	\$1	\$0	\$1
028-500292	Transfer to General Services	\$1	\$0	\$1
029-500290	Intra-Agency Transfers	\$1	\$0	\$1
030-500311	Equipment - General (New)	\$1	\$1,300	\$1,301
039-500188	Telecommunications	\$1	\$240	\$241
046-500464	Gen Consultants Non Ben	\$1	\$0	\$1
049-500294	Transfer to Other Agencies	\$1	\$0	\$1
050-500109	Part-Time Salaries	\$13,000	\$8,000	\$21,000
059-509059	Full-Time (Temporary)	\$0	\$25,000	\$25,000
060-500612	Benefits (Temporary)	\$995	\$7,500	\$8,495
066-500544	Educational Training	\$1	\$0	\$1
070-500704	Mileage Private Cars In State	\$501	\$960	\$1,461
072-502646	Prog Reimbursement	\$1	\$0	\$1
073-500582	Grants to other state agencies	\$1	0	\$1
080-500716	Out-of-state travel	\$1	0	\$1
102-500731	Contracts for Program Services	\$1	\$120,000	\$120,001
103-502664	Contract for Operational Services	\$1	\$0	\$1
<b>TOTAL</b>		<b>\$ 15,517</b>	<b>\$ 163,320</b>	<b>\$ 178,837</b>

## STATE FISCAL YEAR 2015

CLASS	DESCRIPTION	CURRENT AUTHORIZED BUDGET	REQUESTED ACTION	REVISED AUTHORIZED
--005-401716	Other ( NASCSA grant)	\$ 17	0	\$ 17
009-403574	Agency Income	\$ 0	\$ 205,551	\$ 205,551
	<b>TOTAL</b>	<b>\$ 17</b>	<b>\$205,551</b>	<b>\$ 205,568</b>

CLASS	DESCRIPTION	CURRENT AUTHORIZED BUDGET	REQUESTED ACTION	REVISED AUTHORIZED
020-500241	Current Expenses	\$1	\$0	\$1
022-500248	Rents/Leases Other Than State	\$1	\$0	\$1
026-500251	Membership Fees	\$1	\$0	\$1
027-502799	Transfers to Doit	\$1	\$0	\$1
028-500292	Transfer to General Services	\$1	\$0	\$1
029-500290	Intra-Agency Transfers	\$1	\$0	\$1
030-500311	Equipment - General (New)	\$1	\$0	\$1
039-500188	Telecommunications	\$1	\$480	\$481
046-500464	Gen Consultants Non Ben	\$1	\$0	\$1
049-500294	Transfer to Other Agencies	\$1	\$0	\$1
050-500109	Part-Time Salaries	\$0	\$15,400	\$15,400
059-509059	Full-Time (Temporary)	\$0	\$48,154	\$48,154
060-500612	Benefits (Temporary)	\$0	\$20,372	\$20,372
066-500544	Educational Training	\$1	\$0	\$1
070-500704	Mileage Private Cars In State	\$1	\$1,145	\$1,146
072-502646	Prog Reimbursement	\$1	\$0	\$1
073-500582	Grants to other state agencies	\$1	\$0	\$1
080-500716	Out-of-state travel	\$1	0	\$1
102-500731	Contracts for Program Services	\$1	\$120,000	\$120,001
103-502664	Contract for Operational Services	\$1	\$0	\$1
<b>TOTAL</b>		<b>\$17</b>	<b>\$205,551</b>	<b>\$ 205,568</b>



## EXPLANATION

In June 2012, Governor Lynch signed legislation, Chapter Law 196, codified as RSA 318-B:32-38 (attached) to establish a Prescription Monitoring Program (PMP), to combat prescription drug abuse and misuse by allowing practitioners to review controlled medication data collected from licensed dispensers in a secure web based program. Subsequent legislation (Senate Bill 83, 2013 Session) abolished the sunset provision that was in RSA 318-B (attached). No general funds were allocated or allowed to establish this program. In January 2013, the Board of Pharmacy was awarded a grant from the National Association of Controlled Substance Authorities (NASCSA) for \$15,517 to support the implementation the Prescription Drug Monitoring program (PMP). Those funds were previously approved, Fiscal Committee (July 10, 2013, Item #5) and Governor and Council (July 24, 2013, Item # 57). With this funding and approval the Board of Pharmacy hired a part-time program manager to assist in the implementation of the PMP. In the fall of 2013 the New Hampshire Department of Justice applied for and was awarded a Federal BJA Grant, Harold Rogers Grant, on behalf of the Board of Pharmacy. These funds were subsequently awarded to the Board of Pharmacy, approved by Governor and Council on October 18, 2013, Item #41, for the purposes of implementing the PMP, specifically for staffing and contracting with a vendor to develop a web based program which will allow practitioners to review controlled medication data collection from licensed dispensers.

Approval of this request will allow the Board of Pharmacy:

- 1.) To accept and expend \$368,871 subgrant from the Department of Justice to establish a Prescription Monitoring Program (PMP) and to contract with a vendor, which will combat prescription drug abuse and misuse by allowing practitioners to review controlled medication data collected from licensed dispensers in a secure web based program .
- 2.) Authorize the hiring of a temporary full-time employee, Administrator I, Labor Grade 27, who will work under the direction of the Board of Pharmacy to assist with rulemaking, sustainability of the Controlled Drug Prescription Health and Safety Program, the grant writing process, training, implementation and the operation oversight to the program once fully implemented.
- 3.) Authorize the extension of the temporary part-time position Administrator I, Labor Grade 27, hired to assist with this program from June 30, 2014 to March 31, 2015. The part-time employee will work under the direction of the full-time employee, Program Manager.

If this request is not approved, the Board of Pharmacy will not be able to establish a Prescription Monitoring Program to combat prescription drug abuse and misuse which 48 other states have addressed.

In the event that these funds are no longer available, general funds will be not be used to continue this program. Any remaining funds in the grant at the end of the authorized grant period will be returned to the U.S. Department of Justice's Bureau of Justice Assistance. This grant may not be used for any other purpose other than the prescription drug monitoring program.

The funds approved will be used for the following purposes:

Class 020 - Current Expenses - will be used to purchase stationery, postage, letterhead, conference calls

Class 030 - Equipment - will be utilized to purchase a computer, printer and software for the new full-time Administrator I.

Class 039 - Telecommunications – for telephone service for the Administrator I.

Class 050 - Part-time Salaries (temporary) - to continue the extended part-time position which was established in July, 2013. (See attached.)

Class 059 - Full Time Salaries (temporary) – for hiring the Administrator I, who will oversee all aspects of the program.

Class 060 - Benefits (temporary) - health and dental insurance, state retirement, federal taxes for the full-time program manager

Class 070 - In State Travel - for training and education provided by the Administrator I and part-time employee.

Class 102 - Contract for Operational Services – contract to be used for a secure web based program that will be maintained by the vendor. This program will track Schedule II, III and IV controlled substances prescribing and dispensing, and the vendor will also manage the database of prescribers and dispensers

#### FY 2015

Class 039 - Telecommunications – for telephone service for program manager

Class 050 - Part-time Salaries (temporary) to continue to fill the extended part-time position to support program manager

Class 059 - Full-time Salaries (temporary) – to continue the Administrator I position who oversees all aspects of the program.

Class 060 - Benefits (temporary) health and dental insurance, state retirement, federal taxes for the full-time program manager

Class 070 - In State Travel – to be used for travel associated with the training and education provided by the project manager and part-time employee.


Class 102 - Contract for Operational Services - secure web based program that will be maintained by the vendor. This program will track Schedules II, III and IV controlled substances prescribing, and the vendor will also manage the database of prescribers and dispensers

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

- 1) List of personnel involved: One temporary full-time position, Administrator I, Labor Grade 27; one temporary part-time position Administrator I, Labor Grade 27.

- 2) Nature, Need, and Duration: The full-time position will assist with rulemaking, sustainability, the grant writing process, training, and implementation and operation oversight. The part-time position will assist with communication, logistics, scheduling and supporting implementation and operation for the duration of the authorized grant period.
- 3) Relationship to existing agency programs: The temporary full-time 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. The temporary part-time position reports under the direction of the full-time position.
- 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 these funds were not available.
- 6) Can portions of the grant funds be utilized? The grant funds cannot be utilized for anything other than the purpose of the prescription drug monitoring program.
- 7) Estimate the funds required to continue this position(s): The estimated funds required to continue this position is approximately \$167,856.

Respectfully submitted;



Charles J. Fanaras R.Ph.  
President  
New Hampshire Board of Pharmacy

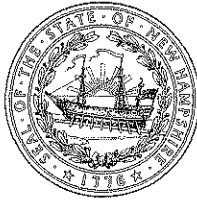
ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

FIS 14 176

*Banks*

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6897

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

October 9, 2014

The Honorable Mary Jane Wallner, Chairman  
Legislative Fiscal Committee  
State House  
Concord, NH 03301

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

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant in the amount of \$370,000 from the Bureau of Justice Assistance, Office of Justice Programs, to be utilized to implement a Swift and Certain Sanctions Intensive Probation Supervision program, from the date of the Fiscal Committee of the General Court and Governor and Council approvals through June 30, 2015. This grant is 100% Federal Funding.

Funds are to be budgeted in account #02-20-20-201510-5897, Department of Justice, Grants Administration, entitled "FY 14 Swift Sanction" as follows:

<u>Class</u>	<u>Description</u>	<u>Amount</u>
041-500801	Audit Fund Set Aside	\$ 370
072-500576	Grants	\$369,630
<u>Source of Funds</u>		
000-400338	Federal Funds	\$370,000

Indirect Costs are not allowed, per OMB circular A-87, on pass-through funds.

EXPLANATION

The New Hampshire Department of Justice is seeking approval to accept and expend this grant award received from the Bureau of Justice Assistance, under the Swift and Certain Sanctions/Replicating the Concepts Behind Project Hope. These funds were not previously budgeted because the grants were awarded on a competitive basis with no guarantee that New Hampshire would receive an award.

We intend to use these federal funds to implement an intensive probation supervision program for probationers who are at medium to high risk to re-offend, the vast majority of whom will have substance use disorder, mental illness or co-occurring substance use and mental health disorders. Treatment will be administered by Keystone Hall, which is part of Harbor Homes and is one of the largest mental health/substance abuse treatment facilities in New Hampshire. The target population will be justice-involved at the Hillsborough County Superior Court North and will be under community supervision (probation) by the Manchester Probation/Parole District Office.

Staff to be funded will include a program director, grant manager, and a part time case manager. The program director will facilitate the team, gather and analyze data, and make monthly reports to the Department of Justice. The program director will also coordinate case management and substance abuse/mental health treatment for up to 40 participants concurrently, up to 120 over a span of two years. The grant manager will act as liaison between the program staff and the Bureau of Justice Assistance and provide programmatic and financial reports as required by the grant. The part time case manager will assist the program director in case management. Keystone Hall will provide a clinician who is dual-licensed in substance abuse treatment and mental health counseling, and who will provide intensive outpatient and residential treatment on a case-by-case basis.

Judge Gillian Abramson will oversee the team, which will consist of a prosecutor, a public defender, the program coordinator, case managers, probation/parole, and a dual-licensed substance abuse/mental health clinician. The program will closely replicate Hawaii's HOPE Project that has proven to be highly successful and costs significantly less than traditional criminal justice protocols. It relies on swift and certain sanctions for infractions of the program rules or probation conditions, and equally applies incentives for compliance with the program. More information on Judge Alm's HOPE Project can be found at <http://hopehawaii.net/judges.html>.

Federal award funds are budgeted to support the activities as follows:


041-500801: Audit fund set aside

072-500576: Federal grants to be awarded to sub recipient organizations to support program activities

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

Your consideration is greatly appreciated.

Respectfully submitted,



Joseph A. Foster  
Attorney General



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

Cooperative Agreement

PAGE 1 OF 7

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Justice 33 Capitol Street Concord, NH 03301		4. AWARD NUMBER: 2014-HO-BX-K002	
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2016 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2016	
1A. GRANTEE IRS/VENDOR NO. 026002618		6. AWARD DATE 09/04/2014	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Hillsborough County New Hope Program		10. AMOUNT OF THIS AWARD \$ 370,000	
		11. TOTAL AWARD \$ 370,000	
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 FY14(BJA - Project HOPE) Pub. L. No. 113-76, 128 Stat. 5, 63			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Rosemary Farretra Director of Administration	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Rosemary Farretra</i>	19A. DATE 9-8-14
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B HO 80 00 00 370000		21. NHOUG N392	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

FIS 14 177

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

October 10, 2014

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

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

REQUESTED ACTIONS

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to retroactively accept and expend a new grant award from the US Department of Justice, Office of Justice Programs, in the amount of \$449,443 for the purpose of no-cost civil legal assistance and advocacy to victims of domestic violence who proceed pro se in court hearings and to assist in continuing supervised visitation and exchange services, from the period of October 1, 2014, through June 30, 2015, effective with the Fiscal Committee of the General Court and Governor and Council approvals. 100 % Federal Funds.

Funds are to be budgeted in 02-20-20-201510-59110000, Department of Justice, Grant Administration, entitled "FY 2014 JFF Grant" as follows:

<u>Class</u>	<u>Description</u>	<u>Amount</u>
040-500800	Indirect costs	\$ 1,106
041-55801	Audit Fund Set Aside	\$ 399
072-500575	Grants	\$447,938
<u>Source of Funds</u>		
000-400338	Federal funds	\$449,443

2. Authorize the Department of Justice to retroactively enter into sub grants with the agencies listed below in the amount of \$355,962, from the FY 2014 JFF to support their activities in the coordination of providing support services to victims of domestic violence, sexual assault, dating violence and stalking from the period of October 1, 2014 through June 30, 2015. 100% Federal Funds.

Funding is available in account #02-20-20-201510-5911, Department of Justice entitled "FY 2014 JFF Grant" as follows:

<u>Class</u>	<u>Agency</u>	<u>Vendor #</u>	<u>Amount</u>
072-500575	NH Legal Assistance	154648-B001	\$116,918
072-500575	NH Bar Association	154546-B001	\$ 77,104
072-500575	YWCA of Manchester	154141-B001	\$ 83,219
072-500576	Merrimack County Visitation Ctr.	177435-B003	\$ 78,721

EXPLANATION

The Department of Justice requests authorization to accept and expend this discretionary grant awarded entitled "Justice for Families" (JFF) from the US Department of Justice, Office of Justice Programs. These funds were not previously budgeted because the grant was awarded on a competitive basis with no guarantee that New Hampshire would receive an award.

This is a retroactive request as this discretionary grant award was not received until September 23, 2014, and this was the first opportunity to bring it forward for acceptance. The October 1, 2014, start date is requested as several recipients of these funds are current recipients of other grant funding that expired on September 30, 2014. We are making this request in order to ensure that the vital services those organizations provide remains available to those in need. Absent this retroactive approval, these organizations would need to move funding from other activities to fill this gap, thus reducing their overall ability to provide services and not making full use of these federal funds.

The program's dual purpose is to provide legal services to victims of domestic violence and to fund supervised visitation and safe exchange centers. The new JFF program combines two former federal grant programs sponsored by the Office on Violence Against Women's, the Safe Havens: Supervised Visitation and Safe Exchange grant program and the Court Training and Improvement grant program. In January 2014, the NH Department of Justice submitted a twofold federal application which dedicated funding to pro bono civil legal assistance and advocacy as well as funding to two supervised visitation and safe exchange centers providing visitation services to victims of domestic violence, sexual assault, dating violence, stalking and child abuse.

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

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

Your consideration is greatly appreciated.

Respectfully submitted,

  
 Joseph A. Foster  
 Attorney General





Department of Justice  
Office on Violence Against Women

Grant

PAGE 1 OF 9

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Justice 33 Capitol Street Concord, NH 03301-6397		4. AWARD NUMBER: 2014-FJ-AX-0017	
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2016 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2016	
		6. AWARD DATE 09/23/2014	7. ACTION Initial
1A. GRANTEE IRS/VENDOR NO. 026002618	8. SUPPLEMENT NUMBER 00		
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE OVW FY 2014 Justice for Families Program		10. AMOUNT OF THIS AWARD \$ 449,443	
		11. TOTAL AWARD \$ 449,443	
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 42 U.S.C. 10420			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Bea Hanson Principal Deputy Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Rosemary Faretra Director of Administration	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9-2-14
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X A FJ 29 00 00 449443		21. FJ14D00001	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name:	NH Legal Assistance	Vendor No.: 154648-B001
Program Name:	Pro Bono Legal Services	Amount: \$ 116,918.00
Grant Start Date:	10/01/2014	State Grant Number: 2014JFF001
Grant End Date:	06/30/2015	Federal Grant Number: 2014-FJ-AX-0017
Appropriation No.:	02-20-20-201510-5911-072-500575	
Head of Agency	Project Director	Fiscal Officer
Lynne M. Parker, Esq. Executive Director 117 North State St. Concord, NH 03301 603-206-2226	Mary Krueger, Esq. DV Program Director 24 Opera House Sq. Claremont, NH 03743 603-542-8795 x260	Robin McCallum Financial Officer 117 North State Street Concord, NH 03301 603-206-2218
Federal Grant Name:	Justice for Families	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.021	
Purpose of Grant:	Expand civil legal services to victims of domestic violence who proceed pro se in court hearings.	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	Match must be spent on program allowable activities.	
Program income Requirements:		
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.	
Approval	Program Agency	NH Department of Justice
Name	Lynne M. Parker, Esq.	Rosemary Faretra
Title	Executive Director	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name: NH Bar Association	Vendor No.: 154546-B001	
Program Name: Pro Bono Legal Services	Amount: \$ 77,104.00	
Grant Start Date: 10/01/2014	State Grant Number: 2014JFF002	
Grant End Date: 06/30/2015	Federal Grant Number: 2014-FJ-AX-0017	
Appropriation No.: 02-20-20-201510-5911-072-500575		
Head of Agency	Project Director	Fiscal Officer
Virginia A. Martin Director 2 Pillsbury Street, Suite 300 Concord, NH 03301-3502 603-224-6942	Virginia A. Martin DOVE Coord. 603-715-3230	Paula Lewis Director of Finance 603-715-3202
Federal Grant Name:	Justice for Families	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.021	
Purpose of Grant:	Expand civil legal services to victims of domestic violence who proceed pro se in court hearings.	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	Match must be spent on program allowable activities.	
Program income Requirements:		
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.	
Approval	Program Agency	NH Department of Justice
Name	Virginia A. Martin	Rosemary Faretra
Title	Director	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD			
Agency Name:	YWCA of Manchester	Vendor No.:	154141-B001
Program Name:	Supervised Visitation & Exchange	Amount:	\$ 83,219.00
Grant Start Date:	10/01/2014	State Grant Number:	2014JFF004
Grant End Date:	06/30/2015	Federal Grant Number:	2014-FJ-AX-0017
Appropriation No.:	02-20-20-201510-5911-072-500575		
Head of Agency	Project Director	Fiscal Officer	
Monica Zulauf Executive Director 72 Concord Street Manchester, NH 03101 603-625-5785	Jean Tewksbury YWCA of Manchester 72 Concord Street Manchester, NH 03101 603-625-5785	Patricia Hennequin YWCA of Manchester 72 Concord Street Manchester, NH 03101	
Federal Grant Name:	Justice for Families		
Federal Agency:	United States Department of Justice		
Bureau/Office:	Office of Justice Programs		
CFDA Number:	16.021		
Purpose of Grant:			
Program Requirements: Adherence to Program Conditions and Guidelines.			
Match Requirements: Program income Requirements:			
Reporting Requirements: Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.			
Approval	Program Agency	NH Department of Justice	
Name	Monica Zulauf	Rosemary Faretra	
Title	Executive Director	Director of Administration	
Date			
All terms of this grant award are not valid unless signed by both authorized parties.			

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name:	Merrimack County Visitation Ctr	Vendor No.: 177435-B003
Program Name:	Supervised Visitation & Exchange	Amount: \$ 78,721.00
Grant Start Date:	10/01/2014	State Grant Number: 2014JFF003
Grant End Date:	06/30/2015	Federal Grant Number: 2014-FJ-AX-0017
Appropriation No.:	02-20-20-201510-5911-072-500576	
Head of Agency	Project Director	Fiscal Officer
Brianna Vassillion Program Director 309 Daniel Webster Hwy Boscawen, NH 03303 796-3277		Michael Rivard Merrimack County Commissioner 333 Daniel Webster Highway, S Boscawen, NH 03303 p-796-6800
Federal Grant Name:	Justice for Families	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16.021	
Purpose of Grant:	Supervised Visitation and Exchange Center	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	Match must be spent on program allowable activities.	
Program income Requirements:		
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.	
Approval	Program Agency	NH Department of Justice
Name	Brianna Vassillion	Rosemary Faretra
Title	Program Director	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		



# State of New Hampshire

FIS 14 178

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

JOHN J. BARTHELMES  
COMMISSIONER

October 8, 2014

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, Division of Homeland Security and Emergency Management, to accept and expend Hazard Mitigation Grant Program (HMGP) funds from the Federal Emergency Management Agency (FEMA) for DR-4095 Hurricane Sandy in the amount of \$334,341.00 for the implementation of cost effective mitigation projects. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding Source: 100% Federal Funds.

2. Pursuant to RSA 14:30-a VI, authorize the Department of Safety, Division of Homeland Security and Emergency Management, to accept and expend Hazard Mitigation Grant Program (HMGP) funds from the Federal Emergency Management Agency (FEMA) for DR-4105 February 2013 Snowstorm in the amount of \$959,266.00 for the implementation of cost effective mitigation projects. Effective upon Fiscal Committee and Governor and Council approvals through June 30, 2015. Funding Source: 100% Federal Funds.

Funding is available in the SFY 2015 operating budget as follows:

02-23-23-236010-29200000  
#1 - Activity Code: 23DR4095  
#2 - Activity Code: 23DR4105

Dept. of Safety HSEM

Hazard Mitigation Grant Program-FEMA  
DR 4095 Hurricane Sandy HMGP  
DR 4105 February 2013 Snowstorm HMGP

	Current	Requested	Requested	Revised
	Adjusted	Action	Action	Adjusted
	Authorized	#1	#2	Authorized
000-404805 Federal Funds	(\$1,810,654.07)	(\$334,341.00)	(\$959,266.00)	(\$3,104,261.07)
018-500106 Overtime	\$5,000.00	\$0.00	\$0.00	\$5,000.00
020-500200 Current Expense	\$4,130.50	\$600.00	\$2,000.00	\$6,730.50
030-500311 Equipment	\$9,076.00	\$0.00	\$9,000.00	\$18,076.00
040-500800 Indirect Costs	\$8,265.31	\$1,425.00	\$3,000.00	\$12,690.31
041-500801 Audit Fund Set Aside	\$1,821.11	\$360.00	\$1,000.00	\$3,181.11
060-500601 Benefits	\$1000.00	\$0.00	\$0.00	\$1,000.00
070-500705 In-State Travel	\$1,000.00	\$300.00	\$721.00	\$2,021.00
072-500574 Grants - Federal	\$1,713,089.15	\$318,754.00	\$914,545.00	\$2,946,388.15
080-500710 Out of State Travel	\$2,360.00	\$0.00	\$3,000.00	\$5,360.00
246-500792 Grantee Admin Costs	\$64,912.00	\$12,902.00	\$26,000.00	\$103,814.00
Total Appropriation:	\$1,810,654.07	\$334,341.00	\$959,266.00	\$3,104,261.07

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

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
October 8, 2014  
Page 2 of 2

### Explanation

The Hazard Mitigation Grant Program (HMGP) provides funding to states and communities (sub-grantees) for cost-effective hazard mitigation activities that complement a comprehensive mitigation program. FEMA provides HMGP funds to states following presidentially declared disasters where the FEMA Public Assistance Program is employed that, in turn, provide sub-grants or contracts for a variety of mitigation activities, such as planning and the implementation of projects identified through the evaluation of natural hazards. The cost share is 75% Federal funds and a 25% applicant soft-match. The sub-grantee will provide and document the program match requirements. The management costs associated with the Hazard Mitigation Grant Program are 100% federal funds and do not require a matching percentage.


<u>Class Code</u>	<u>Title</u>	<u>Description</u>
018	Overtime	Provides funding for full-time staff working extra hours to manage the Hazard Mitigation Annual (HMA) Programs
020	Current Expense	Allows for purchasing supplies needed to manage the HMA programs.
030	Equipment	Allows for purchasing equipment needed for project management.
040	Indirect Cost	Represents the associated amount for this request.
041	Audit Fund Set Aside	Represents the associated amount for this request.
060	Benefits	Provides funding associated with Class Code 018.
070	In-State Travel	Provides funding for travel to manage the HMA programs statewide.
072	Grants	Provides funding for grants to sub-grantees.
080	Out of State Travel	Provides funding for travel to workshops associated with managing the HMA Programs
246	Grantee Admin Costs	Provides funding for Grantee administrative costs.

At the time the State of New Hampshire FY 2014 – 2015 budget was being developed, it was not anticipated that the State would receive this level of funding.

The State of New Hampshire solicits applications statewide. Notification of the availability of HMGP funds is made to every community by e-mail and by letters sent to the chief elected official of each community. The State of New Hampshire submits all applications received for program funding to the Federal Emergency Management Agency for their final approval. Applications that are determined to be cost effective and program eligible are then funded by FEMA in full; not every application submitted is determined to be program eligible. However, all applications that are determined to be eligible are funded at the requested dollar amount listed in their application, pending availability of adequate program funding.

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

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

Department of Safety  
Homeland Security and Emergency Management  
Hazard Mitigation Program - FEMA

Fiscal Situation: Account 02-23-23-236010-29200000

Federal Funds Awarded:

FEMA-4026-DR-NH Hazard Mitigation Grant Program (HMGP)	\$2,210,557.00
FEMA-4095-DR-NH Hazard Mitigation Grant Program (HMGP)	\$334,341.00
FEMA-4105-DR-NH Hazard Mitigation Grant Program (HMGP)	\$959,266.00
<b>Total Grant Funds Awarded</b>	<b>\$3,504,164.00</b>

Less: FY 13 Expenditures	(\$240,858.19)
Less: FY 14 Expenditures	(\$159,044.31)
	<u>(\$399,902.50)</u>

**Net Grant Funds Remaining as of 10/6/14** **\$3,104,261.50**

Less SFY15 Current Adjusted Authorized **(\$1,810,654.07)**

**Excess grant funds available to appropriate** **\$1,293,607.43**

**This Request** **\$1,293,607.00**





**FEMA**

March 10, 2014

Perry Plummer, Director  
NH Department of Homeland Security and Emergency Management  
33 Hazen Drive  
Concord, New Hampshire 03301

Re: Section 324 Management Costs Final (12-Month) Lock-ins and  
HMGP Final Lock-in Ceiling, DR-4095-NH

Dear Director Plummer:

Under Section 404 of the Stafford Act, as amended, 75% Federal funding is authorized for hazard mitigation measures. As a condition of receiving Federal disaster assistance, measures must be cost-effective, environmentally acceptable and be consistent with the strategies and recommendations identified in your State Hazard Mitigation Plan. Funding for mitigation projects under the HMGP is based on 15% of the estimated aggregate amount of grants made under the Stafford Act. The 12-month final lock-in of \$318,754 in Federal funding is available for the HMGP under FEMA-4095-DR-NH. A breakdown of funding is listed below:

5% PROJECTS	\$ 15,938
7% PROJECTS	\$ 22,313
REGULAR PROJECTS	\$ 280,503
12-MONTH LOCK-IN	\$ 318,754
STATE MANAGEMENT COST PROJECTS	\$ 15,587

This calculation is based on the 12-month estimate as reported by the authorized disaster assistance programs. This is the final 12-month lock-in for FEMA-4095-DR-NH. Final applications or amendments for new mitigation projects must have been submitted to the FEMA Region I Hazard Mitigation Division by **November 28, 2013**. Please forward a SF-424 to cover the funding request. If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean J. Savramis".

Dean J. Savramis  
Director, Mitigation Division  
FEMA Region I

cc: Elizabeth Peck, HSEM  
Dan McElhinney, Grants Division Director, FEMA Region I  
Lynn Wright, Grants Management Branch Chief, FEMA Region I



**FEMA**

March 26, 2014

Perry Plummer, Director  
NH Department of Homeland Security and Emergency Management  
33 Hazen Drive  
Concord, New Hampshire 03301

Re: Section 324 Management Costs Final (12-Month) Lock-ins and  
HMGP Final Lock-in Ceiling, DR-4105-NH

Dear Director Plummer:

Under Section 404 of the Stafford Act, as amended, 75% Federal funding is authorized for hazard mitigation measures. As a condition of receiving Federal disaster assistance, measures must be cost-effective, environmentally acceptable and be consistent with the strategies and recommendations identified in your State Hazard Mitigation Plan. Funding for mitigation projects under the HMGP is based on 15% of the estimated aggregate amount of grants made under the Stafford Act. The 12-month final lock-in of \$914,545 in Federal funding is available for the HMGP under FEMA-4105-DR-NH. A breakdown of funding is listed below:

5% PROJECTS	\$ 45,727
7% PROJECTS	\$ 64,018
REGULAR PROJECTS	\$ 804,800
12-MONTH LOCK-IN	\$ 914,545
STATE MANAGEMENT COST PROJECTS	\$ 44,721

This calculation is based on the 12-month estimate as reported by the authorized disaster assistance programs. This is the final 12-month lock-in for FEMA-4105-DR-NH. Final applications or amendments for new mitigation projects must have been submitted to the FEMA Region I Hazard Mitigation Division by **March 19, 2014**. Please forward a SF-424 to cover the funding request. If you have any questions, please contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dean J. Savramis".

Dean J. Savramis  
Director, Mitigation Division  
FEMA Region I

Cc: Beth Peck, HSEM  
Dan McElhinney, Grants Division Director, FEMA Region I  
Lynn Wright, Grants Management Branch Chief, FEMA Region I

Calculation for HMGP 4095  
12 Month Lock In

9/16/2014

		Audit	Ind Costs
Grant Budget	<u>\$334,341.00</u>		
020 Current Expense	\$600.00	600.00	600.00
030 Equipment	\$0.00	0.00	0.00
040 Indirect Costs	\$1,425.00	1,425.00	0.00
041 Audit Expense	\$360.00	0.00	0.00
070 In State Travel	\$300.00	300.00	300.00
072 Grants	\$318,754.00	318,754.00	0.00
246 Grantee Admin.	\$12,902.00	12,902.00	12,902.00
		0.00	0.00
	<u>334,341.00</u>	<u>333,981.00</u>	<u>13,802.00</u>
		0.001	9.94%
		<u>333.98</u>	<u>1,371.92</u>

---

Mgmt Costs 15,587.00

020 Current Expense	600.00
030 Equipment	0.00
040 Indirect Costs	1,425.00
041 Audit Expense	360.00
070 In State Travel	300.00

010 Personnel	4,527.00
018 Overtime	800.00
060 Benefits	1,075.00
246 Grantee Admin.	6,500.00

15,587.00

**12,902.00 Total Grantee Admin**

# MANAGEMENT COSTS REQUEST

STATE	New Hampshire
DISASTER #	4095

Complete & check all sections:

Check one:

- INITIAL REQUEST
- AMENDED REQUEST  if amendment, what is initial request date: 08/01/14 \_\_\_\_\_
- IS REQUEST BEING SUBMITTED WITHIN 120 DAYS OF DISASTER DECLARATION? \_\_\_\_\_

- 
- 
- 
- 
- 

MGMT COST LOCK IN AMOUNT	15,587.00
# PROJECTS FUNDED	0

**SCOPE OF WORK (SOW) FOR MANAGEMENT COSTS DESCRIBING ACTIVITIES, PERSONNEL AND OTHER COSTS FOR WHICH GRANTEE WILL USE THE MANAGEMENT COST FUNDING:**

- WORK IN SCOPE OF WORK WILL BE COMPLETED BY GRANTEE STAFF: (check if applicable)
- WORK IN SCOPE OF WORK WILL BE COMPLETED BY CONTRACTOR: (check if applicable)

DESCRIBE ACTIVITIES, STAFFING AND OTHER COSTS AS WELL AS PLAN FOR EXPENDING AND MONITORING FUNDS TO ENSURING FUNDS ARE BUDGETED FOR GRANT CLOSEOUT.

(USE ADDITIONAL PAGES IF NECESSARY)

Management Costs will be used to monitor project performance, conduct workshops to promote the Hazard Mitigation Grant program through out the State of NH and provide technical assistance to communities.

These funds will be used to provide supplies and equipment, allow for in/out state travel, overtime and benefits for 2 full time staff, audit funds, and the required indirect cost.

- 

STATE ADMINISTRATIVE PLAN: APPROVED BY FEMA ON: (DATE) _____	9/10/2014	<input checked="" type="checkbox"/>
DOES ADMIN PLAN: LIST STAFFING TO ACCOMPLISH SOW? 2 full time and 1 part time		<input checked="" type="checkbox"/>
EXPLAIN METHOD OF DETERMINING PASSTHROUGH OF ADMIN \$ TO SUBAPPLICANTS?		<input checked="" type="checkbox"/>
EXPLAIN MONITORING, CLOSEOUT AND AUDIT PROCEDURES OF GRANT FUNDS?		<input checked="" type="checkbox"/>
ADMIN PASSTHROUGH AMOUNT TO LOC/ N/A		<input checked="" type="checkbox"/>

**BUDGET(NOTE THE #CATEGORY OF ELIGIBLE COSTS FOR EACH BUDGET LINE ITEM)**

**ELIGIBLE COST CATEGORIES**

1. SOLICITATION, REVIEW, AND PROCESSING OF SUBAPPLICATIONS AND SUBGRANT AWARDS;
2. PROVIDING TECH ASSISTANCE TO SUBAPPLICANTS REGARDING ENGINEERING FEASIBILITY, BCA, AND ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) DOCUMENTATION;
3. GEOCODING MITIGATION PROJECTS SELECTED FOR FURTHER REVIEW;
4. DELIVERY OF TECHNICAL ASSISTANCE (E.G. PLAN REVIEWS, PLANNING WORKSHOPS, TRAINING) TO SUPPORT THE IMPLEMENTATION OF MITIGATION ACTIVITIES;
5. MANAGING GRANTS (QUARTERLY REPORTING, CLOSEOUT);
6. TECHNICAL MONITORING (E.G. SITE VISITS, TECHNICAL MEETINGS);
7. PURCHASE OF EQUIPMENT, PER DIEM AND TRAVEL EXPENSES AND PROFESSIONAL DEVELOPMENT THAT IS DIRECTLY RELATED TO THE IMPLEMENTATION OF HMA PROGRAMS; AND
8. STAFF SALARY COSTS DIRECTLY RELATED TO PERFORMING THE ACTIVITIES LISTED ABOVE.

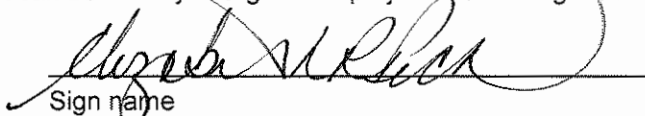
**ITEMIZED BUDGET**

LINE ITEM NAME & COST CATEGORY	DESCRIPTION	BUDGETED
expenses	mitigation personal	\$600.00
Grantee Admin	personnel, overtime benefits	\$12,902.00
Audit	.001% of all program funding	\$360.00
Indirect Cost	9.94 % of management cost	\$1,425.00
In state travel	Operation of State car, Meals and hotel	\$300.00
<i>Management Costs previously requested:</i>	<b>TOTAL MANAGEMENT COST BUDGET</b>	<b>\$ 15,587.00</b>
	FEDERAL SHARE OF TOTAL	
<i>Additional Mgmt Costs Required(calculated)</i>	APPLICANT SHARE OF TOTAL(NO REQUIRED %)	
\$15,587.00	<b>TOTAL OF FEDERAL &amp; NON FEDERAL SHARES</b>	<b>\$ -</b>

By signing below, Grantee agrees that management cost funds will be used in accordance with 44 CFR 13.22 and 207. Grantees also understands that indirect costs may not be charged directly to a project but are eligible as a as a management cost, and that costs that can be directly charged to a project are not eligible as a management cost.

Elizabeth Peck-SHMO

Print name

  
Sign name

9-17-14

date

**FOR FEMA USE ONLY BELOW LINE**

Management Cost request recommend approval:

FEMA HMA Specialist:

\_\_\_\_\_ sign and print name

\_\_\_\_\_ date

Management Cost request approved:

FEMA HMA Branch Chief

\_\_\_\_\_ sign and print name

\_\_\_\_\_ date

# MANAGEMENT COSTS REQUEST

STATE	New Hampshire
DISASTER #	4105

Complete & check all sections:

Check one:

- INITIAL REQUEST    
 AMENDED REQUEST  if amendment, what is initial request date: 08/01/14   
 IS REQUEST BEING SUBMITTED WITHIN 120 DAYS OF DISASTER DECLARATION? \_\_\_\_\_

MGMT COST LOCK IN AMOUNT	44,721.00
# PROJECTS FUNDED	0

- 

**SCOPE OF WORK (SOW) FOR MANAGEMENT COSTS DESCRIBING ACTIVITIES, PERSONNEL AND OTHER COSTS FOR WHICH GRANTEE WILL USE THE MANAGEMENT COST FUNDING:**

- WORK IN SCOPE OF WORK WILL BE COMPLETED BY GRANTEE STAFF: (check if applicable)   
 WORK IN SCOPE OF WORK WILL BE COMPLETED BY CONTRACTOR: (check if applicable)

DESCRIBE ACTIVITIES, STAFFING AND OTHER COSTS AS WELL AS PLAN FOR EXPENDING AND MONITORING FUNDS TO ENSURING FUNDS ARE BUDGETED FOR GRANT CLOSEOUT.

(USE ADDITIONAL PAGES IF NECESSARY)

Management Costs will be used to monitor project performance, conduct workshops to promote the Hazard Mitigation Grant program through out the State of NH and provide technical assistance to communities.

These funds will be used to provide supplies and equipment, allow for in/out state travel, overtime and benefits for 2 full time staff, audit funds, and the required indirect cost.

- 

STATE ADMINISTRATIVE PLAN:  
 APPROVED BY FEMA ON: (DATE) \_\_\_\_\_ 9/10/2014   
 DOES ADMIN PLAN:  
 LIST STAFFING TO ACCOMPLISH SOW? 2 full time and 1 part time   
 EXPLAIN METHOD OF DETERMINING PASSTHROUGH OF ADMIN \$ TO SUBAPPLICANTS?   
 EXPLAIN MONITORING, CLOSEOUT AND AUDIT PROCEDURES OF GRANT FUNDS?   
 ADMIN PASSTHROUGH AMOUNT TO LOC/ N/A

**BUDGET(NOTE THE #CATEGORY OF ELIGIBLE COSTS FOR EACH BUDGET LINE ITEM)**

**ELIGIBLE COST CATEGORIES**

1. SOLICITATION, REVIEW, AND PROCESSING OF SUBAPPLICATIONS AND SUBGRANT AWARDS;
2. PROVIDING TECH ASSISTANCE TO SUBAPPLICANTS REGARDING ENGINEERING FEASIBILITY, BCA, AND ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) DOCUMENTATION;
3. GEOCODING MITIGATION PROJECTS SELECTED FOR FURTHER REVIEW;
4. DELIVERY OF TECHNICAL ASSISTANCE (E.G. PLAN REVIEWS, PLANNING WORKSHOPS, TRAINING) TO SUPPORT THE IMPLEMENTATION OF MITIGATION ACTIVITIES;
5. MANAGING GRANTS (QUARTERLY REPORTING, CLOSEOUT);
6. TECHNICAL MONITORING (E.G. SITE VISITS, TECHNICAL MEETINGS);
7. PURCHASE OF EQUIPMENT, PER DIEM AND TRAVEL EXPENSES AND PROFESSIONAL DEVELOPMENT THAT IS DIRECTLY RELATED TO THE IMPLEMENTATION OF HMA PROGRAMS; AND
8. STAFF SALARY COSTS DIRECTLY RELATED TO PERFORMING THE ACTIVITIES LISTED ABOVE.

**ITEMIZED BUDGET**

LINE ITEM NAME & COST CATEGORY	DESCRIPTION	BUDGETED
Current Expense	mitigation personal	\$2,000.00
Equipment	purchase personal protective equipment for site visits	\$9,000.00
Audit	.001% of all program funding	\$1,000.00
Indirect Cost	9.94 % of management cost	\$3,000.00
In state travel	Operation of State car, Meals and hotel	\$721.00
Out of State travel	travel cost associated with airfare, hotel etc.	\$3,000.00
Admin costs	personnel, overtime, benefits	\$26,000.00
<i>Management Costs previously requested:</i>	<b>TOTAL MANAGEMENT COST BUDGET</b>	<b>\$ 44,721.00</b>
	FEDERAL SHARE OF TOTAL	
<i>Additional Mgmt Costs Required(calculated)</i>	APPLICANT SHARE OF TOTAL(NO REQUIRED %)	
\$44,721.00	<b>TOTAL OF FEDERAL &amp; NON FEDERAL SHARES</b>	<b>\$ -</b>

By signing below, Grantee agrees that management cost funds will be used in accordance with 44 CFR 13.22 and 207. Grantees also understands that indirect costs may not be charged directly to a project but are eligible as a management cost, and that costs that can be directly charged to a project are not eligible as a management cost.

Elizabeth Peck SHMO

Print name

  
Sign name

9-17-14  
date

**FOR FEMA USE ONLY BELOW LINE**

Management Cost request recommend approval:

FEMA HMA Specialist:

\_\_\_\_\_ sign and print name

\_\_\_\_\_ date

Management Cost request approved:

FEMA HMA Branch Chief

\_\_\_\_\_ sign and print name

\_\_\_\_\_ date

Calculation for HMGP 4105  
12 Month Lock In

9/16/2014

		Audit	Ind Costs
	<u>\$959,266.00</u>		
020 Current Expense	\$2,000.00	2,000.00	2,000.00
030 Equipment	\$9,000.00	9,000.00	0.00
040 Indirect Costs	\$3,000.00	3,000.00	0.00
041 Audit Expense	\$1,000.00	0.00	0.00
070 In State Travel	\$721.00	721.00	721.00
080 Out of State Travel	\$3,000.00	3,000.00	3,000.00
072 Grants	\$914,545.00	914,545.00	0.00
246 Grantee Admin.	\$26,000.00	26,000.00	26,000.00
		0.00	0.00
	<u>959,266.00</u>	<u>958,266.00</u>	<u>31,721.00</u>
		0.001	9.94%
		<u>958.27</u>	<u>3,153.07</u>

---

**Mgmt Costs 44,721.00**

020 Current Expense	2,000.00 ✓
030 Equipment	9,000.00
040 Indirect Costs	3,000.00
041 Audit Expense	1,000.00
070 In State Travel	721.00
080 Out of State Travel	3,000.00

010 Personnel	12,400.00
018 Overtime	2,000.00
060 Benefits	3,600.00
246 Grantee Admin.	8,000.00

26,000.00 Total Grantee Admin

44,721.00



# TITLE I

## THE STATE AND ITS GOVERNMENT

### CHAPTER 14

#### LEGISLATIVE OFFICERS AND PROCEEDINGS

#### Legislative Budget Assistant

##### Section 14:30-a

###### 14:30-a Fiscal Committee. –

I. There is hereby established a fiscal committee of the general court. Said committee shall consist of 10 members. Five shall be members of the house as follows: the chairperson of the finance committee and 2 other members of the committee, appointed by the chairperson; and 2 other house members appointed by the speaker of the house. Five members shall be members of the senate as follows: the chairperson of the finance committee and 2 other members of that committee, appointed by the chairperson; and 2 other senators appointed by the senate president. The chairperson of the house finance committee shall be the chairperson of the fiscal committee.

II. The committee shall, while the general court is in session and during the interim, consult with, assist, advise, and supervise the work of the legislative budget assistant, and may at its discretion investigate and consider any matter relative to the appropriations, expenditures, finances, revenues or any of the fiscal matters of the state. The members shall be paid the regular legislative mileage during the interim while engaged in their work as members of the committee.

III. The fiscal committee shall consider recommendations proposed to it by the legislative performance audit and oversight committee established under RSA 17-N:1. The fiscal committee shall adopt all recommendations proposed to it as provided in RSA 17-N:1, III by the performance audit and oversight committee unless the fiscal committee refuses by unanimous vote to adopt such recommendations.

IV. [Repealed.]

V. [Repealed.]

VI. Any non-state funds in excess of \$100,000, whether public or private, including refunds of expenditures, federal aid, local funds, gifts, bequests, grants, and funds from any other non-state source, which under state law require the approval of governor and council for acceptance and expenditure, may be accepted and expended by the proper persons or agencies in the state government only with the prior approval of the fiscal committee of the general court.

**Source.** 1965, 239:19. 1987, 416:7. 1989, 396:13; 408:2. 1991, 346:18, I. 1995, 9:8. 2005, 177:11. 2006, 290:21, eff. June 15, 2006. 2012, 247:10, eff. Aug. 17, 2012.



# New Hampshire Fish and Game Department

FIS 14 184

11 Hazen Drive, Concord, NH 03301-6500  
Headquarters: (603) 271-3421  
Web site: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964  
FAX (603) 271-1438  
E-mail: info@wildlife.nh.gov

Glenn Normandeau  
Executive Director

October 13, 2014

The Honorable Mary Jane Wallner  
Fiscal Committee of the General Court  
State House  
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 New Hampshire Fish and Game (NHFG) to accept and expend \$354,025 in federal funds through a grant from the United States Fish and Wildlife Service (USFWS) to conserve New England cottontail upon Fiscal Committee and Governor and Council approval through June 30, 2015.

Funds to be budgeted as follows:

03-75-75-751520-53180000 WILDLIFE PROGRAM – COOPERATIVE COTTONTAIL  
MANAGEMENT GRANT –FY 2015

Class	Description	Current Budget	Change	Revised Budget
041 500801	Audit Fund Set Aside	26	354	380
072 500575	Grants – Federal	<u>26,000</u>	<u>353,671</u>	<u>379,671</u>
	Total Expenses	26,026	354,025	380,051

### Source of Funds:

000 400146	Federal Funds	<u>26,026</u>	<u>354,025</u>	<u>380,051</u>
	Total	26,026	354,025	380,051

The Honorable Mary Jane Wallner  
Fiscal Committee of the General Court

Her Excellency Governor Margaret Wood Hassan  
and the Honorable Council

October 13, 2014  
Page 2 of 2

EXPLANATION

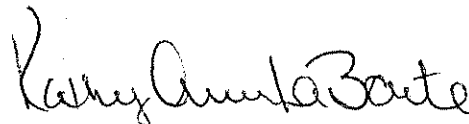
The NH Fish & Game Department was a party to the awarded federal competitive grant titled: "Continuation and Expansion of the New England Cottontail Conservation Project." The goal of the project is to restore New England cottontail habitat and thereby avert federal action to list the species as Endangered. Other species of conservation concern that would also likely benefit include American woodcock, golden-winged warbler, and ruffed grouse, among others.

The full grant awards of \$699,575 minus the prior expenses and obligations of \$221,776 leaves a balance of grant funds in the amount of \$477,799. This current request of \$354,025 to be obligated for fiscal year 2015 will leave a remaining balance in the grant of \$123,774 to be budgeted at a later date.

Respectfully submitted,



Glenn Normandeau  
Executive Director



Kathy Ann LaBonte  
Chief, Business Division

**NEW HAMPSHIRE FISH & GAME DEPARTMENT  
FY15 FISCAL SITUATION**

**CO-OP COTTONTAIL MGT GRANT  
03 75 75 751520-53180000**

Total Federal Authorization	\$	699,575.00
Less FY15 Budget Authorization 5318	\$	(26,026.00)
Less F12AP00349 Balance Forward to FY15	\$	(25,279.99)
Less F12AP00349 Grant Expenditures through 6/30/2014	\$	(154,070.01)
Less Budgeted for FY 15 Expenses in 2125 and 2139	\$	(13,600.00)
Less Budgeted FY15 Indirect	\$	<u>(2,800.00)</u>
 Total Available for Budgeting	 \$	 477,799.00
 Available to Budget at Later Date	 \$	 <u>123,774.00</u>
<b>REQUESTED ACTION</b>	<b>\$</b>	<b><u>354,025.00</u></b>

Federal Grant	Grant Amount	Budgeted/Expended	Balance
F12AP00349	\$ 449,775.00	\$ 221,776.00	\$ 227,999.00
F14AP00162	\$ 249,800.00	\$ -	\$ 249,800.00
Totals:	\$ 699,575.00	\$ 221,776.00	\$ <u>477,799.00</u>

Note: The Department's Indirect Cost Negotiation Agreement allows indirect costs on salaries and benefits only. These additional funds will be covering contractual or other expenses.



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE

300 Westgate Center Drive  
Hadley, MA 01035-9589



In Reply Refer To:  
FWS/Region 5/WSFR

WSFR - New Hampshire  
F12AP00349 (U2-11-R-1)

MAY 08 2012

Glenn Normandeau, Executive Director  
Fish and Game Department  
11 Hazen Drive  
Concord, New Hampshire 03301

Dear Mr. Normandeau:

This letter constitutes approval of Application for Federal Assistance (AFA) **F12AP00349** titled, "NH U2-11-R-1 Rangewide New England Cottontail Initiative 2011," effective December 01, 2011. This AFA has been approved in the total amount of \$715,525.00, of which the Federal share is \$449,775.00. The performance period for this award is December 01, 2011 through November 30, 2014.

### Terms of Acceptance:

Acceptance of a Federal Financial award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of the award (<http://www.doi.gov/pam/TermsandConditions.html> and DOI Policy, 305 DM 3, "Integrity of Scientific and Scholarly Activities"). Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, DOI and are subject to the terms and conditions incorporated in pertinent Federal regulations, policies, and guidelines, which can be found at <http://wsfrprograms.fws.gov/Subpages/ToolkitFiles/toolkit.pdf> and with the conditions as stated below.

### Conditions:

- (1) Cost accounting is at the subaccount level.
- (2) This grant is not subject to the prior written approval requirements of 43 CFR 12.70(c)(1)(ii), the "10 percent rule."

(3) If the grantee generates income outside of the grant period from federally assisted acquisitions or other activities, it must treat such income as license revenue and use it to support the administration of the State fish and wildlife agency.

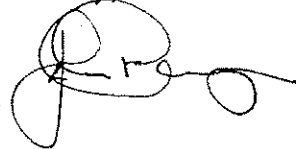
(4) Grant is eligible for reimbursement of amount obligated, not to exceed 62.9 percent of total expenditures.

(5) The U.S. Fish and Wildlife Service approves the pre-agreement costs specified in the grant documents.

(6) Equipment purchased with grant funds must be used to meet grant objectives during and after the grant period. When equipment is not needed or no longer useful for its original purpose, it may be used for other Wildlife and Sport Fish Restoration (WSFR) program grants. If equipment with a current market value over \$5,000 is not needed or useful for other WSFR program grants, it may be used for other fish and wildlife agency purposes. If it is no longer useful to the State fish and wildlife agency, it may be transferred or sold, and the awarding agency reimbursed its proportionate share of the current market value or purchase price, respectively. The reimbursement may be treated as program income both during and after the grant period within which the equipment was purchased. When the equipment has reached the end of its useful life, or its value is less than \$5,000, it may be disposed of in accordance with State laws and procedures. The current status of the equipment and anticipated use or disposition of the equipment during its expected useful life must be described in the final performance report.

(7) The U.S. Fish and Wildlife Service must receive: (a) annual interim financial reports and annual interim performance reports no later than March 31 of each year for the duration of the grant and (b) a final financial report and performance report no later than 90 days after the expiration or termination of grant support. Failure to submit reports by the required due date will render you not in compliance and may result in the imposition of sanctions including: withholding of cash payments, denying the use of Federal funds and credit for the use of matching cash and in-kind contributions for all or part of the award, whole or partial suspension or termination of the award, withholding of further awards for the program and other legal remedies.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Organ", with a stylized flourish extending to the right.

John F. Organ, Ph.D.  
Chief, Division of Wildlife  
and Sport Fish Restoration

Enclosure

cc: Randy Curtis  
Linda Shaw

APPLICATION FOR  
FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED 11/10/2011	Applicant Identifier NEC FY11 SWG-C
3. DATE RECEIVED BY STATE		State Application Identifier		
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier		
5. APPLICANT INFORMATION				
Legal Name: State of New Hampshire		Organizational Unit: Department: Fish and Game Department		
Organizational DUNS: 80-859-0863		Division: Wildlife Division		
Address: Street: 11 Hazen Drive		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mr. First Name: Randy		
City: Concord		Middle Name: L.		
County: Merrimack		Last Name: Curtis		
State: NH Zip Code: 03301		Suffix:		
Country: USA		Email: randy.curtis@wildlife.nh.gov		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 02-6000618		Phone Number (give area code) (603) 271-3511		Fax Number (give area code) (603) 271-1438
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) WSFR grant admin. Option 3		7. TYPE OF APPLICANT: (See back of form for Application Types) A. State Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 15-634 TITLE (Name of Program): State Wildlife Grants - Competitive		9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish and Wildlife Service		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): New England- Multi-state project through MA, NH, CT, RI		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Rangewide New England Cottontail Initiative (2011)		
13. PROPOSED PROJECT Start Date: 12/01/2011 Ending Date: 11/30/2014		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 2nd b. Project 1st and 2nd		
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$ 449,775.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$	DATE:		
c. State	\$ 66,400.00	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ 199,350.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$ 715,525.00			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix Mr.		First Name Glenn		Middle Name
Last Name Normandeau		Suffix		
b. Title Executive Director		c. Telephone Number (give area code) (603) 271-3511		
d. Signature of Authorized Representative		e. Date Signed 11/15/11		



United States Department of the Interior



FISH AND WILDLIFE SERVICE  
300 Westgate Center Drive  
Hadley, MA 01035-9589

In Reply Refer To:  
FWS/Region5/WSFR

WSFR – New Hampshire

May 7, 2014

Glenn Normandeau, Executive Director  
Fish and Game Department  
11 Hazen Drive  
Concord, New Hampshire 03301  
DUNS: 808590863

Subject: Notice of Grant Award **F14AP00162**

Dear Mr. Normandeau:

Your organization's application for Federal financial assistance titled "NH FY 2013 Rangewide New England Cottontail Initiative," submitted to the U.S. Fish and Wildlife Service's (Service) CFDA Program 15.634 is approved. This award is made under the authority of: State Wildlife Grants. For a complete list of this program's authorizing legislation, go to <https://www.cfda.gov/> and search by the CFDA Program number. This award is made based on Service approval of your organization's proposal, hereby incorporated by reference into this award.

The project period of this award is March 14, 2014 through March 13, 2017. Only allowable costs resulting from obligations incurred during the project period may be charged to this award. All obligations incurred under the award must be liquidated no later than 90 calendar days after the end of the project period. You must submit a written request to the Service at [FW5fareports@fws.gov](mailto:FW5fareports@fws.gov) at least one calendar day before the end of the stated project period if you need more time to liquidate all obligations.

This award is approved in the total amount of \$430,140.00, and funded as follows:

<u>Service</u>	<u>Recipient</u>
\$249,800.00	\$180,340.00



**Terms of Acceptance:**

Acceptance of a financial assistance award from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service. Awards are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are listed by recipient type in the Service Financial Assistance Award Terms and Conditions posted on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service Project Officer.

**Special Conditions and Provisions:**

- (1) Cost accounting is at the subaccount level.
- (2) If the grantee generates income outside of the grant period from federally assisted acquisitions or other activities, it must treat such income as license revenue and use it to support the administration of the State fish and wildlife agency.
- (3) Equipment purchased with grant funds must be used to meet grant objectives during and after the grant period. When equipment is not needed or no longer useful for its original purpose, it may be used for other Wildlife and Sport Fish Restoration (WSFR) program grants. If equipment with a current market value over \$5,000 is not needed or useful for other WSFR program grants, it may be used for other fish and wildlife agency purposes. If it is no longer useful to the State fish and wildlife agency, it may be transferred or sold, and the awarding agency reimbursed its proportionate share of the current market value or purchase price, respectively. The reimbursement may be treated as program income both during and after the grant period within which the equipment was purchased. When the equipment has reached the end of its useful life, or its value is less than \$5,000, it may be disposed of in accordance with State laws and procedures. The current status of the equipment and anticipated use or disposition of the equipment during its expected useful life must be described in the final performance report.

**Federal Share/Match Requirements:** The Federal share of the total project expenditures cannot exceed 58 percent. Recipient is eligible to request Federal obligated funds up to but not in excess of an amount equal to 58 percent of the total project expenditures.

**Indirect Costs:** Indirect costs under this Award are approved on the condition that the Recipient will submit an indirect cost rate proposal to their cognizant agency immediately after the award is made and no later than 90 calendar days past the award project period start date. The Recipient is not authorized to charge indirect costs under this award until the Recipient has received, and provided a copy to the Service Project Officer, an approved Negotiated Indirect Cost Rate Agreement from the Federal government. In the event the Recipient fails to establish an approved rate before the end of the award project period, the Service may either: (1)

deobligate the Federal amount budgeted for indirect costs and, if not otherwise prohibited by legislation or regulation, allow the Recipient to use costs otherwise allocable as indirect costs to satisfy cost-sharing or matching requirements; or (2) allow the Recipient to transfer the amount otherwise allocable as indirect costs to direct costs. Service approval of such budget changes will depend on the particular award circumstance. Indirect costs otherwise allocable to this award may not be shifted to another Federal award unless specifically authorized by legislation.

**System for Award Management (SAM) Registration:** Under the terms and conditions of this award, your organization must maintain an active SAM registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If your organization's SAM registration expires during the required period, the Service will suspend payment under this and all other Service awards to your organization until you update your organization's SAM registration.

**Payments:**

Your organization has completed enrollment in U.S. Treasury's Automated Standard Application for Payment (ASAP) system. When requesting payment in ASAP, your Payment Requestor will be required to enter an Account ID. The Award Number assigned to this award is the partial Account ID in ASAP. When entering the Account ID in ASAP, the Payment Requestor should enter the Award Number identified in the subject line on this Notice of Award followed by a percent sign (%). Refer to the ASAP.gov Help menu for detailed instructions on requesting payments in ASAP.

**Reporting Requirements:**

**Financial and Performance Reporting Requirements:**

Annual interim financial and performance reports and final financial and performance reports are required under this award. The report periods and due dates under this award are:

<b>Report:</b>	<b>Report Period End Date:</b>	<b>Report Due Date:</b>
Interim financial & performance	03/31/2015	06/29/2015
Interim financial & performance	03/31/2016	06/29/2016
Final financial & performance	03/13/2017	06/11/2017

Recipients must use the SF 425, *Federal Financial Report* form for all financial reporting. This form is available at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

Performance reports must contain: (1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; (2) a description of reasons why established goals were not met, if appropriate; and (3) any other pertinent information relevant to the project results. Please include the Service award number provided in the subject line of this letter on all reports.

Financial and performance reporting due dates may be extended one time only for a maximum of 90 days by the Service upon receipt of a written request addressed to the Chief, Division of Wildlife and Sport Fish Restoration (WSFR), and sent to FW5fareports@fws.gov, identifying the type of report to be extended, the requested revised due date, and a justification for the extension. The Chief, WSFR may approve an additional extension if justified by a catastrophe that significantly impairs the recipient's operations. Requests for reporting due date extensions must be received by the Service no later than one calendar day before the original reporting due date.

**Significant Developments Reports:**

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, notify the Service Project Officer in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

**Other Deliverables:**

All reports must be addressed to the Service Project Officer and sent to FW5fareports@fws.gov.

**Project Plan and Budget Amendments:**

Recipients are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, certain types of post-award changes in budgets and projects shall require the *prior written approval* of the Service Project Officer. State, local, or Indian tribal governments must refer to 43 CFR 12.70 for additional information on the types of changes that require prior written approval. Commercial organizations, institutions of higher education, hospitals and other non-profit organizations must refer to 43 CFR 12.925 for additional information on the types of changes that require prior written approval.

Recipient does not need prior written approval from the Service to make a cumulative transfer among direct cost categories which exceed, or are expected to exceed, ten percent of the current total approved budget.

**Project Period Extensions:**

If additional time is needed to complete the approved project(s), you must submit an SF-424, Application for Federal Assistance and a justification for this revision to the Service at FW5fareports@fws.gov. The SF-424 and justification must be received by the Service at least

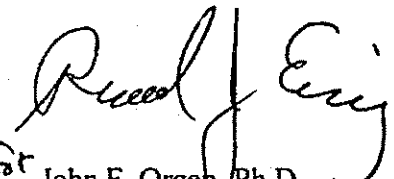
one calendar day before the authorized grant period end date, and must include supporting reasons for this revision and a revised end date. Extensions for time cannot be authorized for the purpose of spending an unused balance of funds that remains after the approved project activities have been completed.

**Project Contacts:**

<b>The Service Project Officer for this award is:</b>	<b>The Recipient Project Officer for this award is:</b>
Thomas Decker 413-253-8502 thomas_decker@fws.gov	Randy Curtis 603-271-0801 randy.curtis@wildlife.nh.gov

Please contact Thomas Decker with any questions. Please include the Service award number provided in the subject line of this letter in all written communications.

Sincerely,

  
for John F. Organ, Ph.D.  
Chief, Division of Wildlife  
and Sport Fish Restoration

Enclosure

cc: Randy Curtis  
Linda Shaw

**APPLICATION FOR FEDERAL ASSISTANCE**

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b> 03/03/2014 <b>3. DATE RECEIVED BY STATE</b> <b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Applicant Identifier NEC FY13 SWG-C State Application Identifier Federal Identifier														
<b>5. APPLICANT INFORMATION</b> Legal Name: State of New Hampshire Organizational DUNS: 80-859-0863 Address: 11 Hazen Drive City: Concord County: Merrimack State: NH Zip Code 03301 Country: USA																	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 02-6000618		<b>Organizational Unit:</b> Department: Fish and Game Department Division: Wildlife Division Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mr. First Name: Randy Middle Name: L. Last Name: Curtis Suffix: Email: randy.curtis@wildlife.nh.gov															
<b>7. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) A. State Other (specify)															
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): State Wildlife Grants - Competitive 15-634		<b>9. NAME OF FEDERAL AGENCY:</b> U.S. Department of Interior, Fish and Wildlife Service <b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Rangewide New England Cottontail Initiative (2013)															
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> New England- Multi-state project through MA, NH, CT		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant 2nd b. Project 1st and 2nd															
<b>13. PROPOSED PROJECT</b> Start Date: 03/14/2014 Ending Date: 03/13/2017		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 02/14/2014 b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW															
<b>15. ESTIMATED FUNDING:</b> <table border="1"> <tr><td>a. Federal</td><td>\$ 249,800.00</td></tr> <tr><td>b. Applicant</td><td>\$</td></tr> <tr><td>c. State</td><td>\$ 25,000.00</td></tr> <tr><td>d. Local</td><td>\$</td></tr> <tr><td>e. Other</td><td>\$ 155,340.00</td></tr> <tr><td>f. Program Income</td><td>\$</td></tr> <tr><td>g. TOTAL</td><td>\$ 430,140.00</td></tr> </table>		a. Federal	\$ 249,800.00	b. Applicant	\$	c. State	\$ 25,000.00	d. Local	\$	e. Other	\$ 155,340.00	f. Program Income	\$	g. TOTAL	\$ 430,140.00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
a. Federal	\$ 249,800.00																
b. Applicant	\$																
c. State	\$ 25,000.00																
d. Local	\$																
e. Other	\$ 155,340.00																
f. Program Income	\$																
g. TOTAL	\$ 430,140.00																
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>																	
<b>a. Authorized Representative</b> Prefix Mr. First Name Glenn Middle Name Last Name Normandeau Suffix b. Title Executive Director c. Telephone Number (give area code) (603) 271-3511 d. Signature of Authorized Representative e. Date Signed 3/3/2014																	



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES

FIS 14 185

OFFICE OF HUMAN SERVICES

*DIVISION FOR CHILDREN, YOUTH & FAMILIES*

Nicholas A. Toumpas  
Commissioner

Maggie Bishop  
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-4451 1-800-852-3345 Ext. 4451  
FAX: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

October 1, 2014

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

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

**REQUESTED ACTION**

Pursuant to the provisions of RSA 14:30-a, VI; Acceptance of Non-General Funds, authorize the Department of Health and Human Services, Division for Children, Youth and Families, to accept and expend federal funds in the amount of \$333,801.00 effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2015, and further authorize the allocation of these funds in the following account(s) for State Fiscal Year (SFY) 2015 upon the availability and continued appropriation of funds, with authority to adjust between fiscal years, if needed and justified:

05-95-42-421010-89030000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: CHILDREN AND YOUTH, CHILD PROTECTION, ADOPTION TRAUMA GRANT

Class/Object SFY 2015	Class Title	Current Authorized	Increase/(Decrease) Amount	Revised Authorized
000-403506	Federal Funds	\$330,663.70	\$333,801.00	\$664,464.70
	General Funds	\$ 0.00	\$ 0.00	\$ 0.00
Total Revenue		<u>\$330,663.70</u>	<u>\$333,801.00</u>	<u>\$664,464.70</u>

Class/Object	Class Title			
041-500801	Audit Set Aside	\$ 129.00	\$ 334.00	\$ 463.00
102-500731	Contracts for Program Serv	<u>\$330,534.70</u>	<u>\$333,467.00</u>	<u>\$664,001.70</u>
Total Expense		<u>\$330,663.70</u>	<u>\$333,801.00</u>	<u>\$664,464.70</u>

### EXPLANATION

The Department of Health and Human Services, Division for Children, Youth and Families seeks approval to accept and expend in SFY 2015 Adoption Opportunities grant funds in the amount of \$333,801.00 from the federal Administration for Children and Families. This request represents the second year of a multi-year grant award (September 30, 2013 – September 29, 2018). The remaining funds from this Notice of Award will be budgeted in SFY 2016 during the SFY 2016 - 2017 budget process. A copy of the Notice of Award is attached.

The federal Administration for Children and Families requires that these funds must be used to improve the social and emotional well-being and restore the developmentally appropriate functioning of targeted children and youth in child welfare systems that have mental and behavioral health needs. In particular, these grants, in the form of cooperative agreements, are designed to:

- Assist public welfare agencies, through interagency collaboration, in improving child well-being, adoption and post-adoption outcomes by creating a flexible service array that provides early access to effective mental and behavioral health services that match the needs of the children, youth and families in the service population;
- Support the implementation of a comprehensive and integrated approach to evidence-based or evidence-informed screening and assessment of mental health and behavioral health needs and the use of functional outcome orientation case planning to ensure those needs are met;
- Support service array reconfiguration approaches at the child and system level that are aligned and responsive to the screening and functional assessment data while simultaneously targeting and de-scaling practices and services that are not effective; and/or do not meet the assessed needs of the target population;
- Identify factors and strategies associated with successful installation, implementation, and sustainability of service system changes; and
- Evaluate the effect of implemented system changes on safety, permanency, well-being, adoption, and cost outcomes for children overall and for particular subgroups.

Through a cooperative agreement New Hampshire will improve the mental and behavioral health needs of children and youth in the child welfare system. This in turn should decrease the amount of time that children and youth spend in the child welfare system, and it should help stabilize adoptions.

Class 041 The funds will be used to pay audit set aside expenses.

Class 102 The funds will be used to contract with an agency to supply the services listed above.

Should the Fiscal Committee and Governor and Executive Council determine not to approve this request, it will result in the loss of much needed resources to meet the needs of our pre and post-adoptive population. Children who are in need of adoptive placements from our child welfare system have experienced significant trauma, typically complex trauma, prior to entering state care. The uncertainties of foster care can exacerbate the trauma children have experienced through abuse and neglect and create poor well-being outcomes. Children with abuse and neglect histories need specific evidenced based treatment to overcome their past experiences and adoptive parents need special interventions to address the family systems changes which must be in place in order to successfully parent children with trauma histories.

The Honorable Mary Jane Wallner, Chairman, and  
Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
October 1, 2014  
Page 3

New Hampshire currently has more children who are waiting for adoptive placements than we have families who can accommodate these children. Without this contract New Hampshire will continue to have a lack of pre-adoptive families that can meet the needs of the waiting children. New Hampshire will continue to have placement disruptions in foster homes and a decline in the well-being outcomes of adopted children. If this request is not approved, New Hampshire will miss the opportunity to improve the well-being outcomes of children adopted from the child welfare system, increase the number of adoptive homes in our state, increase the numbers of children adopted from foster care and will lose out on the opportunity to impact the lives of some of the most vulnerable children in our system.

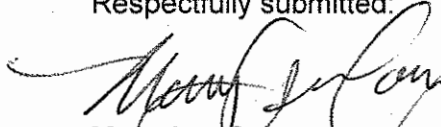
In response to the anticipated two-part question, "Can these funds be used to offset general funds?" and "What is the compelling reason for not offsetting general funds?" DCYF offers the following information: these federal funds cannot be used to offset general funds, as they are restricted to the activities referenced herein. Should this request be denied, the funds in question must be returned to the federal government.

Area served: Statewide.

Source of Funds: 100% Federal.

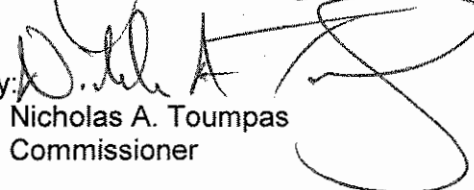
If the federal funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully submitted:



Mary Ann Cooney  
Associate Commissioner

Approved By:



Nicholas A. Toumpas  
Commissioner

Enclosure



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 ADMINISTRATION FOR CHILDREN AND FAMILIES  
 NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: ACYF - Children's Bureau		2. ASSISTANCE TYPE: Coop Agreement	3. AWARD NO.: 90CO1115-02-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: Non-Competing Continuation		7. AWARD AUTHORITY: 42 USC 5101 ET SEQ
8. BUDGET PERIOD: 09/30/2014 THRU 09/29/2015		9. PROJECT PERIOD: 09/30/2013 THRU 09/29/2018		10. CAT NO.: 93.652
11. RECIPIENT ORGANIZATION: New Hampshire Dept of Health & Human Services 129 Pleasant St Concord, NH 03301-3852 Grantee Authorizing Official: John Harrington			12. PROJECT / PROGRAM TITLE: New Hampshire Adoption, Preparation and Preservation Project	

13. COUNTY: Merrimack	14. CONGR. DIST.: 02	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Valerie Brown
--------------------------	-------------------------	--

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 0.00	A. NON-FEDERAL SHARE.....	\$ 0.00 0%
Fringe Benefits.....	\$ 0.00	B. FEDERAL SHARE.....	\$ 445,069.00 100%
Travel.....	\$ 0.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 445,069.00
Supplies.....	\$ 0.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 445,069.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD....	\$ 0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 0.00	\$ 445,069.00	
Direct Costs.....	\$ 445,069.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 0.00	\$ 867,318.00	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 445,069.00	22. APPLICANT EIN:	23. PAYEE EIN:
		026000618	1026000618B3
		24. OBJECT CLASS: 41.45	

25. FINANCIAL INFORMATION:						DUNS
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	90CO111502	75141536	4-G998016	\$445,069.00		011040545

26. REMARKS: (Continued on separate sheets)

Grantee assumes complete responsibility for the administration and accountability for all funds received under this award. Grantee has not listed any Federal funds under personnel line item.

27. SIGNATURE - ACF GRANTS OFFICER Daphne Weeden	DATE: 07/26/2014	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Rosa Trent	DATE: 07/17/2014
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Mr. Mark H Greenberg - Acting Commissioner		DATE: 07/24/2014	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> ACYF - Children's Bureau		<b>2. ASSISTANCE TYPE:</b> Coop Agreement	<b>3. AWARD NO.:</b> 90CO1115-02-00	<b>4. AMEND. NO.</b> 0
<b>5. TYPE OF AWARD:</b> Other		<b>6. TYPE OF ACTION:</b> Non-Competing Continuation		<b>7. AWARD AUTHORITY:</b> 42 USC 5101 ET SEQ
<b>8. BUDGET PERIOD:</b> 09/30/2014 THRU 09/29/2015		<b>9. PROJECT PERIOD:</b> 09/30/2013 THRU 09/29/2018		<b>10. CAT NO.:</b> 93.652
<b>11. RECIPIENT ORGANIZATION:</b> New Hampshire Dept of Health & Human Services				

**Reporting Requirements**

- Starting with awards issued in fiscal year 2013, ACF will require use of the SF-428 (Tangible Personnel Property Form) and the SF-429 (Real Property Status Report). The reporting frequency will be on an annual basis at the end of each fiscal year. If the report is not applicable, submission is not required. Fillable forms are available at <http://www.acf.hhs.gov/grants-forms>

**STANDARD TERMS**

- Paid by DHHS Payment Management System (PMS). This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award. This includes requirement in Parts I and II of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to the <http://www.acf.hhs.gov/grants/discretionary-competitive-grants>. This grant is subject to the requirements set forth in 45 CFR Part 87. This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. Initial expenditure of funds by the grantee constitutes acceptance of this award.

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-8397

FIS 14 186

JOSEPH A. FOSTER  
ATTORNEY GENERAL

ANN M. RICE  
DEPUTY ATTORNEY GENERAL



October 16, 2014

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

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

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the US Department of Justice, Office on Violence Against Women, in the amount of \$866,833, for the purposes of establishing a statewide program to improve the response to sexual assault by supporting services for victims and by providing training and resources for law enforcement and prosecution to better recognize, investigate and prosecute cases of sexual assault, effective upon the Fiscal Committee and Governor and Council approvals through June 30, 2015. 100% Federal Funds.

Funds are to be budgeted in 02-20-20-201510-5907000, Department of Justice, Grants Administration, entitled "OVW Arrest Grant" as follows:

<u>Class</u>	<u>Description</u>	<u>SFY 2015</u>
040-500800	Indirect Costs	\$14,843
041-500801	Audit Fund Set Aside	\$834
072-500575	Grants Federal	\$851,156
Total		\$866,833
Source of Funds		
000-400338	Federal Funds	\$866,833

2. Authorize the Department of Justice to enter into sub grants with the below agencies, in the total amount of \$709,807, from the OVW Arrest Grant, to support their activities in the coordination and implementation of this Statewide initiative effective upon Governor and Council approval through June 30, 2015. 100% Federal Funds.

Funding is available in account #02-20-20-201510-5907, Department of Justice entitled "OVW Arrest Grant" as follows:

<u>Class</u>	<u>Agency</u>	<u>Vendor #</u>	<u>Amount</u>
072-500575	NH Coalition Against Domestic and Sexual Violence – SANE Program	155510-B001	\$272,840
072-500575	NH Coalition Against Domestic and Sexual Violence- Crisis Center Advocates	155510-B001	\$281,852
072-500576	NH Department of Justice	177877-B001	\$155,115

#### EXPLANATION

The Department of Justice requests authorization to accept and expend this discretionary grant awarded under the project title *Statewide Services to End Sexual Assault in New Hampshire* from the US Department of Justice, Office on Violence Against Women, Grants to Encourage Arrest Policies and Enforcement of Protective Orders Program ("Arrest Grant"). These funds were not previously budgeted because the grants were awarded on a competitive basis with no guarantee that New Hampshire would receive an award.

This grant award will support activities to continue the Sexual Assault Regional Training Program within the Department of Justice, a program that develops multidisciplinary teams to focus on improvement of the criminal justice system's response to cases of adult sexual assault. Teams include representation from prosecution, law enforcement, medical professionals, victim advocates and others. At this time, the Program Coordinator has developed a total of eight teams, known as Sexual Assault Resource Teams ("SART"), in six of the ten counties. This program was established in 2010 with Recovery Act funding, and the Department has since supported the program with various grant funds; however, the funding streams utilized for the program to date are not sufficient to support these activities going forward. This grant opportunity is vital to the continuation of the progress made so far in improving the criminal justice system's response to sexual assault.

Funding will support team development in the remaining four counties, as well as statewide trainings, updated protocols, and expansion of the work through a contracted professional who will develop and deliver college-based programs to improve response to sexual assault on college and university campuses.

This grant award will also support the enhancement of the Sexual Assault Nurse Examiner ("SANE") Program at the NH Coalition Against Domestic and Sexual Violence through the hiring of a full-time registered SANE nurse. The SANE program provides training and education to nurses conducting forensic examinations of victims of sexual assault. The program coordinator also maintains the certification records for SANE nurses statewide. In recent years, funding has not been adequate to employ a full time registered nurse to coordinate the program and the SANE training has been on a contractual basis. With a full time SANE program coordinator, nurses will now have access to ongoing professional technical assistance in addition to the regular structured training.

This funding will also support Victim Advocates at the 13 crisis centers organized under the NH Coalition Against Domestic and Sexual Violence, to provide direct services to victims of sexual assault. Victim Advocates accompany victims at police departments, hospitals and at court hearings, provide personal advocacy and assist with referrals to community services, mental health services, victim compensation and support groups.

This comprehensive, three-year program serving victims of sexual assault while working with the justice system to hold offenders accountable will sustain the positive momentum of the NH Department of Justice Sexual Assault Regional Training Program and build upon the notable progress of the NH Coalition Against Domestic and Sexual Violence, allowing both to continue making valuable gains towards ending sexual assault in New Hampshire.

Federal award funds are budgeted to support the activities as follows:

\* Class 040 - Indirect Costs

Class 041 - Audit Fund Set Aside

Class 072 - Grants to the NH Coalition Against Domestic and Sexual Violence and to the NH Department of Justice Sexual Assault Regional Training unit for their activities related to the Project, and for salary and benefits related to the administration of the grant

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

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

Your consideration is greatly appreciated.

\* Indirect costs are not allowed, per OMB circular A-87, on pass-through funds.

Respectfully submitted,



for Joseph A. Foster  
Attorney General

JAF/jeb  
#1103172



Department of Justice  
Office on Violence Against Women

Grant

PAGE 1 OF 8

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Justice 33 Capitol Street Concord, NH 03301-6397		4. AWARD NUMBER: 2014-WE-AX-0036	
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2017 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2017	
		6. AWARD DATE 09/11/2014	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 026002618		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Statewide Services to End Sexual Assault in New Hampshire		10. AMOUNT OF THIS AWARD \$ 866,833	
		11. TOTAL AWARD \$ 866,833	
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 42 U.S.C. 3796hh - 3796hh-4 (OVW - Arrest)			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Bea Hanson Principal Deputy Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Rosemary Faretro Director of Administration	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9-15-14
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X A W4 29 00 00 866833		21. AGENCY USE ONLY W414D0020	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

## Coalition-SANE

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD			
Agency Name:	NHCADSV - SANE	Vendor No.:	155510-B001
Program Name:	Sexual Assault Nurse Examiner Program	Amount:	\$ 272,840.00
Grant Start Date:	G&C Approval	State Grant Number:	2015Arrest02
Grant End Date:	06/30/15	Federal Grant Number:	2014WEAX0036
Appropriation No.:	02-20-20-201510-5907-072-500575		
Head of Agency	Project Director	Fiscal Officer	
Lyn Schollett Executive Director PO Box 353 Concord, NH 603-224-8893	Shanna Beckwith Program Director PO Box 353 Concord, NH 03302 603-224-8893x307	Pam English Administrative Director PO Box 353 Concord, NH 603-224-8893	
Federal Grant Name:	OVW Grants to Encourage Arrest Policies		
Federal Agency:	United States Department of Justice		
Bureau/Office:	Office of Justice Programs		
CFDA Number:	16-590		
Purpose of Grant:	Coordination and Implementation of Statewide Sexual Assault Nurse Examiner Program		
Program Requirements:	Adherence to Program Conditions and Guidelines.		
Match Requirements:	No matching resources are required.		
Program income Requirements:	Program Income must be reported and spent on program allowable activities.		
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.		
Approval	Program Agency	NH Department of Justice	
Name	Lyn Schollett	Rosemary Faretra	
Title	Executive Director	Director of Administration	
Date			
All terms of this grant award are not valid unless signed by both authorized parties.			

## Coalition-Subs

STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name:	NHCADSV Sexual Assault Victims Services	Vendor No.:
Program Name:	Subgrants to member agencies; SA services	Amount:
Grant Start Date:	G&C Approval	State Grant Number:
Grant End Date:	06/30/2015	Federal Grant Number:
Appropriation No.:	02-20-20-201510-5907-072-500575	
Head of Agency	Project Director	Fiscal Officer
Lyn Schollett	Shanna Beckwith	Pam English
Executive Director	Program Director	Administrative Director
PO Box 353	PO Box 353	PO Box 353
Concord, NH	Concord, NH 03302	Concord, NH
603-224-8893	603-224-8893x307	603-224-8893
Federal Grant Name:	OWW Grants to Encourage Arrest Policies	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16-590	
Purpose of Grant:	Advocacy services to victims of sexual assault	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	No matching resources are required	
Program income Requirements:	Program Income must be reported and spent on program allowable activities.	
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.	
Approval	Program Agency	NH Department of Justice
Name	Lyn Schollett	Rosemary Faretra
Title	Executive Director	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		



STATE OF NEW HAMPSHIRE DEPARTMENT OF JUSTICE GRANT AWARD		
Agency Name: NHDOJ-SART		Vendor No.: 177877-B001
Program Name: NH Sexual Assault Regional Training Program		Amount: \$ 155,115.00
Grant Start Date:	G & C Approval	State Grant Number: 2015Arrest 01
Grant End Date:	06/30/2015	Federal Grant Number: 2014WEAX0036
Appropriation No.: 02-20-20-201510-5907-072-50057E		
Head of Agency	Project Director	Fiscal Officer
Joseph Foster Attorney General NH DOJ, 33 Capitol St Concord NH 03301 271-1202	Lynda Ruel, Director Office of Victim/Witness Assist NH DOJ, 33 Capitol St Concord, NH 03301 271-1237	Rosemary Faretra Director of Administration NH DOJ, 33 Capitol St Concord, NH 271-4900
Federal Grant Name:	OVW Grants to Encourage Arrest Policies	
Federal Agency:	United States Department of Justice	
Bureau/Office:	Office of Justice Programs	
CFDA Number:	16-590	
Purpose of Grant:	Continuation of the Sexual Assault Regional Training Program Statewide training to improve investigation and prosecution of sexual assault including proper treatment of victims	
Program Requirements:	Adherence to Program Conditions and Guidelines.	
Match Requirements:	No matching resources are required.	
Program income Requirements:	Program Income must be reported and spent on program allowable activities.	
Reporting Requirements:	Monthly or quarterly Financial reports. Required Performance reports and audit. Adherence to Program Conditions and Guidelines. Completion of Monitoring forms and processes.	
Approval	Program Agency	NH Department of Justice
Name	Joseph Foster	Rosemary Faretra
Title	Attorney General	Director of Administration
Date		
All terms of this grant award are not valid unless signed by both authorized parties.		



THE STATE OF NEW HAMPSHIRE  
INSURANCE DEPARTMENT

21 SOUTH FRUIT STREET SUITE 14  
CONCORD, NEW HAMPSHIRE 03301

46  
FIS 14 174

Roger A. Sevigny  
Commissioner

Alexander K. Feldvebel  
Deputy Commissioner

October 10, 2014

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

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

Requested Action

1. Pursuant to RSA 14:30-a, VI, authorize the Insurance Department to accept and expend federal grant funds in the amount of \$398,777.00 for FY 2015 from the U.S. Department of Health and Human Services ("USDHHS") for the purpose of improving the rate review process. This action is to be effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2015. 100% Federal Funds.
2. Pursuant to RSA 124:15 authorize the Insurance Department to establish a Class 046 (Consultants) to enter into contracts for consulting services with various vendors in Account Number 02-24-24-2400-59300000 for the period of Fiscal Committee and Governor and Executive Council approval through June 30, 2015.

Funds will be budgeted as set forth in the table below. Source of funds: 100% Federal Funds.

FY 2015-2017 Health Insurance Premium Review Cycle IV Grant  
02-24-24-2400-59300000

<b>Fiscal Year 2015</b>		
Class	Description	New Appropriation
20	Current Expense	\$2,100
46	Consultants	\$383,452
50	Personal Services Part Time Temp	\$12,285
60	Benefits	\$940
	Total Appropriation	\$398,777
	Source of Funds	
0	Federal Funds	\$398,777

EXPLANATION

The New Hampshire Insurance Department has received a federal grant to support improving the health insurance premium rate review process and transparency related to health insurance premiums and medical care costs in New Hampshire. The Health Insurance Premium Rate Review Grant –Cycle IV is made available pursuant to Public Law 111-148 (The Patient Protection and Affordable Care Act). The purpose of the grant program is to help make private health insurance more accessible and affordable and to increase the transparency of the health insurance system by providing grants to states to help them improve the health insurance rate review process. Specifically, the Insurance Department will use these funds to improve the rate review process by enhancing the rate review filing requirements; improving the data submission process and market conduct oversight; enhancing the NH health claims database, the Comprehensive Health Information System (CHIS) and the NHHealthcost.org website for publishing medical pricing; improving the transparency of the information from a consumer perspective; reaching out to additional audiences with medical pricing information; developing provider payment reform options for consideration by policymakers; and supporting the fulfillment of the Department’s regulatory responsibilities in the area of health policy.

The Insurance Department currently reviews health insurance premium rates, and has been deemed to be an effective rate review state by USDHHS. We are requesting the acceptance of this grant in the amount of \$398,777 to allow for the continuation of the efforts to improve our health insurance rate review process during FY 2015.

The following appropriation authority is being requested for Fiscal Year 2015:

1. Class 020 – Current Expenses – FY15 - \$2,100. These funds are required in order to provide general supplies to the part-time employee, conference call between the department and consultants, and miscellaneous expenses (postage, printing).
2. Class 046 – Consultants – FY15 - \$383,452. These funds are required to hire consultants to perform quantitative analysis of various data sources, create futuristic models of the insurance marketplace, improve the transparency of information for consumers, and enhance the HealthCost website as a centralized location for health care price information.
3. Class 050 – Personal Services – PT Temp – FY15 - \$12,285. These funds are set aside in order to pay the part time employee to administer the grant program.
4. Class 060 – Benefits – FY15 - \$940. These funds are necessary for the payroll contributions for the part-time employee.

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

1. List of personnel involved: This federal grant will continue to fund a part time temporary position of Grants and Contracts Technician (Labor Grade 15). We are using the Supplemental Job Description that was approved by the Director of Personnel on December 1, 2010. This position is currently funded by the "Grant to Support States in Health Insurance Rate Review" Grant Cycle II which ends 09/30/2015 and Rate Review Grant Cycle III which ends 09/30/2015. A copy of the director's approval is attached.

Upon Fiscal Committee and Governor and Executive Council approval, the Insurance Department will award contracts to various vendors and pay them from the Consultants line item.

2. Nature, need, and duration: The position of Grants and Contracts Technician will be serving as the financial records assistant, maintaining all financial records and creating requisite financial reports for the grant. The Department will also employ various contractors to work on this project. Funding for this position and various consultant contracts will be good through June 30, 2015.

3. Relationship to existing agency program: The funds from this federal grant will be used to enhance Insurance Department functions related to our existing health insurance premium rate review process. Funds will be used to improve the transparency of cost drivers in the New Hampshire health insurance system by providing the means to improve current data sources and in turn the health insurance rate review process.

4. Has a similar program been requested of the legislature and denied? The nature of the work to be completed under the grant has never been requested and denied by the General Court.
5. Why wasn't funding included in the agency's budget request? The September 19, 2014 notification of the federal government's funding of this grant occurred after the 2014/2015 state budget closed.
6. Can portions of the grant funds be utilized? 100% of federal grant funds can be used to fund the personnel costs and all program costs associated with this request.
7. Estimate the funds required to continue this position(s): There will be no cost to the State of New Hampshire associated with this position or any consultants as all will terminate at the end of the grant period.

FISCAL SITUATION

U.S. Department of Health and Human Services Grant	\$1,179,000.00
FY2015 Requested Appropriation	\$398,777.00
FY16 Agency Budget Request	\$583,191.00
FY17 Agency Budget Request	\$197,032.00
Total Appropriations	\$1,179,000.00

In the event that federal funds become no longer available, General Funds will not be requested to support this program. Thank you for your consideration.

Respectfully submitted,



Roger A. Sevigny

Enclosures

## SUPPLEMENTAL JOB DESCRIPTION

---

Classification: Grants and Contracts Technician  
Position Title: Bookkeeper - Grants  
Position Number: 9TEMP

Function Code: 4863-024  
Date Established: 12-1-10  
Date of Last Amendment:

### SCOPE OF WORK:

Develop and administer a combination of fiscal and technical support (including bookkeeping), for federally funded grants awarded to the New Hampshire Insurance Department. Provide fiscal management, budget development, account monitoring, analysis, and reporting; maintain financial data and personnel data entry relative to grant funded activities. 100% of this position's 20 hour work week is devoted to the implementation of the Federal Affordable Care Act.

### ACCOUNTABILITIES:

- Completes regular and ongoing systematic analysis of business processes to ensure compliance with State of New Hampshire and Federal requirements and applicable auditing standards with respect to federal grant administration.
- Implements and monitors Insurance Department and federal grant financial and administrative procedures, including monitoring and reporting on federal grant budgets and expenditures.
- Complies with federal and state requirements for internal controls to monitor cash receipts and expenditures for federal grant funds.
- Prepares various State of New Hampshire and Federal financial and business reports, related to federal grant funds.
- Ensures appropriate audit trails, and properly completes assigned State of New Hampshire and Federal financial tasks.
- Completes financial reporting and data entry into applicable systems for Federal grant fund receipts and expenditures.
- Completes accounting tasks and financial reporting procedures in compliance with State of New Hampshire and federal grant requirements.

### MINIMUM QUALIFICATIONS:

**EDUCATION:** Associate's degree from a recognized college or technical institute with a major study in business administration, accounting, or public administration, or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**EXPERIENCE:** Two years' experience in responsible office or business management activities with experience in grants and/or contracts processing or review. Each additional year of approved work experience may be substituted for one year of required formal education.

**LICENSE/CERTIFICATION:** None required

**PREFERRED QUALIFICATIONS:** Experience with, and training in the Lawson System and Excel software applications. Bookkeeping or business administration involving financial recordkeeping and reporting, preferably with federal grant bookkeeping and/or financial accounting experience 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 the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: \_\_\_\_\_

The above supplemental job description accurately describes this employee's job responsibilities and duties.

\_\_\_\_\_  
Appointing Authority/Supervisor

\_\_\_\_\_  
Date

*Jennifer J. Ellenfeld*  
MR

12-1-10

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved

1. DATE ISSUED MM/DD/YYYY 09/19/2014  
 2. CFDA NO. 93.511  
 3. ASSISTANCE TYPE Project Grant

Department of Health and Human Services  
 Centers for Medicare & Medicaid Services  
 Office of Acquisitions and Grants Management  
 7500 Security Boulevard  
 Baltimore, MD 21244-1850

1a. SUPERSEDES AWARD NOTICE dated  
 except that any additions or restrictions previously imposed remain  
 in effect unless specifically rescinded

4. GRANT NO. 1 PRPPR140070-01-00  
 Formerly

5. ACTION TYPE New

6. PROJECT PERIOD MM/DD/YYYY  
 From 09/19/2014 Through 09/18/2016

7. BUDGET PERIOD MM/DD/YYYY  
 From 09/19/2014 Through 09/18/2016

**NOTICE OF AWARD**

AUTHORIZATION (Legislation/Regulations)  
 Section 2794 of the Public Health Service Act (Section 1003 of the  
 Affordable Care Act)

8. TITLE OF PROJECT (OR PROGRAM)  
 Grants to States to Support Health Insurance Rate Review and Increase Transparency in the Pricing of

9a. GRANTEE NAME AND ADDRESS  
 State of New Hampshire Insurance Department  
 21 S Fruit St  
 -DUP3  
 Concord, NH 03301-2428

9b. GRANTEE PROJECT DIRECTOR  
 Mr. Alexander K. Feldvebel  
 21 S Fruit St  
 Concord, NH 03301-2428  
 Phone: (603)271-2261

10a. GRANTEE AUTHORIZING OFFICIAL  
 Mr. Alexander K. Feldvebel  
 21 S Fruit St  
 Concord, NH 03301-2428  
 Phone: (603)271-2261

10b. FEDERAL PROJECT OFFICER  
 Ms. Susan Lorden  
 200 Independence Ave Sw Rm 738-G  
 Washington, DC 20201-0004  
 Phone: (301) 492-4162

**ALL AMOUNTS ARE SHOWN IN USD**

11. APPROVED BUDGET (Excludes Direct Assistance)

I Financial Assistance from the Federal Awarding Agency Only

II Total project costs including grant funds and all other financial participation

a. Salaries and Wages	35,100.00
b. Fringe Benefits	2,685.00
c. Total Personnel Costs	37,785.00
d. Equipment	0.00
e. Supplies	0.00
f. Travel	0.00
g. Construction	0.00
h. Other	7,179.00
i. Contractual	1,134,036.00
<b>j. TOTAL DIRECT COSTS</b>	<b>1,179,000.00</b>
k. INDIRECT COSTS	0.00
<b>l. TOTAL APPROVED BUDGET</b>	<b>1,179,000.00</b>
m. Federal Share	1,179,000.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION

a. Amount of Federal Financial Assistance (from Item 11m)	1,179,000.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b>	<b>1,179,000.00</b>
<b>13. Total Federal Funds Awarded to Date for Project Period</b>	<b>1,179,000.00</b>

14. RECOMMENDED FUTURE SUPPORT  
 (Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

a. DEDUCTION	
b. ADDITIONAL COSTS	
c. MATCHING	
d. OTHER RESEARCH (Add / Deduct Option)	
e. OTHER (See REMARKS)	<input checked="" type="checkbox"/>

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

a. The grant program legislation  
 b. The grant program regulations  
 c. This award notice including terms and conditions, if any, noted below under REMARKS.  
 d. Federal administrative requirements, cost principles and audit requirements applicable to the grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached -  Yes  No)  
 Refer to the following Award Attachments: 1) Standard Terms and Conditions 2) Programmatic Terms and Conditions

GRANTS MANAGEMENT OFFICER: Michelle Feagins, Grants Management Officer

17. OBJ CLASS	4115	18a. VENDOR CODE	1026000618M1	18b. EIN	026000618	19. DUNS	808591051	20. CONG. DIST.	02
FY-ACCOUNT NO.		DOCUMENT NO.		ADMINISTRATIVE CODE		AMT ACTION FIN ASST		APPROPRIATION	
21. a.	4-5992933	b.	PRPPR0070A	c.	IPR	d.	\$1,179,000.00	e.	75X0112
22. a.		b.		c.		d.		e.	
23. a.		b.		c.		d.		e.	

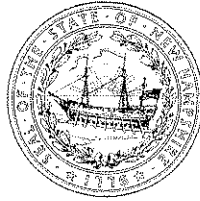


ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

FIS 14 175

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

October 9, 2014

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

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

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Justice to accept and expend a grant from the US Department of Justice, Office for Victims of Crime, in the amount of \$106,177, for the purposes of improving the technology of the claims processing system, known as the "Computerized Crime Victim Compensation System," utilized by the Department's Victims' Assistance Unit, effective upon the Fiscal Committee of the General Court and Governor and Council approvals through June 30, 2015. 100% Federal Funds.

Funds are to be budgeted in 02-20-20-201510-5890, Department of Justice, Grants Administration, entitled "OVC Vision 21 Grant" as follows:

020-500200	Supplies	\$1,200
038-500177	Technology- Software License	\$4,350
040-500800	Indirect Costs	\$192
041-500801	Audit Fund Set Aside	\$107
046-500466	Consultants- IT Service Vendor	\$98,500
072-500576	Federal Grants	<u>\$1,828</u>
Total		\$106,177
Source of Funds		
000-400338	Federal Funds	\$106,177

2. Upon approval of Requested Action number one and Pursuant to RSA 124:15, authorize the Department of Justice to establish a consultant class (046) for the purpose of contracting with the

systems expert relative to the "Computerized Crime Victim Compensation System" effective with the Fiscal Committee of the General Court and Governor and Council approvals through June 30, 2015. 100% Federal Funds.

Funds are to be budgeted as follows in 02-20-20-201510, Department of Justice, Grants Administration, entitled "OVC Vision 21 Grant":

<u>Class</u>	<u>Description</u>	<u>Amount</u>
046-500466	Consultants – IT Service Vendor	\$98,500

#### EXPLANATION

The NH Department of Justice is seeking approval to accept and expend grant funding under the US Department of Justice, Office for Victims of Crime, program entitled "Vision 21: Improving State Technology" for the purpose of updating the technology in the Victims' Compensation Unit. These funds were not previously budgeted because the grants were awarded on a competitive basis with no guarantee that New Hampshire would receive an award.

The Victims' Compensation Unit reimburses crime victims for their eligible crime-related expenses, after an in-depth review of each claim including documentation of the crime, description of the services to be compensated, and insurance information. Each claim, of which the Unit processes over 500 annually, requires voluminous documentation for the review. Technology upgrades will allow for an automated claim document filing system and paperless claims processing system, improving the work flow and efficiency of the Unit. Additionally, crime victims will have expanded access to the service with a web-based program and on-line claim filing ability.

The funds are budgeted to support the activities as follows:

- Class 020 – Current Expense to purchase scanners to allow for paperless claims processing
- Class 038 – Technology for Software Licenses
- Class 040 – Indirect Costs at 9.0%
- Class 041 – Audit Fund Set Aside of .1%
- Class 046 – Consultants to contract with the technology vendor
- Class 072 – Grant funding for administrative costs.

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

1. List of personnel involved: Class 046 – contract(s) to provide technology upgrades and support for new software.
2. Nature, Need and Duration: The contract(s) will be in effect for the period effective upon Fiscal Committee and Governor and Council approval through June 30, 2015.
3. Relationship to existing agency programs: This funding is to be utilized specifically to contract with the sole source vendor that is the developer of the technology to be upgraded.

4. Has a similar program been requested of the legislature and denied? No similar program has been requested and denied.

5. Why wasn't funding included in the agency's budget request? This project was not included in the Department's budget request because the funds were not available at the time the budget was crafted; nor were the funds expected to be available with any degree of certainty.

6. Can portions of the funds be utilized for other purposes? No portion of these grant funds can be used for any other purpose.

7. Estimate the funds required to continue this position(s): It is estimated that it will cost \$98,500 for the contractual services to complete the project.

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

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

Your consideration is greatly appreciated.

Respectfully submitted,



Joseph A. Foster  
Attorney General

JAF/jeb  
#1100223



Department of Justice  
Office of Justice Programs  
Office for Victims of Crime

Cooperative Agreement

PAGE 1 OF 8

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) New Hampshire Department of Justice 33 Capitol Street Concord, NH 03301-6397		4. AWARD NUMBER: 2014-XV-BX-K021	
		5. PROJECT PERIOD: FROM 10/01/2014 TO 09/30/2017 BUDGET PERIOD: FROM 10/01/2014 TO 09/30/2017	
		6. AWARD DATE 09/15/2014	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 026002618		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE NH Victims' Compensation Technology Improvements Project		10. AMOUNT OF THIS AWARD	\$ 106,177
		11. TOTAL AWARD	\$ 106,177
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, 2014, Pub. L. No. 113-76, 128 Stat 5, 63, January 17, 2014			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Rosemary Faretra Director of Administration	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Rosemary Faretra</i>	19A. DATE 9-8-14
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B XV 40 00 00 106177		21. WXPVT0144	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



**THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION**



**CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER**

**JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER**

October 13, 2014  
Bureau of Mechanical Services

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 228:12, authorize the Department of Transportation to transfer \$1,231,000 from Highway Surplus to fund the acquisition and outfitting of equipment. This will allow the Department to provide winter and summer maintenance for the expanded portion of I-93 that will be open to traffic in the fall of 2015, effective upon Fiscal Committee and Governor and Council approval through June 30, 2015. 100% Highway Funds.

Funds are to be budgeted as follows:

**From:** 04-096-096-960015-363615-0000 Highway Surplus Account \$1,231,000

04-096-096-960515-3005	Current Budget FY2015	Requested Change	Revised Budget FY2015
<b>Mechanical Services</b>			
<b>Expenses:</b>			
010 500100 Personal Services Perm	\$3,646,136	\$0	\$3,646,136
017 500147 FT Employees Special Pay	20,160	0	20,160
018 500106 Overtime	60,000	0	60,000
019 500105 Holiday Pay	1,800	0	1,800
020 500200 Current Expense	8,044,033	89,000	8,133,033
022 500255 Rents-Leases Other than State	26,714	0	26,714
023 500291 Heat Electricity Water	57,476	0	57,476
024 500225 Maint Other than Build-Grn	202,286	0	202,286
026 500251 Organizational Dues	500	0	500
028 500292 Transfers to General Services	335,060	0	335,060

030 500311 Equipment New Replacement	3,645,364	1,142,000	4,787,364
037 500174 Technology-Hardware	14,400	0	14,400
038 500175 Technology-Software	135,360	0	135,360
039 500180 Telecommunications	25,068	0	25,068
046 500463 Consultants	199	0	199
047 500240 Own Forces Maint Build-Grn	24,556	0	24,556
048 500226 Contractual Maint Build-Grn	7,058	0	7,058
050 500109 Personal Services – Temp	199	0	199
057 500535 Books Periodicals Subscriptions	813	0	813
060 500601 Benefits	2,338,068	0	2,338,068
066 500543 Employee Training	50,400	0	50,400
070 500704 In-State Travel Reimbursement	1,500	0	1,500
080 500710 Out of State Travel	1,300	0	1,300
103 500741 Contracts for Op Services	18,262	0	18,262
Total	\$18,656,712	\$1,231,000	\$19,887,712
<b>Source of Funds</b>			
<b>Revenue:</b>			
004-403631 Intra Agency Transfers	\$650,752	\$0	\$650,752
009-405698 Agency Income	343,486	0	343,486
000-000015 Highway Funds	17,662,474	1,231,000	18,893,474
Total	\$18,656,712	\$1,231,000	\$19,887,712

2. Authorize the Department of Transportation Mechanical Services to increase the size of its fleet by nine (9) new trucks and seven (7) material spreaders. This purchase and increase in fleet is the result of the expanded I-93 road lanes and the Departments need to provide winter and summer maintenance for the expanded portion of I-93 that will be open to traffic in the fall of 2015. The Department makes this request effective upon Governor and Council approval through June 30, 2015.

### EXPLANATION

1. The Department requests authorization to transfer from the Highway Surplus Account, the amount of \$1,231,000 to fund acquisition and outfitting of equipment. This will allow the Department to provide winter and summer maintenance for the expanded portion of I-93 that will be open to traffic in the fall of 2015. Specific explanations relating to the Department's spending requests are as follows:

Class 020 Increase Current Expense by \$89,000. These funds are used to purchase parts and supplies used to assemble and build the trucks. The Department purchases the truck chassis, hydraulic systems, dump bodies and spreaders separately using class 30 Equipment funds. The Department then uses Current Expense funds to purchase wire, hydraulic hoses, nuts, bolts, plow frames, and other parts to complete the trucks ready for winter maintenance. Dependent upon winter weather conditions, it is anticipated that budgeted funds for fuel should be sufficient at this time.

Class 030 Increase Equipment (New) by \$1,142,000. I-93 will be complete and open to three lanes northbound and southbound from just north of Exit 3 in Windham to the Massachusetts State line in Salem during the fall of 2015. The Department must begin now the 12 plus month process of getting approval, bidding, ordering, receiving and building trucks to

have them ready for November of 2015. The estimated purchase cost of the necessary trucks and material spreaders of \$1,142,000 is detailed below:

Sub-Type	Quantity	Cost each	Total Cost
Medium duty truck	2	\$ 63,000	\$ 126,000
Heavy duty truck	6	130,000	780,000
Extra heavy duty truck	1	156,000	156,000
5 CY Material Spreader	6	11,000	66,000
11 CY Material Spreader	1	14,000	14,000
		<b>Total</b>	<b>\$ 1,142,000</b>

Please see the attached schedule for the operating balance in the Highway Fund surplus account.

2. The Department of Transportation, Bureau of Mechanical Services fleet count is as follows:

DOT Mechanical Services Active Unit Count FY2014				
Asset Class	Fleet unit Subtype	FY2014 Active Units	Increase for I-93 Expansion Exit 3 to Mass Border	Requested Active units once new trucks in Service
EHDT	Trucks_ExtraHeavy Duty >45000#	69	1	70
HDT	Trucks_Heavy Duty > 20001#	243	6	249
MDT	Trucks_Medium Duty > 10001#	53	2	55
LDT2	Trucks_Light Duty > 8501#	185		185
LDT1	Trucks_Light Duty < 8501#	104		104
MEC	Mobile Equipment_Construction	150		150
PASSAUTO	Passenger Autos_	113		113
VB1	Vans & Buses_1 seats 9-20	1		1
TRE	Trailers_Equipment -Flatbed	11		11
TRENC	Trailers_Enclosed	2		2
AE	Associated Equipment_	242	7	249
	<b>Total</b>	<b>1,173</b>	<b>16</b>	<b>1189</b>

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

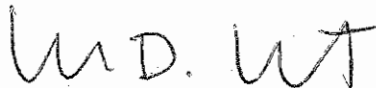
- Does transfer involve continuing programs or one-time projects?  
Transfers are for continuing programs (not one-time).
- Is this transfer required to maintain existing program level or will it increase program level?  
This transfer will allow for the winter and summer maintenance of the expanded portion of I-93 from the Massachusetts state border to just north of Exit 3 in Windham beginning opening in the Fall of 2015.
- Cite any requirements, which make this program necessary.

RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing, and maintaining a state transportation network. This transfer will facilitate the accomplishment of this responsibility.

4. Identify the source of funds on all accounts listed on this transfer.  
Source of funds is Highway Funds.
5. Will there be any effect on revenue if this transfer is approved or disapproved?  
This transfer will have no effect on revenue.
6. Are funds expected to lapse if this transfer is not approved?  
Should funds lapse as a result of not approving this request for project funding, such funds will lapse to their respective account fund balances.
7. Are personal services involved?  
The transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,



Christopher D. Clement, Sr.  
Commissioner



	A	AD	AE	AF	AG	AH	AI	AJ	AL	AM	AN	AO	AP	AQ	AR
1	Highway Fund														
2	Comparative Statement of Operating and Capital Undesignated Surplus														
3	Department of Transportation														
4	Division of Finance														
5	(000'S)														
6	MARCH 31, 2014														
7	FY 2014 Budget								FY 2015 Budget						
8		Budget		Actual	STATE	FHWA	TOTAL		Budget		Actual	STATE	FHWA	TOTAL	
9		HIGHWAY	CHANGE	HIGHWAY	FUNDED	TRUST	HIGHWAY	Actual	HIGHWAY	CHANGE	HIGHWAY	FUNDED	TRUST	HIGHWAY	Actual
10		OPERATING		OPERATING	CAPITAL	FUND	CAPITAL	TOTAL	OPERATING		OPERATING	CAPITAL	FUND	CAPITAL	TOTAL
11	10	Balance, July 1 (Budgetary)	52,171	11,826	63,997	803	296,126	296,929	360,926	40,487	40,487	803	296,126	296,929	337,416
12	11	Additions:													
13	12	Unrestricted Revenue:													
14	13	Gasoline Road Toll	122,750		122,750			122,750	122,050		122,050				122,050
15	14	Motor Vehicle Fees	101,873		101,873			101,873	102,273		102,273				102,273
16	15	Court MV Fine Revenue (Safety)	7,200		7,200			7,200	7,600		7,600				7,600
17	16	Miscellaneous Revenue Sub-Total	15,781		15,781			15,781	14,981		14,981				14,981
18	17	Other													
19	18	Federal OH Billing	Restricted		Restricted				Restricted		Restricted				
20	19	ROW Property Sales	670		670			670	670		670				670
21	20	195/1.6 mile Sale	15,000		15,000			15,000	14,170		14,170				14,170
22	21	Other Miscellaneous	111		111			111	141		141				141
23	22	Bonds Authorized & Unissued													
24	23	Total Additions	247,604		247,604			247,604	246,904		246,904				246,904
25	24	Operating Budget Appropriations													
26	25	Appropriations DOT Net of Estimated Revenues	(142,008)		(142,008)			(142,008)	(144,669)		(144,669)				(144,669)
27	26	GARVEE Bond Proceeds													
28	27	Municipal Aid (Block Grant / SAB, SAC)	(30,000)		(30,000)	(8,604)		(8,604)	(30,000)		(30,000)	(8,604)		(8,604)	(38,604)
29	28	DOT Debt Service	(11,288)		(11,288)			(11,288)	(11,026)		(11,026)				(11,026)
30	29	Appropriations Safety & Other Net of Estimated Revenues	(78,744)		(78,744)			(78,744)	(81,026)		(81,026)				(81,026)
31	30	Appropriation Adjustments													
32	31	Compensation and Benefit Reduction													
33	32	Ch 144:127, L2013	2,553		2,553			2,553							
34	33	Ch 144:175, L2013 Pay Raise	(1,368)		(1,368)			(1,368)							
35	34	Net FCLG YE Adjust & Betterment Adjust	1,943		1,943			1,943							
36	35	Settlement Payments RSA 99-D-2													
37	36	Transfers from Highway Surplus RSA 228:12	(10,018)		(10,018)			(10,018)							
38	37	Unemployment Compensation RSA 282-A													
39	38	Worker's Compensation RSA 21-1:24													
40	39	Termination Pay RSA 949													
41	40	Prior Year GAAP Adjustment													
42	41	Operating Surplus Transfer													
43	42	Miscellaneous Warrants													
44	43	RSA 21-1:24 Workers Compensation Payments													
45	44	RSA 282-A Unemployment Payments													
46	45	Lapses DOT	6,594		6,562			6,562	7,091		7,091				7,091
47	46	Lapses Safety & Other	2,826		2,858			2,858	2,755		2,755				2,755
48	47	Inventory Adjustment													
49	48	Refunded Road Toll	(3,000)		(3,000)			(3,000)	(3,000)		(3,000)				(3,000)
50	49	Total Deductions	(262,510)		(262,510)	(8,604)		(8,604)	(271,114)		(259,875)	(8,604)		(8,604)	(268,479)
51	50	Current Year Balance	(14,905)		(14,905)	(8,604)		(8,604)	(23,510)		(12,971)	(8,604)		(8,604)	(21,575)
52	51	Transfer to Capital Account	(8,500)		(8,604)	8,604		8,604	(8,604)		(8,604)	8,604		8,604	
53	52	Balance, June 30 (Budgetary)	28,765	11,826	40,487	803	296,126	296,929	337,416	18,912	18,912	803	296,126	296,929	315,841
54	53	GAAP Adjustments	(16,400)		(16,400)	(803)	(294,202)	(295,005)	(311,405)		(16,400)	(803)	(294,202)	(296,005)	(311,405)
55	54	Balance, June 30 (GAAP)	12,365	11,826	24,087	-	1,924	1,924	26,011	2,512	-	-	1,924	1,924	24,427



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF COMMUNITY BASED CARE SERVICES**

*BUREAU OF ELDERLY & ADULT SERVICES*

Nicholas A. Toumpas  
 Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857

603-271-9203 1-800-351-1888

Diane Langley,  
 Director

Fax: 603-271-4643 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

October 10, 2014

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

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

**REQUESTED ACTION**

Pursuant to the provisions of Chapter 3:7, II, Laws of 2014 authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services to transfer general funds in the amount of \$663,356 between accounting units and class codes effective upon date of Fiscal Committee and Governor and Executive Council approval, through June 30, 2015, and further authorize the allocation of these funds in the accounts below.

**05-95-48-481010-7872 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
 HHS: ELDERLY – ADULT SERVICES, GRANTS TO LOCALS, ADM ON AGING**

Class/Object	Class Title	Current Adjusted Authorized	Increase/(Decrease) Amount	Revised Modified Budget
<b>SFY 2015</b>				
000-408177	Federal Funds	\$9,578,753	\$0	\$9,578,753
	General Fund	<u>\$4,497,594</u>	<u>\$401,634</u>	<u>\$4,899,228</u>
Total Revenue		<u>\$14,076,347</u>	<u>\$401,634</u>	<u>\$14,477,981</u>
010-500100	Personal Services Perm Class	\$539,358	\$0	\$539,358
020-500200	Current Expenses	\$7,773	\$0	\$7,773
022-500255	Rents-Leases Other Than State	\$2,046	\$0	\$2,046
039-500191	Telecommunications	\$1,744	\$0	\$1,744
040-500800	Indirect Costs	\$7,294	\$0	\$7,294
041-500801	Audit Fund Set Aside	\$12,626	\$0	\$12,626
042-500620	Additional Fringe Benefits	\$20,724	\$0	\$20,724
049-500294	Transfer to Other State Age	\$43,641	\$0	\$43,641
060-500602	Benefits	\$270,239	\$0	\$270,239
066-501709	Employee Training	\$676	\$0	\$676

070-500704	In State Travel Reimbursement	\$6,921	\$0	\$6,921
072-509073	Grants Federal	\$1,216,056	\$0	\$1,216,056
080-500714	Out of State Travel	\$7,221	\$0	\$7,221
502-500891	Payments to Providers	\$1,300,000	\$0	\$1,300,000
512-500352	Transportation of Clients	\$2,079,417	(\$106,407)	\$1,973,010
540-500382	Social Service Contracts	\$1,616,587	(\$155,315)	\$1,461,272
541-500383	Meals Home Del and Cong	\$5,485,306	\$663,356	\$6,148,662
570-500928	Family Caregiver	<u>\$1,458,718</u>	<u>\$0</u>	<u>\$1,458,718</u>
Total Expense		<u>\$14,076,347</u>	<u>\$401,634</u>	<u>\$14,477,981</u>

**05-95-48-481010-9255 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
 HHS: ELDERLY – ADULT SERVICES, GRANTS TO LOCALS, SOCIAL SERVICES BLOCK GRANT**

Class/Object	Class Title	Current Adjusted Authorized	Increase/(Decrease) Amount	Revised Modified Budget
<b>SFY 2015</b>				
000-404373	Federal Funds	\$5,777,653	\$0	\$5,777,653
	General Fund	<u>\$6,440,472</u>	<u>(\$401,634)</u>	<u>\$6,038,838</u>
Total Revenue		<u>\$12,218,125</u>	<u>(\$401,634)</u>	<u>\$11,816,491</u>
040-500800	Indirect Costs	\$1,102	\$0	\$1,102
041-500801	Audit Fund Set Aside	\$4,000	\$0	\$4,000
102-500731	Contracts for Program Svcs	\$322,181	\$0	\$322,181
542-500384	Homemaker Services	\$2,650,540	\$0	\$2,650,540
543-500385	Adult In Home Care	\$5,166,239	\$0	\$5,166,239
544-500386	Meals Home Delivered	\$3,322,612	(\$401,634)	\$2,920,978
545-500387	I and R Contracts	\$185,989	\$0	\$185,989
566-500918	Adult Group Daycare	<u>\$565,462</u>	<u>\$0</u>	<u>\$565,462</u>
Total Expense		<u>\$12,218,125</u>	<u>(\$401,634)</u>	<u>\$11,816,491</u>

**EXPLANATION**

The Department of Health and Human Services, Division of Community Based Care Services, Bureau of Elderly and Adult Services (BEAS) seeks approval to transfer funds between accounting units and class codes in accounting units 78720000 – Adm on Aging and 92550000 – Social Services Block Grant. Accounting Unit 78720000 is the operating account for the Title III grants received from Association of Community Living. (ACL). Accounting Unit 9255 is the operating account for the BEAS allocation of the Title XX Social Services Block Grant. Both the Title III grants and the Title XX grant used in conjunction with general funds to support social services such as home delivered and congregate meals, adult in home care, adult group daycare, transportation and homemaker services.

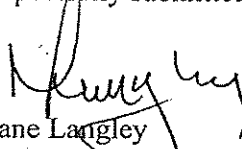
The transfer of funds is requested to re-align the necessary general funds to allow for appropriate funding to satisfy contractual obligations. By transferring the general funds from one accounting unit to another, DHHS will be able to secure adequate resources to satisfy the client needs represented by the vendors who provide social services to the elderly population. The transfer of general funds will not impact the matching or maintenance of efforts for either the Title III or Title XX grants.



The Honorable Mary Jane Wallner, Chairman and  
Her Excellency, Governor Margaret Wood Hassan  
October 10, 2014  
Page 3

Area served: statewide.

Source of Funds being transferred: 100% General Funds.

Respectfully submitted,

  
Diane Langley  
Director

Approved by:   
 Nicholas A. Toumpas  
Commissioner

Enclosures

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Fund	Agcy	Org	Clas	Rcpt	Class Title	Increase/ Decrease Amount	Net Gen'l Fund by Org. Code	Net Gen'l Fund By Agency	GF Amount	S/T	FF	OF	GF		FF	SOF OF	GF	
2												Transfer Amount							
3																			
4	LAWSON ACCOUNTING FORMAT																		
5	COMPANY	N/A	ACCOUNTING UNIT	CLASS	ACCOUNT														
6	BUREAU OF ELDERLY & ADULT SERVICES																		
7																			
8	Adm on Aging																		
9	010	048	78720000	000	408177	Federal Funds	\$ -												
10	010	048	78720000			Other Funds	\$ -												
11	010	048	78720000			General Funds	\$ 401,634	\$ 401,634											
12	Total Revenue						\$ 401,634												
13																			
14	010	048	78720000	512	600362	Transportation of Clients	\$ (106,407)			\$ (106,407)		\$ -	\$ -	\$ (106,407)		0%	0%	100%	
15	010	048	78720000	540	600382	Social Services Contracts	\$ (155,315)			\$ (155,315)		\$ -	\$ -	\$ (155,315)		0%	0%	100%	
16	010	048	78720000	541	600383	Meals Home Del and Cong	\$ 663,356			\$ 663,356		\$ -	\$ -	\$ 663,356		0%	0%	100%	
17	Total Expense						\$ 401,634				\$ 401,634								
18																			
19	Social Services Block Grant																		
20	010	048	92550000	000	404373	Federal Funds	\$ -												
21	010	048	92550000			Other Funds	\$ -												
22	010	048	92550000			General Funds	\$ (401,634)	\$ (401,634)											
23	Total Revenue						\$ (401,634)												
24																			
25	010	048	92550000	544	600386	Meals Home Delivered	\$ (401,634)			\$ (401,634)		\$ -	\$ -	\$ (401,634)		0%	0%	100%	
26	Total Expense						\$ (401,634)				\$ (401,634)								
27																			
28																			
29	TOTAL BUREAU OF ELDERLY & ADULT SERVICES								\$ -		\$ -		\$ -		\$ -				
30																			

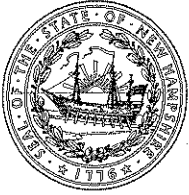
**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
BUREAU OF ELDERLY AND ADULT SERVICES  
TRANSFER OF FUNDS SFY 2015 – OTHER FUNDS**

**05-95-048-481010-78720000  
ADMINISTRATION ON AGING**

Funding in this organization represents costs associated with administering grants received from the Administration for Community Living (ACL – formerly Administration on Aging (AoA)). Funds are needed in Class 541 (Meals Home Del and Cong) due to higher than projected contractual expenses. Funds are available in Class 512 (Transportation of Clients) and Class 540 (Social Service Contracts) due to less than anticipated contractual expenditures. Source of Funds: 100% General.

**05-95-048-481010-92550000  
SOCIAL SERVICES BLOCK GRANT**

Funding in this organization represents costs associated with administering the BEAS allocation of Title XX Social Services Block Grant. Funds are available in Class 544 (Meals Home Delivered) due to less than anticipated contractual expenditures. Source of Funds: 100% General.



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

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

Nicholas A. Toumpas  
Commissioner

October 14, 2014

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

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

**REQUESTED ACTION**

Pursuant to the provisions of Chapter 3:7, II, Laws of 2014, authorize the Department of Health and Human Services to transfer general funds in the amount of \$32,700,000 from accounts within the Department of Health and Human Services.

The transfers and adjustments are summarized below and detailed on the attached worksheet, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2015.

**SFY 2015**

<b>From: (Various Accounts):</b>	<b>Account</b>	<b>Amount</b>
Office of Medicaid Business and Policy	Various	\$ (7,700,000)
Bureau of Elderly and Adult Services	010-048-61730000	\$ (5,000,000)
Bureau of Behavioral Health	010-092-70100000	\$ (20,000,000)
Total Department of Health and Human Services		\$ (32,700,000)
<b>To: OMBP Medicaid Care Management :</b>	<b>Account</b>	<b>Amount</b>
Office of Medicaid Business and Policy	010-047-79480000	\$ 32,700,000
Total Department of Health and Human Services		\$ 32,700,000

**EXPLANATION**

This transfer is necessary to continue monthly Capitation Payments for clients enrolled in Medicaid Care Management Program. The amounts transferred from various Medicaid Fee for Service accounts to Medicaid Care Management account is to be able to make Capitation Payments for the enrollment months in SFY 2015.

This is an initial transfer in SFY 2015 and the Department plans to submit a second transfer after analyzing the actual enrollment and capitation payments to Managed Care Organizations to determine adjustments needed, if any, to be included in the second transfer for SFY 2015. There are adequate funds


available in Elderly and Adult-Nusing Services, Office of Medicaid and Business Policy-Provider Payments and Behavioral Health-Community Mental Health Services accounts to effect this initial transfer for SFY 2015.

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

- A. Justification: See the attached appendix for justification of the availability of funds and required additional funds.
- B. Does this transfer involve continuing programs or one-time projects? This transfer involves continuing programs.
- C. Is this transfer required to maintain existing program levels or will it increase the program level? This transfer is required to maintain existing program levels.
- D. Cite any requirements which make this program mandatory. The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer. See the attached worksheet for the source of funds for all accounts.
- F. Will there be any effect on revenue if this transfer is not approved? There is no anticipated effect on revenue as a result of this transfer. Federal participation in Department expenditures is detailed in the attached appendix.
- G. Are funds expected to lapse if this transfer is not approved? It is anticipated that some funds will lapse whether this transfer is approved or not.
- H. Are personnel services involved? No positions are being transferred as a result of this request.

Respectfully submitted,



 Nicholas A. Toumpas  
Commissioner



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Fund	Agcy	Org	Cla	Rcpt	Class Title	Increase/	Net Gen'l	Net Gen'l	GF	Transfer Amount	FF	OF	GF	FF	OF	GF	SOF	
					Acc't		Decrease	Fund by	Fund By	Amount	S/T	FF	OF	GF	FF	OF	GF	SOF	
							Amount	Org. Code	Agency	Amount	S/T	FF	OF	GF	FF	OF	GF	SOF	
4	LAWSON ACCOUNTING FORMAT																		
5		COMP	N/A	ACCOUNTING UNIT	CLASS	ACCOUNT													
7	OFFICE OF MEDICAID BUSINESS AND POLICY																		
8	Provider Payments																		
9	010	047	79400000	000	403978	Federal Funds	\$ (55,000,000)												
10	Rx rebate rev	010	047	79400000	007	407145	Other Funds	\$ (4,730,000)											
11	MET rev	010	047	79400000	009	407785	Other Funds	\$ (42,570,000)											
12		010	047	79400000		General Funds	\$ (7,700,000)	\$ (7,700,000)											
13	Total Revenue																		
14	\$ (110,000,000)																		
15	010	047	79400000	100	500728	Prescription Drug Expense	\$ (80,000,000)			\$ (5,600,000)		\$ (40,000,000)	\$ (34,400,000)	\$ (5,600,000)	50.0%	43.0%	7.0%		
16		010	047	79400000	585	500917	Outpatient Hospital	\$ (30,000,000)		\$ (2,100,000)		\$ (15,000,000)	\$ (12,900,000)	\$ (2,100,000)	50.0%	43.0%	7.0%		
17	Total Expense																		
18	\$ (110,000,000)																		
19	Medicaid Care Management																		
20	010	047	79480000	000	403978	Federal Funds	\$ 80,000,000												
21	Rx rebate rev	010	047	79480000	007	407145	Other Funds	\$ 4,730,000											
22	MET rev	010	047	79480000	009	402201	Other Funds	\$ 42,570,000											
23		010	047	79480000		General Funds	\$ 32,700,000	\$ 32,700,000											
24	Total Revenue																		
25	\$ 180,000,000																		
26	010	047	79480000	102	500734	Social Service Contracts	\$ 160,000,000			\$ 32,700,000		\$ 80,000,000	\$ 47,300,000	\$ 32,700,000	50.00%	29.56%	20.44%		
27	Total Expense																		
28	\$ 160,000,000																		
29												\$ (7,700,000)							
34	BUREAU OF ELDERLY AND ADULT SERVICES																		
35	Nursing Services																		
36	010	048	61730000	000	404362	Federal Funds	\$ (5,000,000)												
37		010	048	61730000	007	402241	Other Funds	\$ -											
38		010	048	61730000		General Funds	\$ (5,000,000)	\$ (5,000,000)											
39	Total Revenue																		
40	\$ (10,000,000)																		
42	010	048	61730000	101	500729	Medical Payments to Providers	\$ (10,000,000)			\$ (5,000,000)		\$ (5,000,000)	\$ -	\$ (5,000,000)	50%	0%	50%		
43	Total Expense																		
44	\$ (10,000,000)																		
45	BUREAU OF BEHAVIORAL HEALTH																		
46	Community Mental Health Services																		
47	010	092	70100000	000	404664	Federal Funds	\$ (20,000,000)												
48		010	092	70100000		Other Funds	\$ -												
49		010	092	70100000		General Funds	\$ (20,000,000)	\$ (20,000,000)											
50	Total Revenue																		
51	\$ (40,000,000)																		
52	010	092	70100000	502	500891	Payments to Providers	\$ (40,000,000)			\$ (20,000,000)		\$ (20,000,000)	\$ -	\$ (20,000,000)	50%	0%	50%		
53	Total Expense																		
	\$ (40,000,000)																		



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

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

Division of Aeronautics, Rail and Transit  
September 10, 2014

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

**REQUESTED ACTION**

Pursuant to Chapter 144:95, Laws of 2013, authorize the Department of Transportation to transfer and expend funds in the amount of \$1,000 in a mixed funding account and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015. 75.42% General Funds and 24.58% Agency Income.

04-096-096-964010-2107	Current Budget SFY 2015	Requested Change SFY 2015	Revised Budget SFY 2015
<b>Aeronautics</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$309,371	\$0	\$309,371
011 500110 Personal Services – Unclassified	84,859	0	84,859
018 500106 Overtime	2,538	1,000	3,538
020 500200 Current Expense	18,832	(1,000)	17,832
022 500255 Rents, Leases Other than State	6,453	0	6,453
023 500291 Heat, Electricity & Water	3,200	0	3,200
024 500228 Maint Other than Build & Grnds	4,595	0	4,595
026 500251 Organizational Dues	60	0	60
029 500290 Intra-Agency Transfers	6,511	0	6,511
035 509035 Shared Services Support	2,409	0	2,409
039 500180 Telecommunications	5,800	0	5,800
050 500109 Personal Services Temporary	29,038	0	29,038
057 500534 Subscription –On Line	500	0	500
060 500601 Benefits	226,894	0	226,894
066 500543 Employee Training	1,000	0	1,000
070 500700 In State Travel	1,050	0	1,050
073 500581 Grants-Non Federal	358,000	0	358,000
080 500714 Out of State Travel	2,200	0	2,200
404 500880 Intra Indirect Costs	6,117	0	6,117
Total	\$1,069,427	\$0	\$1,069,427

04-096-096-964010-2107	Current Budget SFY 2015	Requested Change SFY 2015	Revised Budget SFY 2015
<b>Source of Funds</b>			
<b>Revenue:</b>			
009 407571 Agency Income	\$262,827	\$0	\$262,827
000 000010 General Funds	806,600	0	806,600
Total	\$1,069,427	\$0	\$1,069,427

### EXPLANATION

The Department requests authorization to transfer budgeted account funds among the various accounts in order to pay for services incurred in meeting the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

#### Aeronautics (2107) –75.42% General Funds, 24.58% Agency Income

Class 018 Increase Overtime by \$1,000 to cover personnel costs to respond to potential aircraft accidents through June 30, 2015. In accordance to RSA 422:7 Investigations, the Bureau responds and documents all aviation related incidents and accidents, including but not limited to aircraft incidents and accidents, airport infrastructure safety issues and state owned navigational aids outages. The overtime budget was significantly decreased when staff responded to a fatal incident on September 1, 2014. It is requested that \$1,000 be transferred to Class 018 to cover potential future overtime costs for FY 2015. There are sufficient Class 060 Benefit appropriations to accommodate this request.

Class 020 Decrease Current Expenses by \$1,000. The expenditures in this class will be managed to accommodate this transfer.

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

1. Does transfer involve continuing programs or one-time projects?  
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?  
Transfers are to maintain existing program levels (no increase in program level).
3. Cite any requirements, which make this program necessary.  
RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing, and maintaining a state transportation network. This transfer will facilitate the accomplishment of this responsibility.
4. Identify the source of funds on all accounts listed on this transfer.  
Source of funds is General Funds and Agency Income.

5. Will there be any effect on revenue if this transfer is approved or disapproved?

This transfer will have no effect on revenue.

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

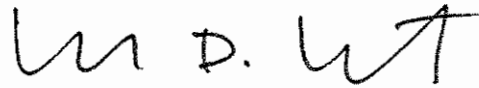
Should funds lapse as a result of not approving this request, such funds will lapse to their respective account fund balances.

7. Are personal services involved?

The transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "C. D. Clement, Sr.", written in a cursive style.

Christopher D. Clement, Sr.  
Commissioner

OL201 Date 09/04/14  
Time 03:33

Statement of Appropriations by Office

Fiscal Year 2015

Periods From 1 to 3 Page 5  
Period Beg 07/01/14 End 09/30/14

Company 0010 General Fund  
Agency 096 TRANSPORTATION DEPT OF  
Organization 2107 AERONAUTICS

BUR/DIV 5640 AERONAUT RAIL & TRANSIT FND 10  
Sub-Org 001 AERONAUTICS  
Acct Unit 21070000

Class	Appropriation	Est Revenue	Expenditures	Revenue	Encumbrances	Transfers	Lapsed	Bal Fwd	Available	Rate
009	AGENCY INCOME 0.00	358,000.00-	0.00	26,409.59	0.00	0.00	0.00	95,173.47	236,416.94-	0.00
010	PERSONAL SERVICES PERM CLAS 309,371.00	0.00	56,238.96-	0.00	0.00	0.00	0.00	0.00	253,132.02	.18
011	PERSONAL SERVICES UNCLASSIF 84,859.00	0.00	14,962.50-	0.00	0.00	0.00	0.00	0.00	69,896.50	.17
018	OVERTIME 2,538.00	0.00	985.60-	0.00	0.00	0.00	0.00	0.00	1,552.40	.38
020	CURRENT EXPENSES 16,220.00	0.00	744.74-	0.00	2,612.40-	0.00	0.00	2,612.40	15,475.26	.17
022	RENTS-LEASES OTHER THAN STA 5,400.00	0.00	876.00-	0.00	531.45-	0.00	0.00	1,053.00	5,045.55	.21
023	HEAT ELECTRICITY WATER 3,200.00	0.00	315.58-	0.00	0.00	0.00	0.00	0.00	2,884.42	.09
024	MAINT OTHER THAN BUILD-GRN 2,600.00	0.00	0.00	0.00	4,575.00-	0.00	0.00	1,995.00	20.00	.99
026	ORGANIZATIONAL DUES 60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00
029	INTRA-AGENCY TRANSFERS 6,511.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,511.00	0.00
035	SHARED SERVICES SUPPORT 2,409.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,409.00	0.00
039	TELECOMMUNICATIONS 5,800.00	0.00	736.40-	0.00	0.00	0.00	0.00	0.00	5,063.60	.12
050	PERSONAL SERVICE TEMP APPOI 29,036.00	0.00	4,635.42-	0.00	0.00	0.00	0.00	0.00	24,402.58	.15
057	BOOKS PERIODICALS SUBSCRIPT 500.00	0.00	118.52-	0.00	0.00	0.00	0.00	0.00	381.48	.23
060	BENEFITS 226,894.00	0.00	38,679.79-	0.00	0.00	0.00	0.00	0.00	188,214.21	.17
066	EMPLOYEE TRAINING 1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00

Q1201 Date 09/04/14  
Time 03:33

Statement of Appropriations by Office

Fiscal Year 2015

Periods From 1 to 3 Page 6  
Period Beg 07/01/14 End 09/30/14

Company 0010 General Fund  
Agency 096 TRANSPORTATION DEPT OF  
Organization 2107 AERONAUTICS  
SUR/DIV 9640 AERONAUT RAIL & TRANSIT FND 10  
Sub-Org 001 AERONAUTICS  
Acct Unit 21070000

Class	Appropriation	Est Revenue	Expenditures	Revenue	Encumbrances	Transfers	Lapsed	Bal Fwd	Available	Rate
070	IN STATE TRAVEL REIMBURSEME 1,050.00	0.00	54.84-	0.00	0.00	0.00	0.00	0.00	995.16	.05
073	GRANTS NON FEDERAL 358,000.00	0.00	309.96-	0.00	0.00	0.00	0.00	0.00	357,691.04	0.00
080	OUT OF STATE TRAVEL REIMB 2,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00	0.00
404	INFRA INDIRECT COSTS 6,117.00	0.00	1,020.00-	0.00	0.00	0.00	0.00	0.00	5,097.00	.16
***Sub-Org***	1,063,767.00	358,000.00-	119,677.33-	26,409.59	7,718.85-	0.00	0.00	100,833.07	705,614.28	
***Organization***	1,063,767.00	358,000.00-	119,677.33-	26,409.59	7,718.85-	0.00	0.00	100,833.07	705,614.28	



**THE STATE OF NEW HAMPSHIRE**  
DEPARTMENT OF TRANSPORTATION



**CHRISTOPHER D. CLEMENT, SR.**  
COMMISSIONER

**JEFF BRILLHART, P.E.**  
ASSISTANT COMMISSIONER

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

October 13, 2014  
Project Development Division

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

**REQUESTED ACTION**

Pursuant to Chapter 144:95, Laws of 2013, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$326,000 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015.

04-096-096-960515-5032	Current Budget FY2015	Requested Change	Revised Budget FY2015
<b>Oversize &amp; Overweight Permits</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$117,998	\$0	\$117,998
018 500106 Overtime	1,030	0	1,030
020 500200 Current Expense	1,133	0	1,133
037 500174 Technology – Hardware	2,166	0	2,166
038 500175 Technology - Software	21,030	0	21,030
039 500180 Telecommunications	0	1,000	1,000
046 500463 Consultants	20,600	(1,000)	19,600
049 500294 Transfer to Other State Agency	15,999	0	15,999
050 500109 Personal Services – Temp	52,023	0	52,023
060 500601 Benefits	99,758	0	99,758
Total	\$331,737	\$0	\$331,737
<b>Source of Funds</b>			
<b>Revenue:</b>			
009 407210 Agency Income	\$331,737	\$0	\$331,737
Total	\$331,737	\$0	\$331,737

04-096-096-960515-2928	Current Budget FY2015	Requested Change	Revised Budget FY2015
<b>Winter Maintenance</b>			
<b>Expenses:</b>			
017 500147 FT Employees Special Pay	\$547,680	\$0	\$547,680
018 500106 Overtime	3,418,809	0	3,418,809
019 500105 Holiday Pay	33,109	0	33,109
020 500200 Current Expense	10,598,836	0	10,598,836
022 500255 Rents-Leases Other than State	6,723,615	(80,000)	6,643,615

023 500291 Heat Electricity Water	717,128	0	717,128
024 500225 Maint Other than Build-Grnds	2,906	0	2,906
030 500301 Equipment New Replacement	105,532	80,000	185,532
039 500180 Telecommunications	92,700	0	92,700
047 500240 Own Forces Maint Build-Grnds	17,565	0	17,565
048 500226 Contractual Maint Build-Grnds	20,628	0	20,628
050 500109 Personal Services – Temp	150,000	0	150,000
060 500601 Benefits	800,921	0	800,921
070 500704 In-State Travel Reimbursement	129,614	0	129,614
103 500103 Contracts for Op Services	21,310	0	21,310
Total	\$23,380,353	\$0	\$23,380,353
<b>Source of Funds</b>			
<b>Revenue:</b>			
004-403631 Intra Agency Transfers	\$200,000	\$0	\$200,000
000-000015 Highway Funds	23,180,353	0	23,180,353
Total	\$23,380,353	\$0	\$23,380,353

<b>04-096-096-960515-3048</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Maintenance Critical Repair</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$5,150	(\$5,000)	\$150
020 500200 Current Expense	24,016	(20,000)	4,016
022 500255 Rents-Leases Other than State	20,600	(20,000)	600
024 500225 Maint Other than Build-Grnds	86,520	(86,000)	520
030 500311 Equipment New Replacement	36,293	0	36,293
037 500174 Technology-Hardware	5,150	(5,000)	150
038 500175 Technology-Software	1,030	(1,000)	30
039 500180 Telecommunications	1,030	(1,000)	30
046 500463 Consultants	57,034	0	57,034
047 500240 Own Forces Maint Build-Grnds	91,917	0	91,917
048 500226 Contractual Maint Build-Grnds	110,754	138,000	248,754
060 500601 Benefits	1,018	0	1,018
400 500870 Construction Repair Material	1,133	0	1,133
Total	\$441,645	\$0	\$441,645
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$441,645	\$0	\$441,645

<b>04-096-096-960515-2073</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Asset Maintenance &amp; Preservation</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$5,150	(\$5,000)	\$150
020 500200 Current Expense	20,619	(20,000)	619
022 500255 Rents-Leases Other than State	20,600	(20,000)	600
046 500463 Consultants	26,050	0	26,050
047 500240 Own Forces Maint Bldgs & Grnds	186,141	(22,000)	164,141
048 500226 Contractual Maint Bldgs & Grnds	103,731	82,000	185,731
050 500109 Personal Service Temp	15,000	(15,000)	0
060 500601 Benefits	2,166	0	2,166
400 500870 Construction Repair Material	1,030	0	1,030
Total	\$380,487	\$0	\$380,487



<b>Source of Funds</b>			
<b>Revenue:</b>			
000 000015 Highway Fund	\$380,487	\$0	\$380,487

04-096-096-962015-3025	Current Budget FY2015	Requested Change	Revised Budget FY2015
<b>Highway Design Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$6,980,599	\$0	\$6,980,599
018 500106 Overtime	250,000	0	250,000
020 500200 Current Expense	41,764	0	41,764
022 500255 Rents-Leases other than State	12,360	0	12,360
024 500225 Maint Other than Build-Grnds	10,000	0	10,000
026 500251 Organizational Dues	2,000	0	2,000
030 500301 Equipment New Replacement	62,760	(25,000)	37,760
037 500174 Technology - Hardware	0	25,000	25,000
038 500175 Technology - Software	10,000	0	10,000
039 500180 Telecommunications	20,000	0	20,000
050 500109 Personal Services - Temp	35,279	0	35,279
060 500601 Benefits	3,712,301	0	3,712,301
066 500543 Employee Training	30,400	0	30,400
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	7,800	0	7,800
102 500734 Contracts for Program Service	4,000	0	4,000
405 500881 Lilac Program	73,795	0	73,795
Total	\$11,253,558	\$0	\$11,253,558
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$9,194,488	\$0	\$9,194,488
009-405698 Agency Income	1,081,179	0	1,081,179
009-405699 Agency Income	18,821	0	18,821
000-000015 Highway Funds	959,070	0	959,070
Total	\$11,253,558	\$0	\$11,253,558

### EXPLANATION

The Department requests authorization to transfer budgeted account funds among the various accounts in order to pay for services incurred in meeting the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

#### Oversize & Overweight Permits (5032) – 100% Agency Income

Class 039 Increase Telecommunications by \$1,000 as actual expense is greater than estimated budget as a result of a new phone system.

Class 046 Decrease Consultants by \$1,000. The expenditures in this class will be managed to accommodate this transfer.

#### Winter Maintenance (2928) 99.14% Highway Funds; and 0.86% Intra-Agency Transfers

Class 022 Decrease Rents-Leases Other than State by \$80,000. The expenditures in this class will be managed to accommodate this transfer.

Class 030 Increase Equipment New Replacement by \$80,000 to purchase Calcium Chlorine tanks for winter maintenance. The Department has determined that the purchase of additional tanks will improve operation efficiencies and meet environmental impact requirements.

**Maintenance Critical Repair (3048) - 100% Highway Funds**

Class 018 Decrease Overtime by \$5,000  
Class 020 Decrease Current Expense by 20,000  
Class 022 Decrease Rents-Leases Other than State by \$20,000  
Class 024 Decrease Maintenance Other than Building and Grounds by \$86,000  
Class 037 Decrease Technology-Hardware by \$5,000  
Class 038 Decrease Technology-Software by \$1,000  
Class 039 Decrease Telecommunications by \$1,000  
Class 048 Increase Contractual Maintenance Building-Grounds by \$138,000

The above request is necessitated as a result of critical repairs and priorities changing as things deteriorate or break during the fiscal year. Projects this fiscal year include: well replacement, garage door replacement and repair, electrical work, chimney repair, insulation installation and other unforeseen needs.

**Asset Maintenance & Preservation (2073) – 100% Highway Funds**

Class 018 Decrease Overtime by \$5,000  
Class 020 Decrease Current Expense by \$20,000  
Class 022 Decrease Rents-Leases Other than State by \$20,000  
Class 047 Decrease Own Forces Maintenance Building-Grounds by \$22,000  
Class 048 Increase Contractual Maintenance Building-Grounds by \$82,000  
Class 050 Decrease Personal Services - Temporary by \$15,000

The above request is necessitated as a result of unforeseen conditions during the fiscal year. This request primarily relates to the removal of mold discovered in the Manchester patrol shed. The requested transfers are to realign the appropriations based on project needs as determined by Division of Operation's management.

**Highway Design Bureau (3025) 81.70% Federal Funds, 9.77% Agency income, 8.53% Highway Funds**

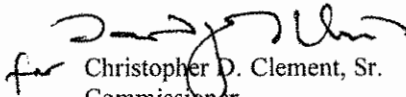
Class 030 Decrease Equipment New/Replacement by \$25,000 to align appropriation to correct class to purchase necessary computer hardware.  
Class 037 Increase Technology - Hardware by \$25,000 to align appropriation to correct class to purchase necessary computer hardware.

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

1. Does transfer involve continuing programs or one-time projects?  
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?  
Transfers are to maintain existing program levels (no increase in program level).
3. Cite any requirements, which make this program necessary.  
RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing, and maintaining a state transportation network. This transfer will facilitate the accomplishment of this responsibility.
4. Identify the source of funds on all accounts listed on this transfer.  
Source of funds is Federal Funds, Private Local Funds, Intra Agency Transfer, Highway Funds and Agency Income.
5. Will there be any effect on revenue if this transfer is approved or disapproved?  
This transfer will have no effect on revenue.
6. Are funds expected to lapse if this transfer is not approved?  
Should funds lapse as a result of not approving this request for project funding, such funds will lapse to their respective account fund balances.
7. Are personal services involved?  
The transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,

  
for Christopher D. Clement, Sr.  
Commissioner



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

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

Bureau of Turnpikes  
 October 6, 2014

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

**REQUESTED ACTION**

Pursuant to Chapter 144:95 Laws of 2013, authorize the Department of Transportation to transfer \$66,000 within Turnpike Fund accounting units and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015, as follows:

04-096-096-961017-70220000	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Turnpikes Administration - Support</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$1,737,471	\$0	\$1,737,471
017 500147 FT Employees Special Pay	4,200	0	4,200
018 500106 Overtime	120,000	0	120,000
019 500105 Holiday Pay	2,500	0	2,500
020 500200 Current Expense	116,447	0	116,447
022 500255 Rents-Leases Other than State	6,300	0	6,300
023 500291 Heat, Electricity, Water	9,654	0	9,654
024 500225 Maint Other than Bldg-Grnds	25,540	0	25,540
026 500251 Membership Fees	50,000	0	50,000
029 500290 Intra Agency Transfers	3,048,424	0	3,048,424
030 500311 Equipment	38,872	0	38,872
035 500000 Shared Services Support	46,301	0	46,301
037 500171 Technology Hardware	17,600	0	17,600
038 500175 Technology Software	90,000	0	90,000
039 500188 Telecommunications	86,368	0	86,368
040 500800 Indirect Costs	250,000	0	250,000
046 500463 Eng Consultants Non-Benefits	512,486	0	512,486
047 500240 Own Forces Maint - Bldg	9,566	0	9,566
048 500226 Contract Maint Bldgs & Grnds	30,237	0	30,237
049 500294 Transfers To Agencies	130,000	40,000	170,000
050 500109 Personal Services - Temporary	80,748	0	80,748
060 500601 Benefits	1,161,341	0	1,161,341
066 500543 Continuing Prof Education	10,000	0	10,000
069 500567 Promotional and Marketing Exp	5,000	0	5,000

070 500704 In-State Travel	800	0	800
080 500710 Out of State Travel	12,000	0	12,000
103 500741 Contracts for Operational Svc	10,834	0	10,834
255 500949 Cost of Issuing Bonds	750,000	0	750,000
403 500878 Audit	110,000	0	110,000
404 500880 Intra-Indirect Costs	2,761,576	0	2,761,576
Total	\$11,234,265	\$40,000	\$11,274,265
<b>Source of Funds</b>			
<b>Revenue:</b>			
000017 Turnpike Fund	\$11,234,265	\$40,000	\$11,274,265

04-096-096-961017-70260000	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Central NH Tpk Operations</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$2,291,807	\$0	\$2,291,807
018 500106 Overtime	4,650	0	4,650
019 500105 Holiday Pay	46,500	0	46,500
020 500200 Current Expense	46,206	(13,000)	33,206
023 500291 Heat, Electricity, Water	483,088	0	483,088
024 500225 Maint Other than Bldg-Grnds	4,815	0	4,815
030 500311 Equipment	5,150	0	5,150
037 500171 Technology Hardware	12,000	0	12,000
039 500188 Telecommunications	15,440	13,000	28,440
047 500240 Own Forces Maint	5,116	0	5,116
048 500226 Contract Maint Bldgs & Grnds	35,453	0	35,453
050 500109 Personal Services – Temp	1,056,399	0	1,056,399
060 500601 Benefits	1,582,939	0	1,582,939
070 500704 In-State Travel	3,100	0	3,100
103 500741 Contracts for Operational Svc	18,412	0	18,412
Total	\$5,611,075	\$0	\$5,611,075
<b>Source of Funds</b>			
<b>Revenue:</b>			
000017 Turnpike Fund	\$5,611,075	\$0	\$5,611,075

04-096-096-961017-70310000	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>East NH Blue Star Tpk Operations</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$1,227,523	\$0	\$1,227,523
018 500106 Overtime	2,050	0	2,050
019 500105 Holiday Pay	40,000	0	40,000
020 500200 Current Expense	31,427	0	31,427
023 500291 Heat, Electricity, Water	303,854	0	303,854
024 500225 Maint Other than Bldg-Grnds	1,550	0	1,550
030 500311 Equipment	5,150	0	5,150

037 500171 Technology Hardware	6,000	0	6,000
039 500188 Telecommunications	16,180	0	16,180
047 500240 Own Forces Maint	5,206	0	5,206
048 500226 Contract Maint Bldgs & Grnds	143,201	0	143,201
050 500109 Personal Services – Temp	869,997	(51,000)	818,997
060 500601 Benefits	742,857	0	742,857
070 500704 In-State Travel	2,100	0	2,100
103 500741 Contracts for Operational Svc	10,372	0	10,372
Total	\$3,407,467	\$(51,000)	\$3,356,467
<b>Source of Funds</b>			
<b>Revenue:</b>			
000017 Turnpike Fund	\$3,407,467	\$(51,000)	\$3,356,467

04-096-096-961017-70360000	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>East NH Spaulding Tpk Operations</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$848,154	\$0	\$848,154
018 500106 Overtime	2,050	2,000	4,050
019 500105 Holiday Pay	23,000	0	23,000
020 500200 Current Expense	24,718	0	24,718
023 500291 Heat, Electricity, Water	109,587	0	109,587
024 500225 Maint Other than Bldg-Grnds	1,600	0	1,600
030 500311 Equipment	5,150	0	5,150
037 500171 Technology Hardware	6,000	0	6,000
039 500188 Telecommunications	6,237	0	6,237
047 500240 Own Forces Maint	4,078	0	4,078
048 500226 Contract Maint Bldgs & Grnds	17,421	0	17,421
050 500109 Personal Services – Temp	406,663	0	406,663
060 500601 Benefits	659,989	0	659,989
070 500704 In-State Travel	3,400	0	3,400
103 500741 Contracts for Operational Svc	10,372	0	10,372
Total	\$2,128,419	\$2,000	\$2,130,419
<b>Source of Funds</b>			
<b>Revenue:</b>			
000017 Turnpike Fund	\$2,128,419	\$2,000	\$2,130,419

04-096-096-961017-70370000	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>East NH Tpk Spaulding Maintenance</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$403,181	\$0	\$403,181
017 500147 FT Employees Special Pay	12,600	0	12,600
018 500106 Overtime	144,000	0	144,000

019 500105 Holiday Pay	7,600	0	7,600
020 500200 Current Expense	388,613	(2,000)	386,613
022 500255 Rents-Leases Other than State	115,900	0	115,900
023 500291 Heat, Electricity, Water	80,901	0	80,901
024 500225 Maint Other than Bldg-Grnds	5,353	0	5,353
030 500311 Equipment	1,579,021	0	1,579,021
037 500168 Technology Hardware	2,185	0	2,185
039 500188 Telecommunications	1,418	2,000	3,418
047 500240 Own Forces Maint	2,161	0	2,161
048 500226 Contract Maint Bldgs & Grnds	84,127	0	84,127
050 500109 Personal Services – Temp	31,726	0	31,726
060 500601 Benefits	261,987	0	261,987
068 500563 Remuneration	3,000	0	3,000
070 500704 In-State Travel	2,100	0	2,100
103 500741 Contracts for Operational Svc	65,959	0	65,959
400 500871 Construction Repair Material	42,375	0	42,375
Total	\$3,234,207	\$0	\$3,234,207
<b>Source of Funds</b>			
<b>Revenue:</b>			
000017 Turnpike Fund	\$3,234,207	\$0	\$3,234,207

04-096-096-961017-70500000	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Turnpikes Toll Collection</b>			
<b>Expenses:</b>			
020 500205 Current Expense	2,276,143	0	2,276,143
022 500255 Rents-Leases Other than State	1,500	0	1,500
023 500291 Heat, Electricity, Water	2,575	9,000	11,575
024 500225 Maint Other than Bldg-Grnds	3,172,561	0	3,172,561
026 500251 Membership Fees	70,000	0	70,000
080 500710 Out of State Travel	9,000	0	9,000
102 500731 Contracts for Program Svc	9,176,430	0	9,176,430
103 500741 Contracts for Operational Svc	8,698	0	8,698
Total	\$14,716,907	\$9,000	\$14,725,907
<b>Source of Funds</b>			
<b>Revenue:</b>			
000017 Turnpike Fund	\$14,716,907	\$9,000	\$14,725,907

## EXPLANATION

The Department requests authorizations to transfer funds among the various accounts in order to pay for services incurred in meeting the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

### NH Turnpike Administration - Support (7022) – 100% Turnpike Funds

Class 049 Increase Transfers to Other State Agencies by \$40,000. This transfer will allow for payment of higher than expected State Police Safety Details. The FY 2015 budget was based on FY 2012 authorized budget but did not consider transfers made in FY 2012 needed to fund the safety police details (traffic control and lane closures). Additionally, in FY 2014, Turnpike funding for the NH Motor Speedway Races safety details increased over prior years.

### NH Turnpike Central Operations (70260000) – 100% Turnpike Funds

Class 020 Decrease Current Expense by \$13,000. This transfer will fund higher than expected telecommunication expenses. In prior fiscal years, these expenses were paid out of Class 20. This transfer will align expenditures to the proper class line per accounting policy.

Class 039 Increase Telecommunications by \$13,000. This transfer will allow payment of higher than expected telecommunication expenses and will align expenditures to the proper class line per accounting policy. A more robust toll collection system has led to an increase in expenditures related to data transferred from the plazas to Department headquarters and to the E-ZPass back office in New Jersey.

### East NH Turnpike Blue Star Operations (70310000) – 100% Turnpike Funds

Class 050 Decrease Personal Services - Temporary by \$51,000. This account will have a surplus due to Lean Staffing and Open Road Tolling that has diminished the need for part-time personal services.

### East NH Turnpike Spaulding Operations (7036) – 100% Turnpike Funds

Class 018 Increase Overtime by \$2,000. It has been difficult to fill temporary part-time positions on the Spaulding Turnpike. More permanent employees have been working overtime to cover shifts.

### East NH Turnpike Spaulding Maintenance (7037) – 100% Turnpike Funds

Class 020 Decrease Current Expense by \$2,000. This transfer will fund higher than expected telecommunication expenses. In prior fiscal years, these expenses were paid out of Class 20. This transfer will align expenditures to the proper class line per accounting policy.

Class 039 Increase Telecommunications by \$2,000. This transfer will allow payment of higher than expected telecommunication expenses and will align expenditures to the proper class line per accounting policy. The budget analysis performed for this biennium did not correctly estimate both data and voice telecommunications.

### Turnpike Toll Collection (70500000) – 100% Turnpike Funds

Class 023 Increase Heat, Electricity and Water by \$9,000. This transfer will allow payment of higher than expected electricity expenses at the EZPass Walk-in Centers. The budget analysis performed for this biennium did not correctly estimate electricity costs at the Nashua facility.

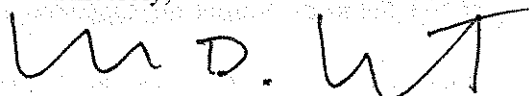


The following is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

1. Does transfer involve continuing programs or one-time projects?  
Transfers are for continuing programs.
2. Is this transfer required to maintain existing program level or will it increase program level?  
Transfers are to maintain existing program levels (no increase in program level).
3. Cite any requirements, which make this program necessary.  
RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing and maintaining a State transportation network. This transfer will facilitate the accomplishment of this responsibility.
4. Identify the source of funds on all accounts listed on this transfer.  
Source of funds: Turnpike Funds.
5. Will there be any effect on revenue if this transfer is approved or disapproved?  
This transfer will have no effect on revenue.
6. Are funds expected to lapse if this transfer is not approved?  
Funds would lapse back to the Turnpike Fund.
7. Are personal services involved?  
No personal services are involved.

Your approval of this resolution is respectfully requested.

Sincerely,



Christopher D. Clement, Sr.  
Commissioner

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established		Comments
Note: This summary does not include additional federal American Recovery and Reinvestment Act (ARRA) revenues.								Full-Time	Part-Time	
<b>FISCAL YEAR 2014</b>										
13-165	July'13	Adjutant General's Department	RSA 14:30-a, VI	-	585,000	-	585,000			
		<b>Adjutant General's Department Total</b>		-	585,000	-	585,000	-	-	
13-163	July'13	Agriculture, Markets and Food, Department of	RSA 14:30-a, VI	-	156,342	-	156,342			
13-269	Jan'14	Agriculture, Markets and Food, Department of	RSA 14:30-a, VI	-	224,025	-	224,025			
		<b>Agriculture, Markets and Food, Department of Total</b>		-	380,367	-	380,367	-	-	
14-015	Feb'14	Board of Pharmacy	RSA 14:30-a, VI	-	-	368,871	368,871	1		Establishes a temporary full-time position in class 59
		<b>Board of Pharmacy Total</b>		-	-	368,871	368,871	1	-	
14-028	March'13	Cultural Resources, Department of	RSA 14:30-a, VI	-	-	114,625	114,625			Provides approval for establishing consultant positions
14-029	March'13	Cultural Resources, Department of	RSA 14:30-a, VI	-	697,919	-	697,919		3	Establishes 3 temporary part-time positions in class 50
		<b>Cultural Resources, Department of Total</b>		-	697,919	114,625	812,544	-	3	
14-026	March'13	Education, Department of	RSA 14:30-a, VI	-	4,222,476	-	4,222,476	3	1	Establishes 3 temporary full time positions in class 59 and 1 temporary part-time position in class 50
14-026	Apr'13	Education, Department of	RSA 14:30-a, VI	-	-	150,000	150,000			
		<b>Education, Department of Total</b>		-	4,222,476	150,000	4,372,476	3	1	
13-192	July'13	Energy and Planning	RSA 14:30-a, VI	-	-	200,000	200,000			
13-223	Oct'13	Energy and Planning	RSA 14:30-a, VI	-	-	200,000	200,000			
13-286	Jan'14	Energy and Planning	RSA 14:30-a, VI	-	-	99,501	99,501			
		<b>Energy and Planning Total</b>		-	-	499,501	499,501	-	-	
13-239	Nov'13	Environmental Services, Department of	RSA 14:30-a, VI	-	182,262	-	182,262			
13-245	Nov'13	Environmental Services, Department of	RSA 14:30-a, VI	-	-	1,250,000	1,250,000			
13-246	Nov'13	Environmental Services, Department of	RSA 14:30-a, VI	-	-	22,316,661	22,316,661	5		Funds are from account held by Justice. See FIS 13-257 for Justice portion of this transaction. FIS 14-126 transferred \$80,900 between several class lines, no increase in funds.
14-087	June'14	Environmental Services, Department of	RSA 14:30-a, VI	-	-	10,000,000	10,000,000			
		<b>Environmental Services, Department of Total</b>		-	182,262	33,566,661	33,748,923	5	-	
14-022	March'13	DHHS - Division of Children, Youth and Families	RSA 14:30-a, VI	-	422,249	-	422,249			
		<b>DHHS - Division of Children, Youth and Families Total</b>		-	422,249	-	422,249	-	-	
14-102	June'14	DHHS - Division of Child Support Services	RSA 14:30-a, VI	-	1,100,000	-	1,100,000			
		<b>DHHS - Division of Child Support Services Total</b>		-	1,100,000	-	1,100,000	-	-	
13-295	Jan'14	DHHS - Division of Client Services	RSA 14:30-a, VI	-	9,544,393	-	9,544,393			

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
		<b>DHHS - Division of Client Services Total</b>		-	9,544,393	-	9,544,393	-	-
13-224	Oct'13	DHHS - Division of Community Based Care	RSA 14:30-a, VI	-	353,203	-	353,203		
13-256	Nov'13	DHHS - Division of Community Based Care	RSA 14:30-a, VI	-	414,964	-	414,964		
13-290	Jan'14	DHHS - Division of Community Based Care	RSA 14:30-a, VI	-	198,000	-	198,000		
14-088	June'14	DHHS - Division of Community Based Care	RSA 14:30-a, VI	-	5,005,000	5,000,000	10,005,000		
		<b>DHHS - Division of Community Based Care Total</b>		-	5,971,167	5,000,000	10,971,167	-	-
13-232	Oct'13	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	168,941	-	168,941		
13-233	Oct'13	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	219,533	-	219,533		
14-019	Feb'14	DHHS - Division of Public Health Services	RSA 14:30-a, VI	-	313,717	-	313,717		Provides approval for establishing consultant positions
		<b>DHHS - Division of Public Health Services Total</b>		-	702,191	-	702,191	-	-
13-296	Jan'14	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	-	36,211	36,211		
13-297	Jan'14	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	-	22,046	22,046		
13-298	Jan'14	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	421,538	259,945	681,483		
14-013	Feb'14	DHHS - Office of the Commissioner	RSA 14:30-a, VI	-	70,952	-	70,952		
14-110	June'14	DHHS - Office of the Commissioner	Ch 3:7, II, Laws of 2014	-	(121,658)	(24,124)	(145,782)		
14-111	June'14	DHHS - Office of the Commissioner	Ch 3:7, II, Laws of 2014	-	(582,416)	(228,463)	(810,879)		
14-112	June'14	DHHS - Office of the Commissioner	Ch 3:7, II, Laws of 2014	-	(420,716)	5,727,990	5,307,274		
		<b>DHHS - Office of the Commissioner Total</b>		-	(632,300)	5,793,605	5,161,305	-	-
13-294	Jan'14	DHHS - Office of Human Services	RSA 14:30-a, VI	-	722,837	-	722,837		
		<b>DHHS - Office of Human Services Total</b>		-	722,837	-	722,837	-	-
13-247	Nov'13	Insurance, Department of	RSA 14:30-a, VI	-	2,318,181	-	2,318,181		Provides approval for establishing consultant positions
		<b>Insurance, Department of Total</b>		-	2,318,181	-	2,318,181	-	-
13-291	Jan'14	Information Technology, Department of	RSA 14:30-a, VI	-	254,995	-	254,995		Provides approval for establishing consultant positions
14-080	June'14	Information Technology, Department of	RSA 14:30-a, VI	-	-	700,000	700,000		
		<b>Information Technology, Department of Total</b>		-	254,995	700,000	954,995	-	-
13-186	July'13	Justice, Department of	RSA 14:30-a, VI	-	91,014	-	91,014		
14-035	March'13	Justice, Department of	RSA 14:30-a, VI	-	-	300,000	300,000		
14-057	Apr'13	Justice, Department of	RSA 14:30-a, VI	-	119,820	-	119,820	1	Establishes an attorney position
		<b>Justice, Department of Total</b>		-	210,834	300,000	510,834	1	-
14-009	Feb'14	Police Standards and Training Council	RSA 14:30-a, VI	-	323,284	-	323,284		
		<b>Police Standards and Training Council Total</b>		-	323,284	-	323,284	-	-
14-056	Apr'13	Public Utilities Commission	RSA 14:30-a, VI	-	-	7,500,000	7,500,000		
		<b>Public Utilities Commission Total</b>		-	-	7,500,000	7,500,000	-	-
13-167	July'13	Resources & Economic Development	RSA 14:30-a, VI	-	84,772	-	84,772		
13-170	Sept'13	Resources & Economic Development	RSA 14:30-a, VI	-	3,009,272	-	3,009,272		
13-200	Sept'13	Resources & Economic Development	RSA 14:30-a, VI	-	205,800	-	205,800		
13-254	Nov'13	Resources & Economic Development	RSA 14:30-a, VI	-	-	9,100,000	9,100,000		DES accepted federal grant and assigned it directly to entity acquiring the conservation easement.

ADDITIONAL REVENUES - BIENNIUM ENDING JUNE 30, 2015  
Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
14-081	June'14	Resources & Economic Development	RSA 14:30-a, VI	-	-	2,563,000	2,563,000		DES accepted federal grant and assigned it directly to entity acquiring the conservation easement.
<b>Resources &amp; Economic Development Total</b>				-	3,299,844	11,663,000	14,962,844	-	-
13-177	Sept'13	Safety, Department of	RSA 14:30-a, VI	-	9,543,746	-	9,543,746		
13-178	Sept'13	Safety, Department of	RSA 14:30-a, VI	-	3,271,590	-	3,271,590		
13-179	Sept'13	Safety, Department of	RSA 14:30-a, VI	-	532,223	-	532,223		
13-180	Sept'13	Safety, Department of	RSA 14:30-a, VI	-	811,162	-	811,162		
13-181	Sept'13	Safety, Department of	RSA 14:30-a, VI	-	5,636,571	-	5,636,571		
13-188	Sept'13	Safety, Department of	RSA 14:30-a, VI	-	982,455	-	982,455		
13-189	Sept'13	Safety, Department of	RSA 14:30-a, VI	-	284,000	-	284,000		
13-217	Oct'13	Safety, Department of	RSA 14:30-a, VI	-	7,500,000	-	7,500,000		
13-225	Oct'13	Safety, Department of	RSA 14:30-a, VI	-	360,599	-	360,599		Provides approval for establishing consultant positions
13-236	Oct'13	Safety, Department of	RSA 14:30-a, VI	-	202,241	-	202,241		
13-280	Jan'14	Safety, Department of	RSA 14:30-a, VI	-	879,887	-	879,887		Provides approval for establishing consultant positions
13-287	Jan'14	Safety, Department of	RSA 14:30-a, VI	-	706,724	-	706,724		
14-001	Feb'14	Safety, Department of	RSA 14:30-a, VI	-	-	149,081	149,081		Provides approval for establishing consultant positions
14-034	March'13	Safety, Department of	RSA 14:30-a, VI	-	-	955,095	955,095		Provides approval for establishing consultant positions; FIS 14-152 changes end date to 6/30/15
14-089	June'14	Safety, Department of	RSA 14:30-a, VI	-	-	149,080	149,080		Provides approval for establishing consultant positions
<b>Safety, Department of Total</b>				-	30,711,198	1,253,256	31,964,454	-	-
13-194	Sept'13	Transportation, Department of	RSA 14:30-a, VI	-	-	887,233	887,233		
14-036	March'13	Transportation, Department of	RSA 14:30-a, VI	-	-	624,755	624,755		Provides approval for establishing consultant positions
14-045	Apr'13	Transportation, Department of	RSA 14:30-a, VI	-	-	110,000	110,000		
14-103	June'14	Transportation, Department of	RSA 14:30-a, VI	-	2,950,000	-	2,950,000		
14-104	June'14	Transportation, Department of	RSA 14:30-a, VI	-	-	5,200,000	5,200,000		
14-105	June'14	Transportation, Department of	RSA 14:30-a, VI	-	-	6,030,440	6,030,440		
<b>Transportation, Department of Total</b>				-	2,950,000	12,852,428	15,802,428	-	-

ADDITIONAL REVENUES - BIENNIUM ENDING JUNE 30, 2015  
Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA Reference	General	Federal	Other	Total	Positions Established	Comments
		<b>FY 2014 Total</b>		-	63,966,897	79,761,947	143,728,844	10	4
<b>FISCAL YEAR 2015</b>									
14-119	July'14	Administrative Services, Department of	RSA 14:30-a, VI	-	-	105,670	105,670		
		<b>Administrative Services, Department of Total</b>		-	-	105,670	105,670	-	-
14-142	Sept'14	Environmental Services, Department of	RSA 14:30-a, VI	-	270,270	-	270,270		
		<b>Environmental Services, Department of Total</b>		-	270,270	-	270,270	-	-
14-157	Sept'14	Fish and Game Department	RSA 14:30-a, VI	-	910,000	-	910,000		
		<b>Fish and Game Department Total</b>		-	910,000	-	910,000	-	-
14-148	Sept'14	DHHS - Division of Community Based Care	RSA 14:30-a, VI	-	239,619	-	239,619		
		<b>DHHS - Division of Community Based Care Total</b>		-	239,619	-	239,619	-	-
14-144	Sept'14	Resources & Economic Development	RSA 14:30-a, VI	-	159,725	-	159,725		
		<b>Resources &amp; Economic Development Total</b>		-	159,725	-	159,725	-	-
14-149	Sept'14	Transportation, Department of	RSA 14:30-a, VI	-	675,000	-	675,000		
14-150	Sept'14	Transportation, Department of	RSA 14:30-a, VI	-	-	500,000	500,000		
		<b>Transportation, Department of Total</b>		-	675,000	500,000	1,175,000	-	-
		<b>FY 2015 Total</b>		-	2,254,614	605,670	2,860,284	-	-

LBAO  
10/27/14

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
<b>FISCAL YEAR 2009</b>												
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		-	-	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	-
		<b>Education, Department of Total</b>			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 end 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 end dates from 6/30/10 to 9/30/10	14	9	9/30/2010	1,617
		<b>Employment Security, Office of Total</b>			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
		<b>Environmental Services, Department of Total</b>			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
		<b>DHHS-Division for Children, Youth &amp; Families Total</b>			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
		<b>DHHS-Division of Community-Based Care Total</b>			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 09/26/14

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
		<b>DHHS-Medicaid and Business Policy Total</b>		<b>20,487,604</b>	<b>-</b>	<b>20,487,604</b>		<b>-</b>	<b>-</b>		<b>20,469</b>
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
		<b>Labor, Department of Total</b>		<b>5,091,855</b>	<b>-</b>	<b>5,091,855</b>		<b>-</b>	<b>-</b>		<b>5,091</b>
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		-	-		-
		<b>Office of Economic Stimulus Total</b>		<b>34,066,514</b>	<b>-</b>	<b>34,066,514</b>		<b>5</b>	<b>-</b>		<b>15,700</b>
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 41,865 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)
		<b>Office of Energy &amp; Planning Total</b>		<b>5,243,725</b>	<b>-</b>	<b>5,243,725</b>		<b>2</b>	<b>-</b>		<b>2,006</b>
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		-	-		-
		<b>Transportation, Department of Total</b>		<b>141,340,556</b>	<b>-</b>	<b>141,340,556</b>		<b>-</b>	<b>-</b>		<b>135,744</b>
		<b>FY 2009 Total</b>		<b>\$ 311,025,528</b>	<b>\$ 224,945</b>	<b>\$ 311,250,473</b>		<b>28</b>	<b>16</b>		<b>\$ 281,578</b>
<b>FISCAL YEAR 2010</b>											
09-229	Jun'09	Adjutant General	RSA 14:30-a, VI	5,081,000	-	5,081,000		-	-		5,076
		<b>Adjutant General Total</b>		<b>5,081,000</b>	<b>-</b>	<b>5,081,000</b>		<b>-</b>	<b>-</b>		<b>5,076</b>
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 09/26/14

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	6/30/2011	-
		<b>Administrative Services, Department of Total</b>		136,171	220,651	356,822					68
09-223	Jun'09	Cultural Resources, Department of	RSA 14:30-a, VI	255,108	-	255,108		-	-		255
		<b>Cultural Resources, Department of Total</b>		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 12-296 moves \$361	1	1	12/31/2011, FIS 12-068 changed end date to 6/30/12	1,724
		<b>Education, Department of Total</b>		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
		<b>Employment Security, Office of Total</b>		217,500	-	217,500					218
09-245	Jul'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 09/26/14

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	Sept'09	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	Sept'09	Environmental Services, Department of	RSA 14:30-a, VI		2,523,000	-	2,523,000		-	-		-
10-111	April'10	Environmental Services, Department of	RSA 14:30-a, VI		-	400,000	400,000	funds received from Office of Energy & Planning	-	-		-
10-114	April'10	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
		<b>Environmental Services, Department of Total</b>			<b>4,950,394</b>	<b>400,000</b>	<b>5,350,394</b>					<b>841</b>
10-164	May'10	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.	-	-		-
		<b>DHHS-Division of Behavioral Health Total</b>			<b>120,696</b>	<b>-</b>	<b>120,696</b>					<b>-</b>
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	April'10	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	-	-		-
		<b>DHHS-Division for Children, Youth &amp; Families Total</b>			<b>3,734,786</b>	<b>-</b>	<b>3,734,786</b>					<b>1,623</b>
09-241	Jul'09	DHHS-Division of Community-Based Care	Ch 144:39,II, L'09		2,306,161	-	2,306,161		-	-		2,306
09-251	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	-	-		-
09-255	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 09/26/14

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.	-	-		-

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
		<b>DHHS-Division of Community-Based Care Total</b>			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
		<b>DHHS-Division of Family Assistance Total</b>			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	April'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.				-
		<b>DHHS-Medicaid Business and Policy Total</b>			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
		<b>DHHS-Office of Improvement, Integrity, &amp; Info. Total</b>			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	April'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
		<b>DHHS-Division of Public Health Services Total</b>			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				-
		<b>Information Technology, Department of Total</b>			-	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	-
		<b>Justice, Department of Total</b>			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 09/26/14

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
		<b>Labor, Department of Total</b>			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
09-353	Oct'09	Office of Economic Stimulus	RSA 14:30-a, VI		(8,855,523)	-	(8,855,523)	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.	-	-		9,510
10-062	Feb'10	Office of Economic Stimulus	RSA 14:30-a, VI		(68,890)	-	(68,890)		2	-	9/30/2011	
		<b>Office of Economic Stimulus Total</b>			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
09-345	Oct'09	Office of Energy & Planning	RSA 14:30-a, VI		9,238,636	-	9,238,636	FIS 11-308 transfers \$4,865 between class lines	-	-		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	FIS 14-048 transfers \$34,204 between class lines, FIS 14-156 transfers majority of remaining funds into contract line to best use the remaining funds.	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
		<b>Office of Energy &amp; Planning Total</b>			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
10-112	April'10	Public Utilities Commission	RSA 14:30-a, VI		-	280,000	280,000	funds received from Office of Energy & Planning, FIS 12-057 transfers funds between class lines	-	-		280
10-144	May'10	Public Utilities Commission	RSA 14:30-a, VI		-	30,000	30,000	funds received from Office of Energy & Planning	-	-		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)		-	-		(77)
		<b>Public Utilities Commission Total</b>			110,859	310,000	420,859					428

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
09-318	Sept'09	Resources & Economic Development	RSA 14:30-a, VI		-	250,000	250,000	funds received from the Office of Economic Stimulus; FIS 12-123 reallocates \$26,000 for best utilization of funds	1	-	6/30/2012	-
09-354	Oct'09	Resources & Economic Development	RSA 14:30-a, VI		-	70,874	70,874	funds received from the Office of Economic Stimulus	1	-	9/30/2010	-
		<b>Resources &amp; Economic Development Total</b>			-	320,874	320,874					-
09-290	Aug'09	Safety, Department of	RSA 14:30-a, VI		-	69,755	69,755	funds received from the Department of Justice; FIS 12-167 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	-
		<b>Safety, Department of Total</b>			-	401,150	401,150					-
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		-	-		-
		<b>Transportation, Department of Total</b>			1,614,503	-	1,614,503					-
10-010	Jan'10	Treasury Department	RSA 14:30-a, VI		400,000	-	400,000		-	-		-
		<b>Treasury Department Total</b>			400,000	-	400,000					-
		<b>FY 2010 Total</b>			<b>\$ 263,601,262</b>	<b>\$ 2,857,433</b>	<b>\$ 266,458,695</b>		<b>22</b>	<b>4</b>		<b>\$ 200,246</b>
<b>FISCAL YEAR 2011</b>												
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		-	-		-
		<b>Administrative Services, Department of Total</b>			82,124	224,991	307,115		-	-		-
09-223	Jun'09	Cultural Resources, Department of	RSA 14:30-a, VI		37,992	-	37,992		-	-		38
		<b>Cultural Resources, Department of Total</b>			37,992	-	37,992		-	-		38

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
09-241	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
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	-	-		-
		<b>DHHS-Division of Community-Based Care Total</b>			<b>34,050,813</b>	<b>-</b>	<b>34,050,813</b>		<b>-</b>	<b>-</b>		<b>29,260</b>
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
		<b>DHHS-Bureau of Elderly and Adult Services Total</b>			<b>44,337,248</b>	<b>-</b>	<b>44,337,248</b>		<b>-</b>	<b>-</b>		<b>44,293</b>
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		-	-		-
		<b>DHHS-Division of Family Assistance Total</b>			<b>1,356,667</b>	<b>-</b>	<b>1,356,667</b>		<b>-</b>	<b>-</b>		<b>1,238</b>
		DHHS-Division for Children, Youth & Families	Ch 144:39,II,	L'09	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
		<b>DHHS-Division for Children, Youth &amp; Families Total</b>			<b>5,678,952</b>	<b>-</b>	<b>5,678,952</b>		<b>-</b>	<b>-</b>		<b>5,086</b>
10-090	Mar'10	DHHS-Office of Improvement, Integrity, & Info.	Ch 144:39,II,	L'09	2,423,494	-	2,423,494		-	-		2,423
		<b>DHHS-Office of Improvement, Integrity, &amp; Info. Total</b>			<b>2,423,494</b>	<b>-</b>	<b>2,423,494</b>		<b>-</b>	<b>-</b>		<b>2,423</b>
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
		<b>DHHS-Division of Public Health Services Total</b>			<b>1,322,155</b>	<b>-</b>	<b>1,322,155</b>		<b>-</b>	<b>-</b>		<b>1,321</b>
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
		<b>DHHS-Medicaid Business and Policy Total</b>			<b>47,222,912</b>	<b>-</b>	<b>47,222,912</b>		<b>-</b>	<b>-</b>		<b>47,186</b>
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		-	-		-
09-187	May'09	Education, Department of	RSA 14:30-a,	VI	15,310	-	15,310		-	-		-
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

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
10-202	Jun'10	Education, Department of	RSA 14:30-a, VI	15,473,827	-	15,473,827	FIS 12-026 transfers \$49,811 between class lines; FIS 12-306 extends end date	1	-	9/30/2011	15,474
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. FIS 14-033 changes end date to 9/30/14	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		-	-		-
		<b>Education, Department of Total</b>		<b>45,949,544</b>	<b>1,016,418</b>	<b>46,965,962</b>		<b>3</b>	<b>-</b>		<b>22,469</b>
11-141	May'11	Employment Security, Department of	RSA 14:30-a, VI	-	561,450	561,450	funds received from DRED				561
		<b>Employment Security, Department of Total</b>		<b>-</b>	<b>561,450</b>	<b>561,450</b>		<b>-</b>	<b>-</b>		<b>561</b>
10-278	Sept'10	Environmental Services, Department of	RSA 14:30-a, VI	78,217	-	78,217		-	-		-
		<b>Environmental Services, Department of Total</b>		<b>78,217</b>	<b>-</b>	<b>78,217</b>		<b>-</b>	<b>-</b>		<b>-</b>
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	-	-		-
		<b>Information Technology, Department of Total</b>		<b>-</b>	<b>25,000</b>	<b>25,000</b>		<b>-</b>	<b>-</b>		<b>-</b>
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 chang	-	-		354
		<b>Justice, Department of Total</b>		<b>2,663,668</b>	<b>-</b>	<b>2,663,668</b>		<b>-</b>	<b>-</b>		<b>2,664</b>
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
		<b>Labor, Department of Total</b>		<b>831,802</b>	<b>-</b>	<b>831,802</b>		<b>-</b>	<b>-</b>		<b>832</b>
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		-	-		-
		<b>Office of Economic Stimulus Total</b>		<b>979,175</b>	<b>-</b>	<b>979,175</b>		<b>-</b>	<b>-</b>		<b>910</b>
09-182	May'09	Office of Energy & Planning	RSA 14:30-a, VI	547,941	-	547,941		-	-		548
		<b>Office of Energy &amp; Planning Total</b>		<b>547,941</b>	<b>-</b>	<b>547,941</b>		<b>-</b>	<b>-</b>		<b>548</b>
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

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
10-203	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
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.	-	-		-
		<b>Office of Energy and Planning Total</b>			13,945,884	-	13,945,884		2	-		11,284
09-389	Dec'09	Public Utilities Commission	RSA 14:30-a, VI		299,603	-	299,603		-	-		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)		-	-		-
		<b>Public Utilities Commission Total</b>			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	-		-



AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA	Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
									Full-Time	Part-Time		
11-141	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.	-	-		-
<b>Resources &amp; Economic Development Total</b>					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	-	-		-
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		-
<b>Safety, Department of Total</b>					-	808,946	808,946		1	2		-
10-121	April'10	Transportation, Department of	RSA 14:30-a, VI		3,130,638	-	3,130,638		-	-		-
11-183	June'11	Transportation, Department of	RSA 14:30-a, VI		-	5,510,875	5,510,875	funds received from UNH	-	-		-
<b>Transportation, Department of Total</b>					-	5,510,875	5,510,875		-	-		-
10-010	Jan'10	Treasury Department	RSA 14:30-a, VI		1,600,000	-	1,600,000		-	-		-
<b>Treasury Department Total</b>					1,600,000	-	1,600,000		-	-		-
<b>FY 2011 Total</b>					<b>\$ 208,073,438</b>	<b>\$ 8,958,721</b>	<b>\$ 217,032,159</b>		<b>7</b>	<b>2</b>		<b>\$ 170,926</b>
<b>FISCAL YEAR 2012</b>												
09-222	Jun'09	Administrative Services, Department of	RSA 14:30-a, VI		-	192,889	192,889	funds received from Office of Energy & Planning	-	-		-
<b>Administrative Services, Department of Total</b>					-	192,889	192,889		-	-		-
09-315	Sept'09	DHHS-Division of Public Health Services	Ch 144:39,II, L'09		75,542	-	75,542		-	-		96
<b>DHHS-Division of Public Health Services Total</b>					75,542	-	75,542		-	-		96
11-341	Dec'11	DHHS - Office of Information Services	Chapter 224:14, II, Laws of 2011		(494,078)	-	(494,078)		-	-		-
<b>DHHS - Office of Information Services Total</b>					(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

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

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	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		-	-		-
		<b>Education, Department of Total</b>		<b>6,858,698</b>	<b>-</b>	<b>6,858,698</b>		<b>-</b>	<b>-</b>		<b>6,254</b>
	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
		<b>Employment Security, Department of Total</b>		<b>58,000</b>	<b>147,000</b>	<b>205,000</b>		<b>-</b>	<b>-</b>		<b>205</b>
09-227	Jun'09	Justice, Department of	RSA 14:30-a, VI	1,767,579	-	1,767,579		-	-		1,769
		<b>Justice, Department of Total</b>		<b>1,767,579</b>	<b>-</b>	<b>1,767,579</b>		<b>-</b>	<b>-</b>		<b>1,769</b>
09-182	May'09	Office of Energy & Planning	RSA 14:30-a, VI	466,891	-	466,891		-	-		467
		<b>Office of Energy &amp; Planning Total</b>		<b>466,891</b>	<b>-</b>	<b>466,891</b>		<b>-</b>	<b>-</b>		<b>467</b>
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.	-	-		-
		<b>Office of Energy and Planning Total</b>		<b>5,343,761</b>	<b>90,000</b>	<b>5,433,761</b>		<b>-</b>	<b>-</b>		<b>6,207</b>
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		-	-		-

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

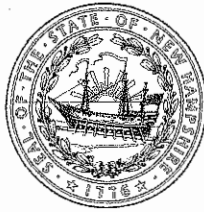
Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
11-153	June'11	Resources & Economic Development	RSA 14:30-a, VI	-	75,442	75,442	funds received from UNH to support broadband director pos established in FIS 11-029	-	-		-
		<b>Resources &amp; Economic Development Total</b>		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
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	-	-		-
		<b>Public Utilities Commission Total</b>		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	-	174,360	174,360	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	-	-		-
		<b>Safety, Department of Total</b>		-	347,351	347,351		-	-		-
		<b>FY 2012 Total</b>		<b>14,539,318</b>	<b>1,418,682</b>	<b>15,958,000</b>		-	-		<b>15,476</b>
<b>FISCAL YEAR 2013</b>											
11-341	Dec'11	DHHS - Office of Information Services	Chapter 224:14, II, Laws of 2011	963,258	-	963,258		-	-		1,194
		<b>DHHS - Office of Information Services Total</b>		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
		<b>Employment Security, Department of Total</b>		-	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
		<b>Environmental Services, Department of Total</b>		-	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

LBAO  
10/27/14

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
STIMULUS FUNDING

Fiscal Committee Approvals Through Meeting of 09/26/14

Item #	Meeting	Department	Chapter / RSA Reference	Federal	Other	Total	Comments	Temporary Positions Established		Position End Date	Audit Fund Set-Aside
								Full-Time	Part-Time		
10-203	Jun'10	Office of Energy and Planning	RSA 14:30-a, VI	193,518	-	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)		-	-		-
		<b>Office of Energy and Planning Total</b>		246,148	-	246,148		-	-		262
11-141	May'11	Resources & Economic Development	RSA 14:30-a, VI	35,550	-	35,550		-	-		-
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	-	-		-
		<b>Resources &amp; Economic Development Total</b>		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)		-	-		-
		<b>Public Utilities Commission Total</b>		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	-	-		-
		<b>Safety, Department of Total</b>		-	12,487	12,487		-	-		-
		<b>FY 2013 Total</b>		1,294,196	266,338	1,560,534		-	-		1,609
<b>FISCAL YEAR 2014</b>											
13-199	Sept'13	DHHS - Office of Information Services	RSA 14:30-a, VI	672,781	-	-	Allows for the use of consultants	-	-		672
		<b>DHHS - Office of Information Services Total</b>		672,781	-	-		-	-		672
		<b>FY 2014 Total</b>		672,781	-	-		-	-		672
		<b>CUMULATIVE TOTAL</b>		\$ 799,206,522	\$ 13,726,119	\$ 812,259,861		57	22		\$ 670,507



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

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

October 30, 2014

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

Ashley Baye: Effective October 16, 2014, a one step increase from grade K-1 to K-2.  
Date of hire: October 16, 2013 Date of previous increment: N/A

Phillip Sletten: Effective October 17, 2014, a one step increase from grade K-1 to K-2.  
Date of hire: October 17, 2013 Date of previous increment: N/A

Vilayphorn Sihabouth: Effective October 30, 2014, a one step increase from grade N-4 to N-5. Date of hire: June 2, 2000 Date of previous increment: October 30, 2013

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Jeffrey A. Pattison".

Jeffrey A. Pattison  
Legislative Budget Assistant

JAP/scs

JOINT LEGISLATIVE FACILITIES COMMITTEE  
 LEGISLATIVE BRANCH  
 DETAIL OF BALANCE OF FUNDS AVAILABLE  
 FISCAL YEAR 2015  
 As of 9/30/2014

Legislative Branch:	Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
<b>Senate:</b>	<b>1170</b>							
Personal svcs. - members	011		6,821.00					6,821.00
Personal svcs. - nonclassi	016		1,772,881.00			345,731.54		1,427,149.46
Current expenses	020		44,308.00			1,247.08		43,060.92
Rents-Leases other than state	022		9,500.00			2,121.55		7,378.45
Equipment	030	18,720.00	1,000.00				18,720.00	1,000.00
Telecommunications	039		24,192.00			3,563.84		20,628.16
Legal svcs.& consultants	046		77,000.00			5,000.00		72,000.00
Personal svcs. - temp/app	050		114,910.00					114,910.00
Benefits	060		617,498.00			138,821.86		478,676.14
Employee training	066		100.00					100.00
Travel:								
In state	070		155,000.00			9,985.83		145,014.17
Out of state	080		11,500.00			170.24		11,329.76
President's discretionary fund	285		4,499.00			90.00		4,409.00
Contingency	289		1.00					1.00
<b>Total</b>		18,720.00	2,839,210.00	0.00	0.00	506,731.94	18,720.00	2,332,478.06

Legislative Branch - continued: House	Org/ Class	Balance			Transfers	Expenditures	Encumb rances	Balance Available
		Forward	Appropriation	Income				
	1180							
Personal srvs. - members	011		123,100.00					123,100.00
Personal srvs. - nonclassi	016		1,720,465.00			325,190.70		1,395,274.30
Current expenses	020		55,000.00			4,632.21		50,367.79
Rents-Leases Other than State	022		4,200.00			982.49		3,217.51
Maint. Other than bldg/grnd	024	23,556.38	6,000.00				23,556.38	6,000.00
Equipment	030		3,000.00			371.91		2,628.09
Telecommunications	039		30,000.00			6,101.46		23,898.54
Consultants	046		80,000.00					80,000.00
Personal srvs. - temp/app	050		315,691.00			17,934.07		297,756.93
Benefits	060		849,632.00			133,140.37		716,491.63
Employee training	066		300.00					300.00
Travel:								
In state	070		1,100,000.00			32,087.15		1,067,912.85
Out of state	080		100,000.00			28,266.58		71,733.42
Speaker's special fund	286		6,000.00			874.87		5,125.13
Democratic Leader's Account	287		3,500.00					3,500.00
Republican Leader's Account	288		3,500.00					3,500.00
<b>Total</b>		23,556.38	4,400,388.00	0.00	0.00	549,581.81	23,556.38	3,850,806.19

Legislative Branch - continued:		Balance					Encumb	Balance
		Forward	Appropriation	Income	Transfers	Expenditures	rances	Available
<b>Operations</b>	<b>1160</b>							
Personal svcs. - nonclassi	016		220,485.00			49,967.43		170,517.57
Current expenses	020		3,000.00			109.52		2,890.48
Telecommunications	039		9,000.00			2,128.14		6,871.86
Benefits	060		154,438.00			31,254.85		123,183.15
<b>Total</b>		0.00	386,923.00		0.00	83,459.94	0.00	303,463.06
<b>Joint Expenses</b>	<b>8677</b>							
Current expenses	020		50,000.00			1,385.83		48,614.17
Rents-Leases Other Than State	022		10,000.00			1,498.39		8,501.61
Organizational Dues	026		128,000.00			126,761.00		1,239.00
Equipment New/Replacement	030		10,000.00					10,000.00
Consultants	046		3,000.00					3,000.00
Transfer to Other State Agencies	049		3,000.00			3,000.00		0.00
Legislative Printing & Binding	290		285,000.00			5,279.50		279,720.50
Joint Orientation	291		11,000.00					11,000.00
<b>Total</b>		0.00	500,000.00	0.00	0.00	137,924.72	0.00	362,075.28
Less estimated Revenue		1,378.49	-12,000.00	1,024.42	(A)			-9,597.09
<b>Total</b>		1,378.49	488,000.00	1,024.42	0.00	137,924.72	0.00	352,478.19
<b>Joint Legislative Historical Committee</b>	<b>8870-216</b>	136,291.04	10,000.00			1,225.00		145,066.04
Flag Preservation Revenue	<b>8870-3586</b>							
<b>Total</b>		136,291.04	10,000.00	0.00 0.00	0.00	1,225.00	0.00	145,066.04



Legislative Branch - continued:		Balance					Encumb	Balance
		Forward	Appropriation	Income	Transfers	Expenditures	rances	Available
<b>Visitor's Center:</b>		<b>1229</b>						
Personal srvs. - nonclassi	016		104,458.00			23,463.90		80,994.10
Current Expenses	020		750.00			48.45		701.55
Telecommunications	039		1,100.00			204.76		895.24
Benefits	060		55,861.00			11,348.69		44,512.31
<b>Total</b>		0.00	162,169.00		0.00	35,065.80	0.00	127,103.20
<b>Visitor's Ctr. Revolving Fund (G)</b>		<b>1230</b>						
Souvenir Purchases	106	8,375.62	0.00		38,138.00	3,191.86		43,321.76
Revenue	2016	38,138.00	0.00	9,863.77	(38,138.00)			9,863.77
<b>Total</b>		46,513.62	0.00	9,863.77	0.00	3,191.86	0.00	53,185.53
<b>Legislative Accounting:</b>		<b>1166</b>						
Personal srvs. - nonclassi	016		223,331.00			56,163.77		167,167.23
Current expenses	020		1,500.00			4.27		1,495.73
Telecommunications	039		900.00			167.28		732.72
Benefits	060		96,173.00			17,456.79		78,716.21
<b>Total</b>		0.00	321,904.00		0.00	73,792.11	0.00	248,111.89
<b>General Court Info. Systems:</b>		<b>4654</b>						
Personal srvs. - nonclassi	016		417,216.00			74,927.85		342,288.15
Current expenses	020		32,000.00			2,414.20		29,585.80
Technology - Hardware	037		80,000.00			10,337.30		69,662.70
Technology - Software	038		90,000.00			2,764.23	527.97	86,707.80
Telecommunications	039		2,500.00			372.46		2,127.54
Benefits	060		193,676.00			32,689.50		160,986.50
<b>Total</b>		0.00	815,392.00		0.00	123,505.54	527.97	691,358.49

Legislative Branch - continued:		Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
<b>Protective Services:</b>		<b>1164</b>							
Personal srvs. - nonclassi	016			391,266.00			86,678.33		304,587.67
Current expenses	020			2,700.00					2,700.00
Telecommunications	039			4,300.00			1,013.48		3,286.52
Benefits	060			222,969.00			43,769.82		179,199.18
<b>Total</b>			0.00	621,235.00		0.00	131,461.63	0.00	489,773.37

Legislative Branch - continued:		Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
<b>Health Services:</b>		<b>1165</b>							
Current expenses	020			1,500.00			272.76		1,227.24
Telecommunications	039			500.00			113.59		386.41
Personal srvs. - temp/app	050			69,708.00			8,524.31		61,183.69
Benefits	060			5,333.00			652.11		4,680.89
<b>Total</b>			0.00	77,041.00		0.00	9,562.77	0.00	67,478.23

Legislative Services:		Org/ Class	Balance Forward	Appropriation	Income	Transfers	Expenditures	Encumb rances	Balance Available
<b>Legislative Services:</b>		<b>1270</b>							
Personal srvs. - nonclassi	016			1,735,245.00			370,962.49		1,364,282.51
Current expenses	020			19,300.00			1,286.70		18,013.30
Rent-Leases other than State	022			5,500.00			1,175.00		4,325.00
Telecommunications	039			7,000.00			1,567.30		5,432.70
Personal srvs. - temp/app	050			28,366.00			787.93		27,578.07
Benefits	060			827,427.00			153,092.85		674,334.15
Employee training	066			1,500.00					1,500.00
Printing and binding	290			8,000.00			1,388.01		6,611.99
<b>Total</b>			0.00	2,632,338.00		0.00	530,260.28	0.00	2,102,077.72
Less estimated revenue	009/2045		585.68	-1,000.00	195.00	©			-219.32
<b>Total</b>			585.68	2,631,338.00	195.00	©	530,260.28	0.00	2,101,858.40

Legislative Branch - continued:		Balance					Encumb	Balance
		Forward	Appropriation	Income	Transfers	Expenditures	rances	Available
<b>Budget Division:</b>	<b>1221</b>							
Personal srvs. - nonclassi	016		670,358.00		75,000.00	168,065.10		577,292.90
Current expenses	020		10,967.00			829.36		10,137.64
Rents-Leases other than State	022		6,000.00			1,395.25		4,604.75
Organizational Dues	026		100.00					100.00
Equipment	030		2,500.00		25,000.00			27,500.00
Telecommunications	039		3,033.00			758.82		2,274.18
Consultants	046		15,000.00			676.25		14,323.75
Personal srvs. - temp/app	050		88,055.00		(27,000.00)			61,055.00
Benefits	060		225,430.00		100,000.00	67,988.28		257,441.72
Employee training	066		3,500.00					3,500.00
In state travel	070		500.00					500.00
Out of state travel	080		100.00		2,000.00	1,980.70		119.30
<b>Total</b>		0.00	1,025,543.00		175,000.00	241,693.76	0.00	958,849.24

**Legislative Budget Assistant:**

<b>Audit Division:</b>	<b>1222</b>							
Personal srvs. - nonclassi	016		2,170,453.00		(175,000.00)	453,291.33		1,542,161.67
Current expenses	020		12,860.00			3,385.19		9,474.81
Rents-Leases other than State	022		100,000.00			97,524.00		2,476.00
Equipment	030		20,000.00					20,000.00
Telecommunications	039		2,040.00			496.73		1,543.27
Consultants	046		570,000.00		250,000.00	67,500.00		752,500.00
Personal srvs. - temp/app	050		51,268.00					51,268.00
Benefits	060		832,714.00			180,899.11		651,814.89
Employee training	066		40,000.00					40,000.00
In state travel	070		15,000.00			2,144.50		12,855.50
Out of state travel	080		100.00					100.00
<b>Total</b>		0.00	3,814,435.00	0.00	75,000.00	805,240.86	0.00	3,084,194.14
Less estimated revenue	006/1251	666,531.00	-488,205.00		(250,000.00) (D)			-71,674.00
<b>Total</b>		666,531.00	3,326,230.00	0.00	(175,000.00)	805,240.86	0.00	3,012,520.14

<b>Total</b>		893,576.21	17,105,373.00	11,083.19	0.00	3,232,698.02	42,804.35	14,734,530.03
--------------	--	------------	---------------	-----------	------	--------------	-----------	---------------

- (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



STATE OF NEW HAMPSHIRE

FIS 14 165

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OFFICE OF MEDICAID BUSINESS AND POLICY

Nicholas A. Toumpas  
Commissioner

Kathleen A. Dunn  
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9422 1-800-852-3345 Ext. 9422  
Fax: 603-271-8431 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

September 10, 2014

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

#### Information

Pursuant to Chapter Law 92, Laws of 2013, the Department of Health and Human Services is providing the Fiscal Committee of the General Court with the Medicaid Family Planning Expansion (Family Planning Medical Assistance Program) Annual Report.

#### Explanation

In 2013, SB 194 was passed and signed into law. As a result, Chapter Law 92, Laws of 2013, required the Department of Health and Human Services (DHHS) to implement the Medicaid Family Planning Expansion to provide statewide access to contraceptive and related reproductive health services for low income individuals that would not otherwise be eligible for Medicaid as provided under Sec 1902(a)(10)(A)(ii) of the Social Security Act, no later than July 1, 2013 through a State Plan Amendment. SB 194 also stated that if the traditional claims payment systems were unavailable for implementation within the time frame indicated in the legislation, the Commissioner would establish a process to manually process the payment of claims or contract with a third party administrator to ensure timely provider payment capacity and uninterrupted access to eligible recipients.

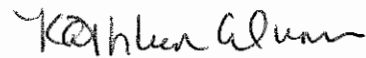
Time constraints made the traditional eligibility and claims payment system modifications impossible to implement for July 1, 2013. Therefore, DHHS implemented the Family Planning Expansion on July 1, 2013 through a manual eligibility and claims payment process. The manual system was developed by a multi-divisional team, which included Division of Family Assistance (DFA), Division of Client Services (DCS), Division of Public Health (DPH), Office of Medicaid Business and Policy (OMBP), and Office of Business Operations. DFA and DCS are responsible for determining eligibility and processing applications for this new eligibility group. OMBP is responsible for processing the payment of claims that are submitted by the enrolled family planning providers. The Division of Business Operations is responsible for reporting financial information to The Centers for Medicare and Medicaid Services (CMS) in order for DHHS to receive the 90/10 federal match. DHHS also engaged stakeholders and providers in the development of the eligibility and claims payment processes and the development of a provider training curriculum.

In April 2014 the application and eligibility determination process was automated and applications are now being processed and eligibility determined through the New Heights eligibility system. Applicants can also enroll on-line via NH EASY. The claims payment process however, remains a manual process.

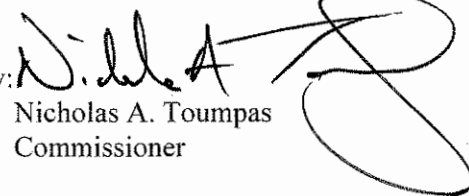
Currently there are thirteen (13) provider agencies participating in the Family Planning Medical Assistance Program. Several of these agencies have multiple locations. As of June 30, 2014, there have been 4,670 applications processed. Of those applications, 2,306 were deemed ineligible for the program, and 2,364 were found eligible. The primary reason for ineligibility was failure of the client to complete the application process.

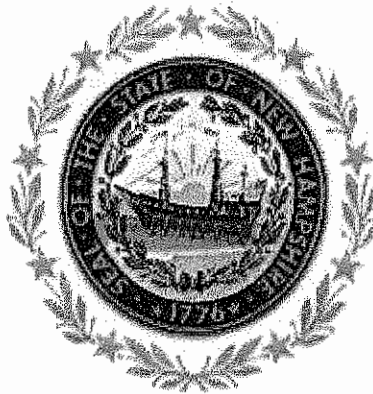
In summary the NH Medicaid Family Planning Medical Assistance Program was implemented and has been in operation for one year. Please refer to the accompanying report that provides a detailed status report and data covering this first year of operations.

Respectfully submitted,

  
Kathleen A. Dunn, MPH  
Associate Commissioner  
Medicaid Director

Approved by:

  
Nicholas A. Toumpas  
Commissioner



**Department of Health and Human Services  
Family Planning Medical Assistance Program**

*Medicaid's Family Planning Expansion Program*

**August 1, 2014**

A report prepared by the  
Office of Medicaid Business and Policy  
New Hampshire Department of Health and Human Services

# Table of Contents

1.0 Introduction.....	3
1.1 Purpose.....	3
1.2 Background.....	3
1.3 Program Overview.....	3
1.4 Workflow.....	4
2.0 Provider Participation.....	4
3.0 Provider Communications and Training.....	5
4.0 Utilization of Family Planning Expansion Program.....	5
4.1 Eligibility/Applications.....	5
4.2 Claims.....	5
5.0 Quality Oversight.....	8
6.0 Conclusion.....	8
<b>Figures</b>	
Figure 1. Total Claims and Amounts Paid by Providers.....	6
Figure 2. Summary of Paid Claims by Category.....	7
<b>Appendices</b>	
Appendix 1. SB 194.....	10
Appendix 2 He-W 626 and 509.....	12
Appendix 3 List of FP Forms.....	20
Appendix 4 List of Family Planning Providers.....	21



## **1 Introduction**

### **1.1 Purpose**

The purpose of this report is to update the legislative fiscal committee on the New Hampshire Family Planning Medical Assistance Program, Medicaid's Family Planning Expansion Program that was mandated by SB 194, Chapter Law 92, Laws of 2013. This legislation required the Department of Health and Human Services (DHHS) to implement the Medicaid Family Planning Expansion to provide statewide access to quality contraceptive and related reproductive health services for low-income individuals that would not otherwise be eligible for Medicaid.

### **1.2 Background**

In 2013, the New Hampshire legislature passed SB 194 (Appendix 1), Chapter Law 92, which required DHHS to implement the Medicaid Family Planning Expansion as provided under RSA 126-A: 4-c no later than July 1, 2013 through a State Plan Amendment.<sup>2</sup> Originally, DHHS planned to implement the program via a federal family planning waiver and pursuant to RSA 126-A: 4-c. However, with the enactment of Section 2302 of the Affordable Care Act (ACA), States were provided the option to offer this program, under State Plan authority, and avoid the more complicated and time-consuming federal waiver process. States that elect this option are mandated to offer to this new eligibility group all family planning services that are currently available under Medicaid, as described in Section 1905(a)(4)(c) of the Social Security Act. Additionally, States are required to include some "family planning related" services. These are certain diagnosis and treatment services and pharmaceutical supplies provided pursuant to a family planning service. States were given flexibility to decide which family planning related services would be offered. Family planning services receive 90/10 federal matching funds, while family planning related services and supplies are paid at 50/50 federal match.<sup>1</sup>

Legislation required that if the traditional claims payment systems were unavailable for implementation within the timeframe identified as July 1, 2013, the Commissioner would develop a manual process for payment of claims or contract with a third party administrator to ensure timely provider payment capacity and uninterrupted access to eligible recipients. Since time constraints made traditional automated eligibility and claims payment systems impossible to implement for July 1, 2013, a manual application and claims payment process was implemented on July 1, 2013.<sup>2</sup>

### **1.3 Program Overview**

The Family Planning Medical Assistance program is a program with no age or gender discrimination. The only requirements for eligibility are that women are not pregnant and income does not exceed the income eligibility of 196% of the Federal Poverty Level (FPL).<sup>3</sup> Services and supplies available to this expansion group are limited to family planning services and supplies and some related services in a family planning setting.<sup>4</sup> Funding for family planning services as defined by CMS is at a 90/10 federal match. Utilizing the 90/10 match to provide family planning services allows the State to deploy limited state resources to avoid unintended pregnancies and births, which would result in enrollees and infants being covered by Medicaid at a federal match of 50/50.

---

<sup>1</sup> DFA SR 13-30.

<sup>2</sup> Chapter 92, HB 194-FN Session 2013.

<sup>3</sup> <http://www.familiesusa.org/resources/tools-for-advocates/guides/federal-poverty-guidelines.html>

<sup>4</sup> Centers for Medicare and Medicaid Services, Family Planning Services Option, July 2, 2010.

NH Department of Health and Human Services, August 2013

The program was developed and implemented by a multi divisional/multi-disciplinary team comprised of the Division of Family Services (DFA), Division of Client Services (DCS), Division of Public Health (DPH), Office of Medicaid Business and Policy (OMBP), and Office of Business Operations (OBO).

As part of the program development, the DHHS internal team met weekly with external stakeholders that included Community Action Program (CAP) Belknap/Merrimack County, Lamprey Health Center and Planned Parenthood of Northern New England.

Administrative Rules He-W 626 Technical Requirements for the Family Planning Expansion Category of Medical Assistance and He-W 509 Family Planning Expansion Category (FPEC) (Appendix 2) were adopted as of July 1, 2013.

Initially a multi-user database was designed for efficient process flow between Divisions processing applications, paying claims, and reporting to CMS to claim the 90/10 match. As of April 18, 2014, applications are automated and processed through the New Heights eligibility system. However, the database continues to be utilized for the payment of claims and CMS reporting which remains a manual process.

#### **1.4 Workflow**

DFA and DCS determine eligibility for recipients of this program. The Division utilizes several application related forms to support this program (Appendix 3). Family Services Specialists process applications through the New Heights Eligibility System. Presumptive Eligibility (PE) is available for clients if they need it. Presumptive eligibility allows qualified entities (QE) to make presumptive eligibility decisions for Family Planning medical assistance. Presumptive eligibility is a process by which a qualified entity acts on behalf of DHHS and makes an initial eligibility determination for Family Planning medical assistance using verifications collected from the applicant at the time of the medical appointment. Presumptive Eligibility guarantees payment for covered services from the time the client is determined PE eligible until the end of the following month, or until continued eligibility is determined. The provider and clients are responsible for submitting all required client documentation to DHHS to confirm or deny final eligibility.

OMBP is responsible for processing and requesting payment for claims that are submitted by the family planning providers. A provider billing manual has been developed which includes a table that lists all covered services and supplies by procedure and diagnosis codes. The manual is available to providers on the Departments website and distributed to providers at various training sessions scheduled at various intervals throughout the year.<sup>3</sup>

#### **2.0 Provider Participation**

There are thirteen (13) provider agencies participating in the Family Planning Medical Assistance Program. Several of these agencies have multiple locations. For example, Planned Parenthood of Northern New England (PPNNE) has seven (7) sites in New Hampshire and one (1) in Vermont that serve NH residents (Appendix 4).

Family Planning providers must ensure that application assistors at their facilities are trained by DHHS to process applications and claim forms manually. All Family Planning Service Providers participating in this program must be enrolled as a Medicaid provider in order to receive payment. They must also have a retail drug distribution license and be a Public Health Clinic to be able to dispense contraceptives and/or other prescribed drugs.

---

<sup>3</sup> <http://www.dhhs.nh.gov/dfa/presumptive/documents/fp-benefit-prov-manual.pdf>  
NH Department of Health and Human Services, August 2013

### **3.0 Provider Communications and Training**

DHHS conducted extensive provider communications and trainings across the State. DHHS continues to communicate with family planning providers participating in this program on a regular basis. Training is conducted for new staff of family planning providers as well as when requested by the provider agencies.

## **4 Utilization of the Family Planning Medical Assistance Program**

### **4.1 Eligibility/Applications**

Applications were processed manually by the CMU until April 18, 2014. Since that date applications are processed through New Heights eligibility system. The statistics that follow include applications processed from the start of the program which was July 1, 2013 until June 30, 2014. As of June 30, 2014 there have been 4,670 applications processed from thirteen (13) Family Planning agencies. Of the 4,670 applications, 2,306 applications were ineligible for Family Planning, and 2,364 opened. Of the ineligible applications, the majority are related to failure of the client to complete the application process.

### **4.2 Family Planning Claims**

Family Planning Claim forms are processed in OMBP finance with one staff person entering claims into the database and another two arranging for payment and supporting documentation to providers. As of June 30, 2014 there have been 9,762 claims manually processed. See Figure 1 below for breakdown of Family Planning providers, number of claims submitted and total amount paid. The Federal Medical Assistance Percentages (FMAP) for family planning services is 90/10. The FMAP for family planning related services is 50/50. Procedure codes paid as part of this program have been categorized by the Federal match. Procedure codes for related services are group as Category 1. These codes are eligible for a 50/50 match and will be paid only if the visit is for family planning purposes with the appropriate diagnosis code. Category 2 procedure codes are also only reimbursed if related to a family planning diagnosis code and Category 3 are always considered family planning and always reimbursed and matched at 90/10. Figure 2 is a summary of payments to providers by Category 1, 2, and 3 from July 1, 2013 to June 30, 2014. (Figure 2).

**Figure 1. Total Claims and Amounts Paid by Providers**

<b>Provider Name</b>	<b>Number Of Claims</b>	<b>Total Amount Paid</b>
CAP Belknap/Merrimack County	390	\$37,839.01
Planned Parenthood of Northern New England	1	\$39.00
Planned Parenthood of Northern New England	998	\$97,961.85
Planned Parenthood of Northern New England	466	\$43,379.88
Planned Parenthood of Northern New England	1270	\$122,254.73
Planned Parenthood of Northern New England	54	\$5,090.72
Planned Parenthood of Northern New England	985	\$99,367.74
Planned Parenthood of Northern New England	374	\$50,388.71
Planned Parenthood of Northern New England	1	\$39.00
Planned Parenthood of Northern New England	2388	\$269,777.97
Goodwin Community Health	2	\$1,087.41
Weeks Medical Center	12	\$3,047.67
Indian Stream Health Center, Inc	11	\$287.22
Concord Hospital Phys Group	2	\$47.49
Krislan of New England LLC	2	\$272.00
Laboratory Corporation of America	744	\$30,351.58
Cytocheck Lab Inc	77	\$2,132.56
Elliot Hospital	3	\$298.72
Indian Stream Health Center	17	\$1,714.43
NORDX	4	\$103.36
Southern NH Radiology Consult	1	\$136.00
Child Health Services	1	\$48.16
Concord Feminist Health Center	110	\$22,383.91
Teen Health Clinic	3	\$128.16
White Mountain Community Health Center	5	\$1,329.72
Joan G Lovering Health Center	56	\$8,558.10
Converge Diagnostic Services	1784	\$80,969.85
White Mountain Community Health Center	14	\$2,065.51
<b>Totals</b>	<b>9762</b>	<b>\$878,639.56</b>

**Figure 2 Total Claims and Amounts to Providers**

<b>Provider Name</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
CAP Belknap/Merrimack County	2,878.50	12,958.36	22,002.15
White Mountain Community Health Center	94.50	427.34	1,543.67
Converge Diagnostic Services	1,089.54	79,880.31	-
Joan G Lovering Health Center	1,211.50	1,539.66	5,806.94
White Mountain Community Health Center	-	42.72	1,287.00
Teen Health Center	-	128.16	-
Concord Feminist Health Center	1,196.72	4,884.87	16,302.32
Child Health Services	-	48.16	-
Southern NH Radiology Consultants	-	136.00	-
NORDX	-	103.36	-
Indian Stream Health Center	64.26	1,468.17	182.00
Elliot Hospital	-	42.72	39.00
Cytocheck Lab	-	2,132.56	-
Lab Corp Of America	861.88	29,489.70	-
Krislan of New England LLC	-	272.00	-
Concord Hospital Phys Group	-	47.49	-
Indian Stream Health Center	1.05	104.17	182.00
Weeks Medical Center	31.10	772.67	-
Goodwin Community Health	-	339.74	747.67
Planned Parenthood of Northern New England	13,084.62	101,432.73	155,260.62
Planned Parenthood of Northern New England	-	-	39.00
Planned Parenthood of Northern New England	1,627.98	13,369.96	35,390.77
Planned Parenthood of Northern New England	5,365.95	39,373.56	54,628.23
Planned Parenthood of Northern New England	210.30	2,721.78	2,158.64
Planned Parenthood of Northern New England	6,027.54	52,532.27	63,694.92
Planned Parenthood of Northern New England	2,996.45	17,654.68	22,728.75
Planned Parenthood of Northern New England	6,161.37	36,133.79	55,666.69
Planned Parenthood of Northern New England	-	-	39.00
<b>General Funds Total</b>	<b>21,451.63</b>	<b>39,803.69</b>	<b>43,769.94</b>
<b>Federal Funds Total</b>	<b>21,451.63</b>	<b>358,233.24</b>	<b>393,929.43</b>
<b>Total Funds</b>	<b>42,903.26</b>	<b>398,036.93</b>	<b>437,699.37</b>

## **5.0 Quality Oversight**

Presumptive Eligibility (PE) is allowed under this program with the majority of all applications requesting PE. Presumptive Eligibility is a process whereby a provider can deem an individual eligible to receive family planning services based on the individual's self-attestation of income, on the same day they seek services from the provider. The provider is reimbursed (claims paid) even if upon submission of required documentation, the individual is ultimately found ineligible for the program. The PE process assures same day access to services. DCS tracks PE applications to determine if providers are accurately screening applicants before a claim is approved for payment and the client's eligibility is verified in the New Heights Eligibility System. The applicant information and claims detail information for recipients is then entered into the multi-user database ensuring that accurate records of both the clients application and paid claims is maintained. Claims that are incomplete or incorrectly completed are returned to the provider and providers are contacted to discuss any issues with the completion of the claim. DCS and OMBP work closely together to make sure that DCS and OMBP applications and claims reconcile. OMBP has the ability to run report queries in the database to complete quality reviews and continued oversight for this program.

## **6.0 Conclusion**

The SB 194 Fiscal Note stated that based on state fiscal year 2012 data, the Department estimated an average annual cost of \$287 per client for family planning services based upon prior utilization history. The department assumed an additional 1,300 individuals would be eligible for services under the Family Planning expansion which would cost approximately \$373,100 Total Funds. In the first year the Family Planning Medical Assistance Program had 4,670 individuals apply of which 2,364 were found eligible. There were 9,775 claims submitted and paid claims amounted to \$878,639.56. Of this amount \$101,328.69 are General Funds.

## Appendices

Appendix 1

CHAPTER 92

SB 194-FN – FINAL VERSION

2013 SESSION

13-1008

01/10

SENATE BILL *194-FN*

AN ACT requiring the department of health and human services to implement the Medicaid family planning expansion.

SPONSORS: Sen. Odell, Dist 8; Sen. Stiles, Dist 24; Sen. Gilmour, Dist 12; Rep. Nordgren, Graf 12; Rep. Harding, Graf 13; Rep. Emerson, Ches 11; Rep. Kurk, Hills 2

COMMITTEE: Health, Education and Human Services

ANALYSIS

This bill requires the department of health and human services to implement the Medicaid family planning expansion as provided under RSA 126-A:4-c.

.....

Explanation: Matter added to current law appears in *bold italics*.

Matter removed from current law appears [~~in brackets and struckthrough.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

13-1008

01/10



STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Thirteen*

AN ACT requiring the department of health and human services to implement the Medicaid family planning expansion.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

92:1 New Paragraph; Commissioner's Duties; Family Planning Waiver. Amend RSA 126-A:5 by inserting after paragraph XXI the following new paragraph:

XXII. The commissioner shall fully implement expanded coverage of Medicaid family planning services as required by RSA 126-A:4-c no later than July 1, 2013. At the time of implementation, the state's Medicaid plan shall be amended to enable the state to accept federal matching funds. As provided in RSA 126-A:4-c, the department shall ensure that the state realizes the 90 percent federal Medicaid match available for the family planning services. If the traditional claims payment systems are unavailable for implementation within the time frame indicated in this paragraph, the commissioner shall manually process the payment of claims or contract with a third party administrator to ensure timely provider payment capacity and uninterrupted access to eligible recipients. At least 30 days in advance of program implementation, the commissioner shall conduct an outreach effort to all participating Medicaid family planning providers to distribute guidance and technical assistance regarding patient enrollment procedures, eligibility criteria, and covered medical services and supplies. Within 60 days after program implementation as required under this paragraph and annually thereafter, the commissioner shall make a report relative to the Medicaid family planning services program to the joint legislative fiscal committee.

92:2 Effective Date. This act shall take effect upon its passage.

Approved: June 20, 2013

Effective Date: June 20, 2013

## Appendix 2

### Adopt He-W 626 to read as follows:

#### PART He-W 626 TECHNICAL REQUIREMENTS FOR THE FAMILY PLANNING EXPANSION CATEGORY (FPEC) OF MEDICAL ASSISTANCE

He-W 626.01 Purpose. The purpose of the Family Planning Expansion Category (FPEC) of medical assistance is to offer family planning and family planning-related services and supplies, pursuant to He-W 509, to needy individuals who are ineligible for other Medicaid programs and meet the eligibility requirements set forth in this part.

#### He-W 626.02 Family Planning Expansion Category (FPEC).

(a) All general, categorical, technical, and financial factors related to the determination of categorically-needy medical assistance shall apply to applicants and recipients of FPEC, except as specified otherwise in He-W 626.

(b) Individuals shall be eligible for FPEC medical assistance, pursuant to 42 USC 1396a(a)(10)(A)(ii)(XXI), as amended, when the individual:

- (1) Applies for medical assistance, as defined in He-W 601.17;
- (2) Is not pregnant;
- (3) Is not eligible for any other category of financial or medical assistance offered by the department; and
- (4) Has net income that does not exceed the income limit described in He-W 641.06(b).

(c) FPEC applicants and recipients shall not be subject to the maximum resource limits for medical assistance.

(d) Redeterminations of eligibility for FPEC shall be scheduled pursuant to He-W 684.02(c).

(e) Pursuant to 42 USC 1396a(d)(ii)(3), as amended, each FPEC applicant and recipient shall be considered to be:

- (1) A budgetary unit of 1; and
- (2) A household of 2.

(f) When applying the criteria described in (e)(1) above, the Department shall:

- (1) Count only the income of the FPEC applicant or recipient;
- (2) Not deem income from spouse to spouse or parent to child; and

(3) Allow the following verified deductions or disregards to be subtracted from the budgetary unit's gross income when determining financial eligibility for FPEC:

**a. A S90 employment expense deduction, pursuant to He-W 641.02(b)(2);**

**b. The shelter payment allowance for unsubsidized housing, pursuant to He-W 658.02(e)(2); and**

**c. Other allowable deductions, pursuant to He-W 654.14, He-W 654.19, and He-W 654.20.**

(g) Eligible individuals who choose not to receive FPEC, or the eligible individual's authorized representative, shall notify the department of this decision by providing the department with the following written information terminating FPEC services:

(1) The casehead's printed name;

(2) The name of the person for whom the casehead is requesting the termination of FPEC assistance;

(3) The case number, recipient identification number (RID), or medical identification number (MID) assigned to the case; and

(4) The casehead's signature.

(h) The date the department receives the completed information described in (g) above, shall be the individual's FPEC eligibility end date.

**He-W 626.03 Presumptive Eligibility (PE) for FPEC.**

(a) A qualified entity as defined in He-W 520.01(h) shall determine an individual presumptively eligible for FPEC for the PE period described in (d) below, if the individual meets the criteria in He-W 626.02(b)(2) and (b)(4).

(b) The qualified entity shall consider a verbal statement from the individual to be sufficient documentation for the criteria described in (a) above.

(c) Within 5 business days of making the FPEC PE determination, the qualified entity shall provide the department with the following information:

(1) The complete name, address, and date of birth of the individual for whom the FPEC PE determination was made; and

(2) The date the PE determination was made.

(d) The FPEC PE period shall:

(1) Begin on the date the qualified entity determines PE pursuant to (a) above; and

(2) End on the earlier of the following dates:

**a. The last day of the month following the month in which the individual was determined presumptively eligible; or**

**b. The day on which the department determines the individual's eligibility for FPEC pursuant to He-W 626.02.**

(e) Once an individual has been determined presumptively eligible for FPEC pursuant to (a) above, that individual shall not be allowed another PE determination except as described in (f) below.

(f) An individual shall be allowed to have another PE determination pursuant to (a) above, if the individual:

(1) Was determined FPEC-eligible by the department pursuant to He-W 626.02;

(2) Received FPEC after the PE period ended; and

(3) Then subsequently became ineligible for FPEC.

**Adopt He-W 509, to read as follows:**

#### **PART He-W 509 FAMILY PLANNING EXPANSION CATEGORY (FPEC)**

He-W 509.01 Purpose. The purpose of this part is to describe the family planning and family planning related services and supplies available to individuals who are determined eligible, in accordance with He-W 626, for this expanded Title XIX eligibility category. In accordance with Section 1902(a)(10)(A)(ii) of the Social Security Act [42 U.S.C. 1396a(a)(10)(A)(ii)], FPEC recipients shall not be eligible for any other Title XIX programs or services, except as provided for in this part.

#### He-W 509.02 Definitions.

(a) "Department" means the New Hampshire department of health and human services.

(b) "Family planning expansion category" means a category of recipients who meet the technical eligibility requirements established by the department for the family planning services and/or family planning related services specified in this rule, but who are not eligible for any other Title XIX services not specified in He-W 509.

(c) "Family planning-related services" means certain medical diagnosis and treatment services and pharmaceutical supplies that are provided pursuant to a family planning service in a family planning setting and that do not receive an enhanced rate of 90% federal match.

(d) "Family planning services" means family planning services and supplies described in section 1905(a)(4)(c) of the Social Security Act (42 U.S.C. 1396d(a)(4)(c)), including medical services, medical procedures, and pharmaceutical supplies and devices provided by or under the supervision of a physician or other health professional that allow an individual to prevent or delay pregnancy or to otherwise control family size, and which receive an enhanced match rate of 90% federal match.

(e) "Hysterectomy" means a surgical procedure for the purpose of removing the uterus.

(f) "Institutionalized individual" means "institutionalized individual" as defined in 42 CFR 441.251.

(g) "Mentally incompetent individual" means "mentally incompetent individual" as defined in 42 CFR 441.251.

(h) "Sterilization" means any medical procedure, treatment or surgical procedure which is intended to render an individual permanently incapable of reproducing.

(i) "Title XIX program" means the joint federal-state program described in Title XIX of the Social Security Act.

He-W 509.03 Eligibility.

(a) Individuals shall be eligible for family planning services and family planning related services, as described in (b) and (c) below respectively, and in accordance with He-W 509 if the individual meets the division of family assistance eligibility requirements specified in He-W 626; and

(1) Once determined eligible in accordance with (a) above, the FPEC recipient has reached reproductive maturity; and

(2) If female, is not known to be pregnant.

(b) Acceptance of any family planning services shall be voluntary on the part of the individual.

(c) FPEC recipients shall not be considered to be Title XIX recipients for the purposes of receipt of services other than those as described in He-W 509.

He-W 509.04 Provider Participation. All participating family planning providers shall be:

(a) Licensed by the state in which s/he practices or be a NH certified midwife; and

(b) A New Hampshire enrolled Title XIX provider.

**He-W 509.05 Service Limits. Family planning services and family planning related services for FPEC recipients shall be subject to the limits described in He-W 530.**

He-W 509.06 Covered Services.

**(a) The services in (b) and (c) below shall be covered as family planning services and family planning related services only if the services, supplies and procedures are clearly provided or performed for family planning purposes.**

**(b) The following services shall be covered as family planning services:**

(1) Those physician services in accordance with He-W 531, certified midwife services in accordance with He-W 538, and advanced registered nurse practitioner services in accordance with He-W 534, provided for family planning purposes;

(2) Contraceptive devices or drugs, both prescription and non-prescription, in accordance with He-W 570;

(3) Pregnancy tests and screening for sexually transmitted diseases only when performed routinely as part of an initial, regular, or follow-up family planning visit; and

(4) Sterilization, in accordance with 42 CFR 441.253 and 42 CFR 441.254, as follows:

**a. The FPEC recipient shall be at least 21 years old at the time consent is obtained;**

**b. The FPEC recipient shall not be a mentally incompetent individual;**

**c. The FPEC recipient shall not be an institutionalized individual;**

**d. The FPEC recipient shall voluntarily give informed consent in accordance with the requirements at 42 CFR 441.257 through 42 CFR 441.258;**

**e. The provider shall submit a sterilization consent form meeting the requirements of 42 CFR 441, Subpart F, to the department prior to the department's payment for the sterilization claim;**

**f. At least 30 days, but not more than 180 days, shall have passed between the date of informed consent and the date of sterilization, with the exception of cases of premature delivery or emergency abdominal surgery as described in g. below;**

**g. A FPEC recipient may consent to be sterilized at the time of an emergency abdominal surgery if at least 72 hours have passed since he or she gave informed consent for the sterilization; and**

**h. Treatment of surgical or anesthesia-related complications resulting from or during a covered sterilization procedure shall be covered; and**

(5) Family planning-related services that were provided as part of, or as follow-up to, a family planning visit in which a sterilization procedure took place.

**(c) The following services shall be covered as family planning related services:**

(1) Services to treat adverse reactions to, or medical complications of, family planning procedures, services, treatments or therapies including, but not limited to:

**a. Treatment of perforated uterus due to an intrauterine device insertion; and**

**b. Treatment of severe menstrual bleeding caused by Depo-Provera injection;**

(2) Drugs, in accordance with the following:

**a. Drugs shall be for the treatment of sexually transmitted diseases (STDs), except for HIV/AIDS and hepatitis, when the STD is identified or diagnosed during a routine or periodic family planning visit; and**

**b. Title XIX providers shall comply with the provisions of He-W 570 regarding pharmaceutical services when prescribing or dispensing drugs covered in (a) above;**

- (3) A follow-up visit after prescribing drugs for the treatment of an STD, including a re-screen for the STD;
- (4) Drugs and other treatment for lower genital tract and genital skin infections/disorders, and urinary tract infections, when the infection/disorder is identified/diagnosed during a routine/periodic family planning visit;
- (5) A follow-up visit for drugs and other treatment of the lower genital tract and genital skin infections or disorders where the infections or disorder is identified during a family planning visit; and
- (6) Vaccinations to prevent cervical cancer that are routinely provided pursuant to a family planning service in a family planning setting.

He-W 509.07 Non-Covered Services. The following services shall not be covered as family planning or family planning related services:

- (a) Sterilizations which do not meet the requirements of He-W 509.06(b)(4) above;
- (b) Hysterectomies;
- (c) Abortions;
- (d) Medical, surgical, or pharmaceutical treatment for the purpose of enhancing, promoting or restoring fertility;
- (e) Diagnostic examination of the cervix or vagina by means of a special microscope, colposcopy, biopsy or cryotherapy of the cervix or vagina; and
- (f) Any medical service, procedure, or pharmaceutical supply or device provided to a FPEC recipient who is known to be pregnant.

He-W 509.08 Transportation.

- (a) FPEC recipients shall be ensured assistance with locating or being reimbursed for transportation to Title XIX providers in order to access necessary family planning and family planning related services described in He-W 509.
- (b) FPEC recipients who wish to be reimbursed for transportation shall:
  - (1) Enroll in the transportation provider system in accordance with He-W 574.10 (b) – (e); and
  - (2) Be known as a recipient driver only for enrollment and payment purposes.
- (c) FPEC recipients shall only be reimbursed for transportation under the following circumstances:
  - (1) Transportation shall be to in-state or border Title XIX enrolled providers, except as described in (2) below;

- (2) Transportation to out of area providers shall be authorized in advance in accordance with He-W 574.08;
  - (3) There is no transportation available free of charge or payable by any other agency;
  - (4) Only one trip per day, whether one-way or round trip, shall be covered;
  - (5) Only the actual number of miles driven from the individual's residence to the Title XIX provider and return to individual's residence shall be reimbursed; and
  - (6) Transportation shall be to the nearest available provider of the necessary covered family planning services or family planning related services via the shortest, most economical route, as described in He-W 574.14(b).
- (d) FPEC recipients shall submit transportation claims in accordance with He-W 574.06.
- (e) The above transportation claims shall be paid in accordance with He-W 574.07.
- (f) The provisions of He-W 574.12 and He-W 574.14 regarding hearings and utilization review and control shall apply to FPEC recipients.
- (g) FPEC recipients who request transportation assistance via wheelchair van in order to access family planning services or family planning related services shall qualify for wheelchair van transportation if they meet the requirements in He-W 573.02(a)(1) and (2), except that eligibility as an FPEC recipient shall be substituted for the requirements in He-W 573.02(a) to be a Title XIX recipient.
- (h) FPEC recipients utilizing wheelchair van transportation shall be subject to the provisions of He-W 573.04, He-W 573.10, He-W 573.11 and He-W 573.12 regarding service limits, prior authorization to exceed service limits, utilization review and control and third party liability.
- (i) FPEC recipient shall utilize Title XIX enrolled wheelchair van providers who meet the requirements of He-W 573.
- (j) FPEC recipients shall be eligible to be transported by volunteer drivers in accordance with He-W 574 only for the purpose of accessing family planning services or family planning related services.

He-W 509.09 Co-Payments. Co-payments for family planning pharmaceutical products shall not be required.

He-W 509.10 Utilization Review and Control. The department's surveillance and utilization review of subsystems unit (SURS) shall monitor utilization of family planning services in accordance with 42 CFR 455 and 42 CFR 456.

He-W 509.11 Third Party Liability. All third party obligations shall be exhausted before Title XIX shall be billed, in accordance with 42 CFR 433.139.

He-W 509.12 Payment for Services.



(a) Rates of payment for family planning and family planning related services shall be established by the department in accordance with RSA 161:4, VI(a).

(b) The provider shall submit claims for payment to the department's fiscal agent.

(c) The provider shall maintain supporting records, in accordance with He-W 520.

**Cross-Reference Table for He-W PART 626,  
Technical Requirements for the Family Planning Expansion Category (FPEC) of Medical  
Assistance**

<u>Rule Number</u>	<b>2.1</b> Section Title <small>2.2</small>	<b>2.1.1.1</b> <u>RSA/Federal Citation</u>
<b>He-W 626.01</b>	<b>2.3</b> Purpose	<b>2.3.1.1.1.1</b> Section 1902(a)(10)(A)(ii) of the Social Security Act [42 U.S.C. 1396a(a)(10)(A)(ii)] <b>2.3.1.1.1.2</b> RSA 126-A:4-c <b>2.3.1.1.1.3</b>
<b>He-W 626.02</b>	<b>2.4</b> Family Planning Expansion Category (FPEC)	<b>2.4.1.1.1.1</b> Section 1902(a)(10)(A)(ii) of the Social Security Act [42 U.S.C. 1396a(a)(10)(A)(ii)] <b>2.4.1.1.1.2</b> RSA 126-A:4-c <b>2.4.1.1.1.3</b>
<b>He-W 626.03</b>	<b>2.5</b> Presumptive Eligibility for FPEC	<b>2.5.1.1.1.1</b> Section 1902(a)(10)(A)(ii) of the Social Security Act [42 U.S.C. 1396a(a)(10)(A)(ii)] <b>2.5.1.1.1.2</b> RSA 126-A:4-c <b>2.5.1.1.1.3</b>

## Appendix 3

To support the Family Planning Medical Assistance Program the following forms were created or revised by DFA:

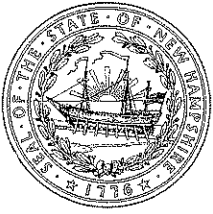
- DFA Form 800FP, Application for Family Planning Medical Assistance, and its associate instructions;
- DFA Form 806, Notice of Presumptive Eligibility Decision for Family Planning Medical Assistance, and its associated instructions;
- DFA Form 808FP, Information Necessary to Support Your Family Planning Medical Assistance Application, and its associated instructions; and
- DFA Form 809, Certification of Medicaid Eligibility for Family Planning Medical Assistant, and its Associated instruction.

## Appendix 4

### Family Planning Medical Assistance Program

Provider Name	Address
<b>2.6 Title X Providers</b>	
Ammonoosuc Community Health Services	25 Mount Eustis Rd, Littleton 79 Swiftwater Road, Ste 3, Woodsville Mt. Mooselauke Main St, Warren 30 Kings Square, Whitefield 155 Main St, Franconia
CAP Belknap/Merrimack County	121 Belmont Rd, Laconia Mountainside Business Center 127 Route 28, Ossipee
Concord Hospital –FP Program	250 Pleasant St Concord 462 West Main St, Hillsboro
Coos County Family Health Services, Inc	54 Willow St, Berlin
Goodwin Community Health	311 Route 108, Somersworth
Indian Stream Health Center	141 Corliss Lane, Colebrook
Lamprey Health Care	22 Prospect St, Nashua
Child Health Services	1245 Elm St Manchester
Weeks Medical Center	8 Clover Lane, Whitefield 173 Middle St Lancaster 12 Church St, Groveton 43 Main St. N. Stratford
White Mountain Community Health Center	298 White Mt Highway, Conway
<b>Planned Parenthood of Northern New England</b>	89 South Main St, W. Lebanon 135 Pleasant St, Claremont 8 Middle St. Keene 4 Birch St. Derry 24 Pennacook St, Manchester 108 High St, Exeter

<b>2.7 Health Centers</b>	
Manchester Community Health Center	145 Hollis St. Manchester
Concord Feminist Health Center	38 South Main St, Concord
Joan G. Lovering Health Center	559 Portsmouth Ave Greenland



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
OFFICE of the COMMISSIONER

FIS 14 169

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

603-271-2411  
FAX: 603-271-2629

September 10, 2014

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

**INFORMATIONAL ITEM**

In accordance with RSA 12-A:58, I am pleased to submit to you the annual report of the Job Training Fund.

As you know, the Job Training Fund is comprised of two programs – the Job Training Fund, which is a 1:1 matching fund to employers for upgrading worker skills and enhancing the economic competitiveness of New Hampshire business; and WorkReadyNH, a program to ensure the work-readiness of entry-level workers with a certification assuring employers of basic skills attainment.

I hope you find this information useful.

Sincerely,

Tim Galvin, Chair  
Job Training Fund Grant Review Committee



State of New Hampshire  
Department of Resources & Economic Development  
Jeffrey J. Rose, Commissioner

**Report on Activities**  
**July 1, 2013 – June 30, 2014**

New Hampshire  
**jobTrainingfund**

**WorkReadyNH**

## Acknowledgment

The \$2 million Job Training Fund is an innovative asset to New Hampshire's economic development strategy, enabling businesses throughout the State to stay competitive in an increasingly global marketplace while improving the skills of workers who seek better career opportunities in a constantly changing economy.

The Job Training Fund is actually two programs that foster training. The \$1 million Job Training Fund upgrades incumbent and new workers skills, and was created by the General Court in 2007.

WorkReadyNH is a program addressing gaps in workers readiness in the areas of math, reading, and problem solving, as well as in "soft skills", including workplace behaviors, teamwork and ethical behavior. It was created as a result of legislation in 2011.


Working with our partners in the NH Works Consortium and the Community College System of New Hampshire as well as a volunteer Job Training Fund Grant Review Committee, the Job Training Fund has helped over 400 employers offer training to more than 19,000 workers since late 2007. The fund is matched by employer contributions and is truly a public-private partnership that works.

WorkReadyNH is being offered to unemployed and underemployed residents of New Hampshire at the seven community college campuses and at the Advanced Technology and Academic Academy in Rochester.

Combined, the Job Training Fund and WorkReadyNH offer employers and New Hampshire workers new and innovative ways to learn to compete and thrive.

I want to acknowledge the good work done by those who have helped create and grow these successful programs, including the volunteer Job Training Fund Grant Review Committee and the Interagency Directors Group of the NH Works System.

Sincerely,



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

The Job Training Fund was created by legislation approved by the General Court in 2007. Funds for the program are from the administrative fund of NH Employment Security (NHES). They are transferred to the Department of Resources and Economic Development (DRED) to implement both the Job Training Fund and WorkReadyNH.

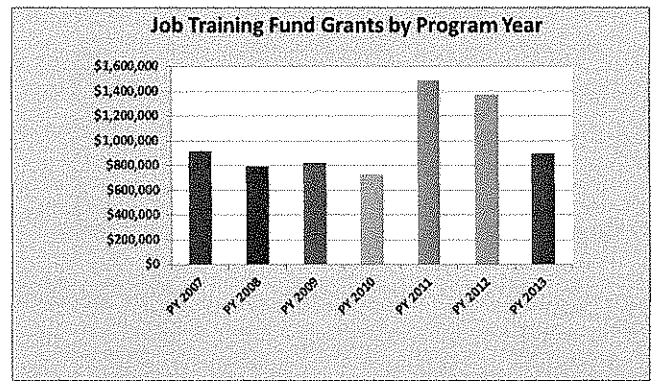
Created to enhance the transferable skills of New Hampshire’s workforce, the Job Training Fund enables employers to utilize new technologies, create new markets and become more efficient due the value-added skills of workers.

WorkReadyNH was the result of legislation passed in 2011. It is administered by the Community College System of New Hampshire and operates through a Memorandum of Understanding with the Office of Workforce Opportunity (OWO), which administers the Job Training Fund.

The \$2 million Job Training Fund has been a valuable resource for employers seeking to upgrade the skills of their workers, as well as providing worker readiness skills for job seekers.

This annual report covers Program Year (PY) 2013, which covers the period of July 1, 2013 through June 2014 for both the Job Training Fund and WorkReadyNH.

The Job Training Fund for employers is a 1:1 matching grant (reimbursable) program, with employers providing a cash match. Employers can invest in more than the 1:1 match to cover ineligible costs of training (i.e. administrative, wages, and in-kind contributions). Since the program’s inception in October 2007, employers have contributed a total of \$9 million to the program, while receiving grants totaling \$6.37 million. The \$15.38 million total of grants plus matching funds has enabled the training of up to 19,784 workers at 407 companies across New Hampshire.



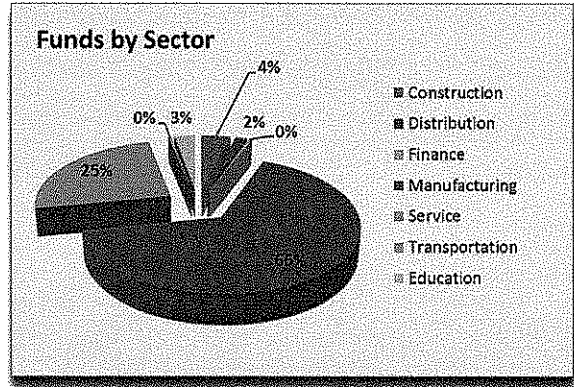
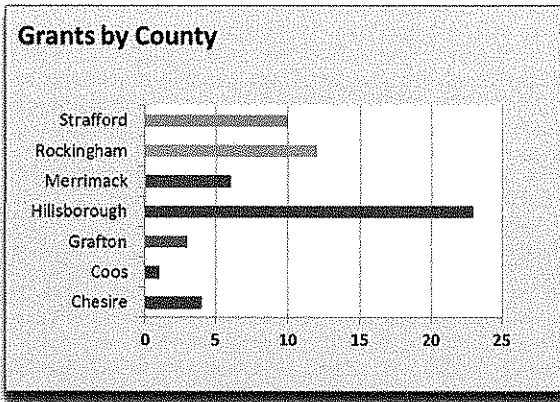
The Job Training Fund provides anecdotal evidence of the relative strength of New Hampshire’s economy. When the economy is growing, the Job Training Fund has more employers investing in training programs. While total grant amounts are less than the previous two years, PY13 represents the third straight year of increased activity following the recession.

PY13 Grant Funds	Matching Funds by Employers	Total Training Funds
\$897,272.50	\$947,422.50	\$1,844,695.00

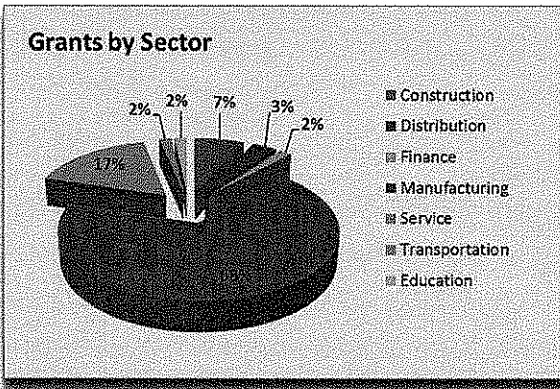


## Distribution of Grants

Grants were awarded in seven of the state's ten counties in PY13, and employers located in the state's most populous areas were recipients of a majority of the grant awards. The counties of Hillsborough with 23 grants and Rockingham with 12 grants accounted for 59% of the 59 grant awards.



The PY13 grant fund disbursement reflected a similar pattern as in previous years, with manufacturing dominating the grant awards. The manufacturing sector has a constant need for training due to companies updating their equipment (thereby requiring training), and an influx of new workers replacing a population of employees aging out of the workforce.



The cost of training a worker in manufacturing can be expensive, but the total number of trainees in a training program lowers the average cost. Conversely, a low number of trainees in a training program raises the average cost. The average cost for training per worker is \$615.

The two leading sectors receiving Job Training Funds grants are manufacturing and services. 85% of the grants approved in PY13 were for the sectors of manufacturing and service. These translated into 91% of the grant funds awarded.

Sector	Grant Award by Sector	Trainees by Sector	Average Sector Training Cost
Construction	\$34,949	35	\$999
Distribution	\$14,078	16	\$880
Education	\$26,006	63	\$413
Finance	\$4,222	4	\$1,056
Manufacturing	\$590,795	2177	\$271
Service	\$222,241	785	\$283
Transportation	\$4,035	10	\$404
<b>Average Grant Cost Per Trainee</b>			<b>\$615</b>

## **Community Colleges and Job Training**

The statute creating the Job Training Fund states “So long as it is feasible, training shall be provided by the community college system of New Hampshire, which may charge full market value for the training provided. When the community college system of New Hampshire cannot provide desired training, the training grant recipient will be free to contract with some other training entity approved by the community college system of New Hampshire.

The statute has provided the seven community colleges with an opportunity to offer their training programs to every employer applying to the Job Training Fund. With recognized certificate programs and training ranging from off-the-shelf to customized, the community colleges have been an active partner in the Job Training Fund program.



Each of the seven community college campuses has a Business and Training Director who works with employers, and the directors have played a significant role in promoting the Job Training Fund. In addition, CCSNH has also featured the Job Training Fund on its website and its numerous promotional materials. This

effort has greatly expanded the awareness of the Job Training Fund throughout the business community in New Hampshire.

In PY13, all of the seven Community Colleges participated in the Job Training Fund. Manchester and Great Bay campuses had the most grants.

College	# Grants	Grant Share
GBCC	5	\$85,123
LRCC	3	\$16,115
MCC	7	\$50,835
NCC	1	\$3,155
NHTI	2	\$1,845
RVCC	1	\$3,800
WMCC	1	\$3,225
<b>College Total</b>	<b>20</b>	<b>\$164,098</b>
<b>Overall # Grants</b>	<b>59</b>	
<b>Share # Grants</b>	<b>34%</b>	
<b>Overall \$ Grants</b>		<b>\$897,362</b>
<b>Share \$ Total</b>		<b>18%</b>

Of the 59 grants awarded in PY13, twenty (34%) included training by a community college.

There is potential for increased participation in grants as well as increased grant fund revenue as the community colleges continue their outreach efforts to business and offer affordable, industry-specific training needed by their business clients.

There will always be training areas that CCSNH is unable to offer (for example, on specific machines and specialized software), but collaborating with other training vendors will continue to be a way to establish new relationships with local employers.

The obvious opportunity for CCSNH to increase participation and revenue is in advanced manufacturing offerings throughout New Hampshire. With a \$20 million capacity-building grant from the US Department of Labor, CCSNH has expanded its advanced manufacturing curricula at all seven colleges.

The advanced manufacturing programs, especially at a new advanced manufacturing training center located in Rochester, is attracting manufacturing companies seeking skilled and educated workers, and the Job Training Fund is playing a role in training programs for those manufacturers.

There is also a potential for more Job Training Fund grants to help workers in other sectors. New certificate programs in insurance, childhood education and other areas can attract employers from niche sectors of the economy. Recent Job Training Fund applications for Enterprise Resource Planning (ERP) training as well as 3D CAD/CAM Design training could be new avenues of training development for CCSNH.

## ***NHMEP and Job Training***

---

Manufacturers continue to adopt “lean” programs that help design more efficient production methods, eliminate waste, and empower workers to collaborate in a team approach to production line policies.

The lean products are offered most often by the **NH Manufacturing Extension Partnership (NHMEP)**. The National Institute of Standards and Technology’s Hollings Manufacturing Extension Partnership (MEP) works with small and mid-sized U.S. manufacturers to help them create and retain jobs, increase profits, and save time and money. The nationwide network provides a variety of services, from innovation strategies to process improvements to green manufacturing. New Hampshire’s MEP organization works with employers throughout the State and offers ISO Certification as well as the LEAN product line of training services, including Six Sigma, Kaizen, Continuous Improvement, and Systematic Plant Layout.



New Hampshire MEP clients are surveyed by an independent third party survey company to determine the economic impact resulting from their relationship with the MEP program. Clients are surveyed roughly one year after the completion of a project and asked a number of questions relating to changes in efficiency and output as well as questions relating to the quality of the MEP services they received. Between April 2009

and February 2014, 208 companies surveyed reported that, as a result of their relationship with the New Hampshire MEP they have:

- *Created 419 jobs that otherwise would not exist*
- *Retained 768 jobs that otherwise would not exist*
- *Increased and retained \$226.5 million in sales*
- *Spent \$71.8 million on new investment*
- *Experienced \$29.2 million in cost savings*

The effects of this increased economic activity extend beyond the client firms. Increased sales by New Hampshire MEP client firms require that they increase their purchases of intermediate goods and services from companies located in New Hampshire and elsewhere to support their increased output. The supplying companies, in turn, generate additional demands of their own. In this way, dollar expenditures for final demand can be traced to all of the affected industries in the regional economy.

In addition, the income from new jobs generated by New Hampshire MEP clients and the supplying firms results in increased demand for consumer goods. Each of these effects, in turn, generates subsequent ripples throughout the New Hampshire economy. The sum of these direct, indirect, and induced effects suggests that the small- and medium-sized manufacturing companies that increased or retained jobs or sales and/or increased investments with assistance from the New Hampshire MEP are responsible for:<sup>1</sup>

- *Creating or retaining 2,832 jobs that paid a total of \$151 million in employee wages and benefits*

- *Increasing or retaining economic output worth \$656 million*
- *Contributing or retaining \$255 million of gross state product*
- *Generating or retaining \$56.8 million in additional tax and non-tax revenues at the Federal, state, and local government levels, including \$18 million at the state and local level*

In PY13, NHMEP was involved in 12 Job Training Fund grants totaling \$106,150. The 12 grants represent one third of the PY13 grants to manufacturing firms. Five of the NHMEP training grants involved ISO Certification. The International Standardization Organization (ISO) establishes state of the art specifications for products, services and practices; and many New Hampshire companies seek ISO certification in order to qualify for contracts in both public and private sectors.

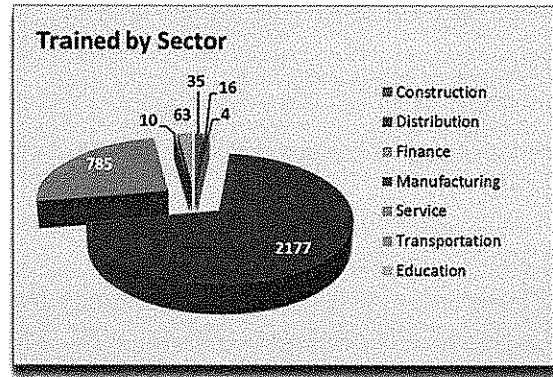
The remaining NHMEP grants were in lean manufacturing, Six Sigma and continuous improvement and value stream mapping.

---

<sup>1</sup>No client is surveyed more than once in a 12 month period. Data is from 20 Quarterly Surveys, which were conducted from April 2009 – February 2014. Clients are asked about impacts experienced over the past year.

**Manufacturers' Use of Training Options**

Manufacturers also utilized the Job Training Fund for a variety of other training programs. Supervisory and leadership training is the most common training, as companies realize a need to train future supervisory staff. Other training provided by manufacturers to employees included soldering, HVAC, project management, welding, ERP software, problem solving, conflict management, communication, shop math, manufacturing fundamentals, web development, IT, safety training, MasterCam computer training, Autodesk electrical training, and others.



**Service Sector Increases Participation in Training**

The service sector represents a variety of disciplines, from engineering, survey and design firms to computer servicing, convention planning services, and sales companies. In PY13, 17% of applications were from companies providing a service, up slightly from PY12. Grants awarded to service sector companies were 25% of grant funds awarded, training 785 workers

**Challenges for Other Sectors**

While manufacturing continues to be the dominant economic sector in New Hampshire's economy and the sector offering the highest wages, other sectors including finance, construction, transportation and distribution have opportunities to grow. The Job Training Fund is open to employers who pay into the Unemployment Trust Fund. Education and healthcare are sectors dominated by employers not eligible for the Job Training Fund.

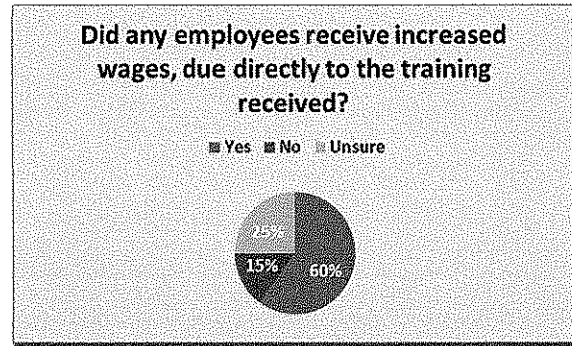
## Survey Results from Grant Recipients

The Job Training Fund utilized two surveys in PY13 to gauge the effectiveness of the program and training made available by grants on both employers and workers trained.

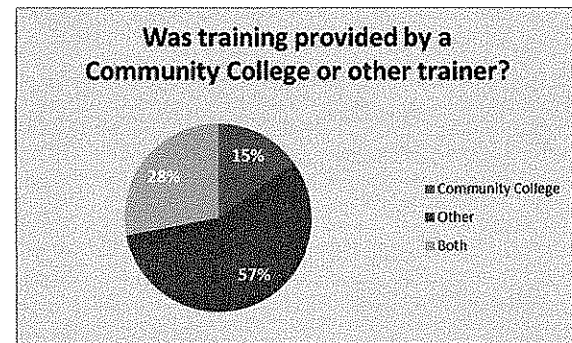
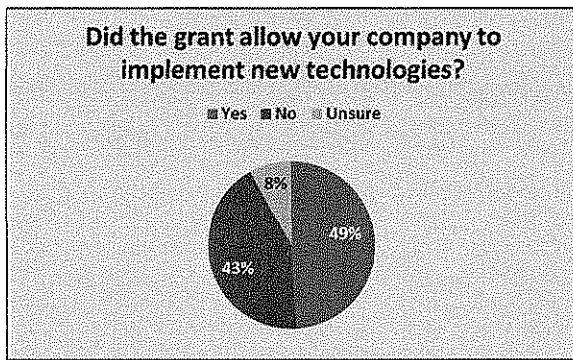
The Office of Legislative Budget Assistant (LBA), Audit Division conducted a survey of employers who had received Job Training Fund grants as part of an overall performance audit of the Division of Economic Development.

In addition, employers are required to complete an evaluation of their performance goals and outcomes to the Office of Workforce Opportunity (OWO) following completion of the training.

In the LBA survey, a total of 135 Job Training Fund recipients were surveyed from the past two years of awards. A total of 65 responses were received for a 48% response rate. The following graphs and sections illustrate responses to this survey.

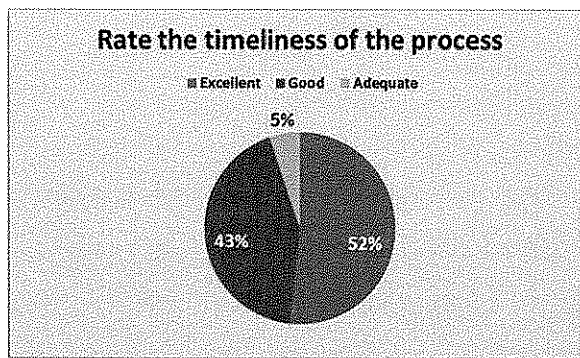
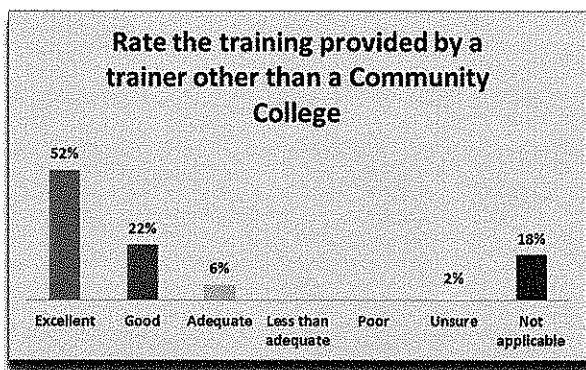
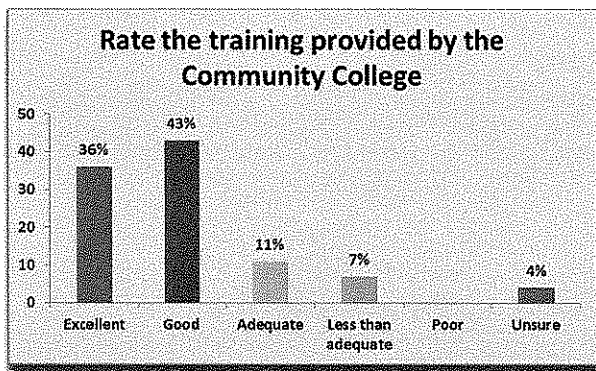


Increased wages are not mandated in the Job Training Fund statute or Rules, but half of the Job Training Fund employers reported offering wage increases as a result of the training



*Rating the Process*

The LBA survey asked employers to rate the Job Training Fund process for application timeliness, clarity, and reimbursement timeliness.



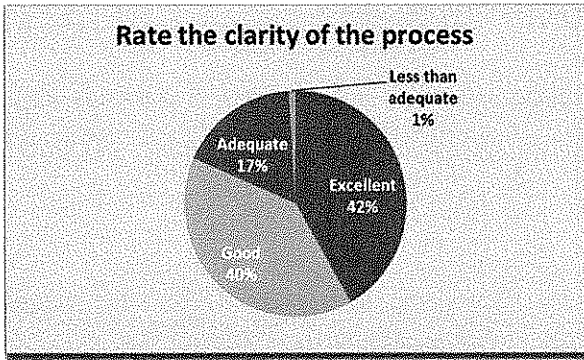
Survey results indicate that 79% of employers using the community colleges as trainers rated the training as good to excellent. A slightly lower percentage of employers (74%) rated training performed by trainers other than the community college as good to excellent.

Most respondents to the survey (95%) consider the timeliness of the application process good or excellent. Currently, applications must be submitted two weeks prior to a Job Training Fund Grant Review Committee meeting. After meeting with the applicant company, the committee makes a recommendation to the Commissioner of DRED. Upon approval by the Commissioner, a contract process is initiated and usually is completed in two weeks. Delays occur when applications are incomplete or contract signatures are not completed by the company in a timely manner. The grant review committee is considering lengthening the time between application deadlines and review meetings in order to provide company applicants more time to correct incomplete applications.

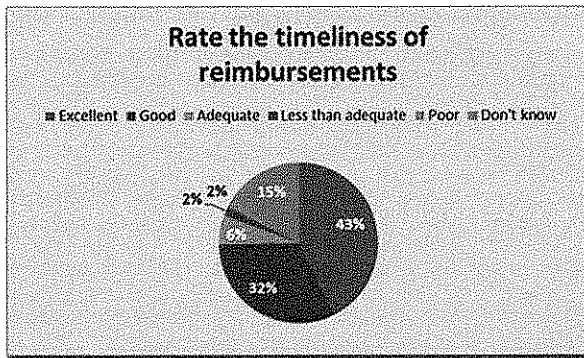
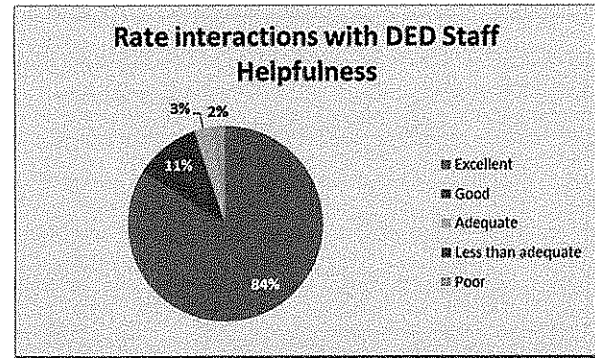
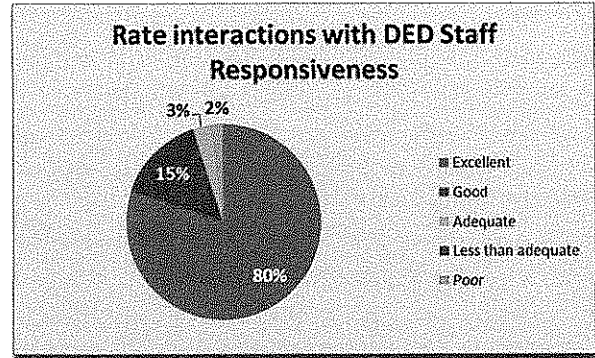


*Rating Staff Attributes*

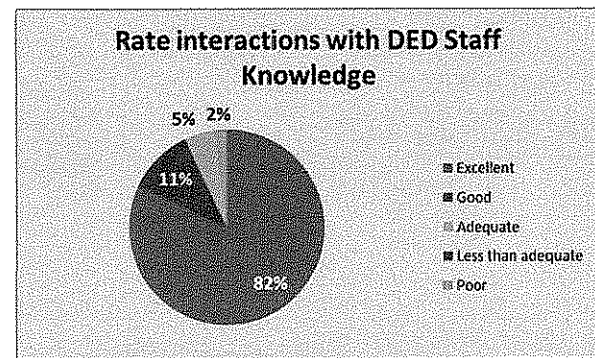
Employer applicants were asked to rate their interactions with Division of Economic Development staff in terms of responsiveness, helpfulness, and knowledge, as illustrated in the following graphs.



While 82% of applicant companies rated the clarity of the application good to excellent, there is room for improvement. A new website with on-line forms is being developed to make the application process more user-friendly while minimizing common mistakes made using current application forms.



Three of four respondents to the survey rate the timeliness of the reimbursement process as good to excellent. Some (15%) weren't sure of the timeliness, likely because they are not part of the company's fiscal personnel responsible for filing reimbursement requests.





## Training Evaluations

Job Training Fund grant recipients (employers) are required to complete evaluation reports on their worker training. These reports are submitted upon completion of the training and must include an account of the following:

- number of individuals trained and positions held
- impact of the training on the workers' skills
- cost per trainee
- number of trainees retained in employment as a result of the training
- number of jobs created as a result of the training
- analysis of the training provider's program

Data reported in PY13 shows that:

- **91%** of workers trained through grants have been retained by their company
- **28** new jobs were created as a result of training
- **\$841.55** was the average training cost per worker

In addition to this quantitative data, employers must provide narrative feedback of the impact of the training on their workers' skills, and provide an analysis of the training provider. The next two sections highlight responses from these narratives.

### Impact on Worker Skills

The following quotes are from evaluation reports submitted by employers in which they describe the impact on worker skills as a result of the training.

*"All employees now have experience in an ISO 9001 environment and were essential to implementing an ISO Quality Management System."* **Sponge-Jet, Inc., Newington**

*"The training helped to ensure employees were reading the prints in a consistent manner which in turn has helped reduce errors in production and printreading."* **Corning Specialty Materials, Keene**

*"The training allowed me to fully grasp the complexity of the entire supply chain and its impact on the company. It's allowed me to expand my knowledge of Operations."* **Nemo Equipment, Dover**

*"We have already seen a tremendous impact of training on our workers skills. We are slowly disbanding the use of our former software."* **Summit Engineering, Portsmouth**

*"The training...certified our inspection staff on a certain inspection process. We also furthered the education and skill set of two entry level welders."* **Axenics, Nashua**

*"Due to the training (the employee) acquired new skill sets in the area of web development and Visual Studio. He is currently using these new skills in eb projects needed by the company. The training also advanced the employee to a "web based" programming environment which aligns with the new industry standard."* **Madison Resource Funding Corp., Portsmouth**

*"Thorough understanding of proper collection, analysis, and interpretation of both process data and data derived from designed experimentation."* **Conductive Compounds, Inc., Hudson**

*"The skills acquired have provided her with the ability to better communicate with outside IT companies...training has also provided the ability to do basic setup and maintenance on existing computers."*

**Ken-Mar, LLC, Hudson**

*"3 of the 5 trained had never been involved in ISO Auditing so the training added to their value as an employee."*

**Metal Works, Inc., Londonderry**

*"With attrition and retirements from our workforce over the last 12 months, the number of available electrical associates skilled at working the Parker ACR controls system had been reduced by 50%. With this training, we have gotten back to a reasonable support level for these systems."*

**OSRAM Sylvania, Hillsborough**

*"The results of the events were very successful due to the many disciplines represented, and the multiple levels represented in the events. The impact was noted in all sessions by many participants regarding understanding the big picture and how all the processes fit together. Many workers in one area were not normally aware on an updated basis of the detail involved in another department. All (14 in one class) were cross trained in detail of the manufacturing steps of the approximately 10 operations. The results were a thoroughly cross-trained team."*

**Symmetry Medical, Manchester**

*"ISO 9001 skills gained."*

**FlexEnergy Systems, Portsmouth**

*"Workers learned and practiced the skills (lean manufacturing) immediately."*

**D.D. Bean & Sons Co., Jaffrey**

*"Skills have significantly evolved and expanded; new critical thinking skills; better versed in design concepts; far more marketable."*

**Yeaton Associates, Littleton**

*"Employees are more skilled to work in their current positions and more prepared to advance to the next level as a result of the training."*

**Medtronic Advanced Energy, Portsmouth**

*"Training made employees better able to: prioritize tasks; identify sources of motivation, conflict, and*

*stress; maintain healthy relationships; gather input from all individuals in group situations; understand language of collaboration; using creative problem-solving tools."*

**SDE, Peterborough**

*"Training had a very positive impact on employee skills, especially those who participated in ESOL training. The employees received assistance in completing and understanding mandatory company forms such as the PMD (Performance Management and Development) form and other forms required to do their job."*

**Thermo Fisher Scientific, Portsmouth**

*"The Principles of Lean training is wonderful - we have had some processes prior to lean that required 3-4 employees, now we are only requiring 2-3 employees, freeing up at least 1 employee to do cross training."*

**Phase 2 Medical Manufacturing, Rochester**

*"This grant was specifically targeted at building skills of the early childhood education workforce which were both needed for the job and identified by employers as being lacking in their workforce."*

*"Kingston Children's Center has reported that, today, their employees are working better as a team and sharing their new knowledge with their co-workers. One of the positive outcomes is that the children are responding to the techniques the teachers are using."*

*"Employees from Nurture and Nature Children's Center also shared their knowledge with their co-workers, who are now eager to build their skills further by attending these courses and workshops."*

*"Employees who attended the Charlotte Stetson workshop learned about meaningful interactions with children. Participants learned a three-step strategy for turning everyday interactions with children into powerful interactions, which help each child reach their full potential."*

The following quotes are excerpts from individual evaluations of the Appropriate Guidance and Discipline for Young Children course:

*"Over the course of the semester, we have looked at five different modules centered on behavior and how teachers can help each child feel valued, supported, and have an interactive and engaging classroom. As an*

*early childhood care provider, I am skilled and knowledgeable in my field. Since taking this course I have gained new insight and skills to bring to my classroom."*

*"I have learned numerous new strategies from taking this class that I have started to put into practice in my three year old preschool classroom. The different philosophies of positive guidance are tools that are helping me succeed as a teacher and in turn helping my students to be successful in the choices that they make."*

*"I have learned that it is important to build a relationship with the child which leads to mutual respect. I have implemented the cone of learning in my teaching. I realize that a child might need to hear a direction, see it being done and then actually participate in the activity. I have learned to recognize that not all children are the same. I have learned to individualize the needs of a child."*

*"My classroom model has been modified to accommodate new expectations that are fair and logical. I will make sure to explain the expectation, keeping them clear and direct. There will be curriculum that is more engaging and exciting for the children.*  
**Early Learning NH**

### ***Analysis of Trainer Programs***

---

This section highlights responses describing the training provider's program; for example, did the program meet the needs of the business, was it revised to meet the needs, etc.

*"(The training) provided a much needed structure to our Safety Program which resulted in a significant reduction to our accidents, their severity and as a byproduct, our Worker Compensation costs for 2013."*  
**Monadnock Paper Mills, Bennington**

*"The NH-MEP/Exolytics training and coaching program was very effective. The program deliverables (basically the statement of work) aligned well with the effort needed to guide company personnel through the preparations and training needed to get ready for our ISO 9001 registration (currently in process). All of the steps defined in the original NH MEP proposal were followed and the training provider's follow-through was excellent."*  
**FlexEnergy Systems, Portsmouth**

*"(Trainer) is unsurpassed as authority on the subject matter. Seamlessly catered to the needs of the company."*  
**Conductive Compounds, Hudson**

*"The training programs exceeded the needs of the child care, Head Start and preschool programs for which they were designed. Early childhood education programs reported that, without the support of the NH Job Training Fund, they could not have sent their employees for the higher level of skill building that was realized by these trainings."*  
**Early Learning NH, Statewide**

*"The Sandler Sales process has been a very good program for us. We feel it has met and exceeded our expectations."*  
**Schleuniger, Manchester**

*"The training program was thorough, met the needs of our business and required no revisions."*  
**Metal Works, Inc., Londonderry**

*"The RVCC instructor worked with our engineers and production managers. The instructor did an excellent job meeting Corning's training criteria and we were*

*pleased with the final outcome.”* **Corning Specialty Materials, Keene**

*“The training was an exact fit for our needs as a business. It was such a success that we're considering other training opportunities for growth.”* **Summit Engineering, Portsmouth**

*“The instructor (GBCC) was both knowledgeable and made himself available.”* **Vishay HiRel Systems, Dover**

*“We were satisfied with the majorities of the companies that provided training. Positive and negative feedback was shared with vendors.”* **Medtronic Advanced Energy, Portsmouth**

*“Great Bay Community College not only met our needs but exceeded them. The ESOL instructors were outstanding. The rapport they built with students was wonderful. The students loved coming to class. The Supervisory, Leadership and Project Management instructor is an asset to the program.”* **Thermo Fisher Scientific, Portsmouth**

*“NCC (Nashua Community College) has a good program for IT training.”* **Ken-Mar LLC, Hudson**

*“Microdesk...did an excellent job training staff. Provider was professional, knowledgeable and responsive and did a great job educating and ensuring skillset development of the entire group.”* **Yeaton Associates, Littleton**

*“The provider we chose for this training has been working very closely with our company for over 15 years assisting us with job site ergonomic consultations and helping us change the way we do our jobs. In that time she has gained an invaluable amount of knowledge of our business, our products, our specific jobs and the machinery we use. Being not only an ergonomics consultant but also a doctor of occupational therapy has allowed her to look at not only the ergonomics but also the physical aspect. The training that was done was geared specifically towards our jobs and she spent a lot of time on the production floor working with individuals. We believe everyone gained by this training and it was a success.”* **AIRMAR Technology, Milford**

*“Our analysis of the training is positive. The trainers were very thorough in covering all ISO standards and interpreting them in a comprehensible manner. Very well coordinated.”* **Sponge-Jet Inc., Newington**

New Hampshire  
**jobTrainingfund**

Type	Company	City	Grant	Match	Trainees	Training
mfg	Agility Mfg	Dover	\$6,447.50	\$6,447.50	3	ISO 9001:2008 training
mfg	Axenics	Nashua	\$5,455.00	\$5,455.00	3	welding, leak rate measurement training
mfg	Vishay HiRel Systems	Dover	\$1,750.00	\$1,750.00	1	team leadership training
mfg	WS Badger Company	Gilsum	\$3,800.00	\$3,800.00	2	Lean Manufacturing Certificate Program
serv	C&S Wholesalers	Keene	\$100,000.00	\$150,150.00	450	Oracle and network applications
mfg	Cellular Specialties	Manchester	\$14,155.00	\$14,155.00	71	ISO Training, Meeting Facilitation, Team Building/Communication, Problem Solving
mfg	New England Forest Products	Greenfield	\$6,330.00	\$6,330.00	10	Management, CPR, Lumber Grading Certification
mfg	Textile Coated International	Manchester	\$24,750.00	\$24,750.00	180	ISO Training, ERP Software Training
mfg	Turbocam International	Barrington	\$28,625.00	\$28,625.00	10	Machine Tool operation and maintenance training
serv	Amoskeag Beverages	Bow	\$27,237.50	\$27,237.50	175	Customer Service Excellence Training
mfg	Creare	Hanover	\$2,851.50	\$2,851.50	6	AS9100C: Quality Management Systems
mfg	Metal Works	Londonderry	\$1,400.00	\$1,400.00	4	internal auditor training
mfg	New England Wire Technologies	Lisbon	\$62,405.00	\$62,405.00	38	Career Development Training
serv	Summit Engineering	Portsmouth	\$3,487.51	\$3,487.51	7	Autodesk Revit Structure
mfg	UltraSource	Hollis	\$27,427.57	\$27,427.57	24	VM Advanced training; PHR certification; software; Lean Six Sigma; Microsoft SQL
dist	DS Cole Growers	Loudon	\$7,887.50	\$7,887.50	10	Quality Control and Lean Process
serv	DeStefano Architects	Portsmouth	\$1,300.00	\$1,300.00	8	REVIT 3D software
mfg	Nanocomp Technologies	Merrimack	\$8,988.00	\$8,988.00	96	Continuous Improvement, ISO Training, IT Training
const	Collins Home Innovations	Sandown	\$5,739.50	\$5,739.50	11	HR and soft skills training
mfg	DD Bean & Sons	Jaffrey	\$4,425.00	\$4,425.00	20	Lean Process training
trans	NH Auto Dealers Services	Concord	\$4,035.00	\$4,035.00	10	auto mechanics training
mfg	Phase 2 Medical Manufacturing	Rochester	\$32,636.98	\$32,636.98	67	Management, blueprint reading, Lean, HR Cert, soldering, injection molding
serv	RelySales	Dover	\$25,700.00	\$25,700.00	17	sales training
mfg	Scott Electronics	Salem	\$9,750.00	\$9,750.00	90	ISO 13485 certification training
mfg	Burndy	Manchester	\$7,627.70	\$7,627.70	8	human resource management training
mfg	Cirtronics Corporation	Milford	\$13,275.00	\$13,275.00	10	sales training
mfg	Conductive Compounds	Hudson	\$5,250.00	\$5,250.00	6	JMP software training
serv	Cultural Chemistry	Manchester	\$2,970.00	\$2,970.00	4	Skillsoft, SNHU, WorldatWork, American Payroll Assn.
const	J Lawrence Hall	Nashua	\$3,442.50	\$3,442.50	6	HVAC training
finan	Next Level Now	Portsmouth	\$4,222.00	\$4,222.00	4	project management, human resources
mfg	Osram Sylvania Specialty Products	Hillsborough	\$42,077.50	\$42,077.50	167	electrical safety, robotics, vision inspection, database
const	Ridgeview Construction	Deerfield	\$8,430.50	\$8,430.50	9	energy efficiency, managerial, human resources training
const	Yankee Thermal Imaging	Rochester	\$17,336.50	\$17,336.50	9	efficient construction skills training; human resource management
mfg	Axenics	Nashua	\$1,498.00	\$1,498.00	6	CNC Bending; hand soldering; IPC-A-620 Specialist Certification
mfg	C3I	Hampton	\$9,576.49	\$9,576.49	12	safety, solidworks software; Windows Server; troubleshooting; others
mfg	Symmetry Medical	Manchester	\$18,400.00	\$18,400.00	10	Six Sigma; Lean Certification
mfg	L-3 Insight Technologies	Londonderry	\$20,040.00	\$20,040.00	12	Manchester Community College (MCC)
mfg	Medtronic Advanced Energy	Portsmouth	\$47,938.50	\$47,938.50	90	eight training providers
mfg	New England Wire Technologies	Lisbon	\$9,838.00	\$9,838.00	10	multiple training providers
mfg	Pennichuck Water	Merrimack	\$8,640.00	\$8,640.00	26	Customer Service, Labor Law, Presentation, other
mfg	Airex Corporation	Somersworth	\$8,205.00	\$8,205.00	13	JOBBOSS software, Soldering, Master Cam, LabVIEW
dist	Assoc Grocers of New England	Pembroke	\$6,190.00	\$6,190.00	6	CDL A Training, Front-Line Management Certificate Training
serv	Chi Engineering	Portsmouth	\$19,564.50	\$19,564.50	31	cadworx, advanced modeling, gas operations, shallow foundation design, others
mfg	FLIR Commercial Systems	Nashua	\$15,770.00	\$15,770.00	160	Communication and Customer Service
serv	Manchester Comm Health Center	Manchester	\$5,545.00	\$5,545.00	2	Microsoft Windows Server 2012
mfg	NH Ball Bearings	Peterborough	\$59,683.75	\$59,683.75	206	variety of manufacturing skills
mfg	Goss International	Durham	\$6,162.50	\$6,162.50	402	Cultural Diversity
mfg	Schleuniger	Manchester	\$17,347.50	\$17,347.50	39	Comms, Cust Svc, Comp skills, Wire processing, first aid, managing corporate change
mfg	Spaulding Composites	Rochester	\$2,943.50	\$2,943.50	9	Supervisory Skills, Human Resource Certification
serv	VF Corporation dba Timberland	Stratham	\$34,486.00	\$34,486.00	85	customer service, cultural diversity, business acumen
mfg	Vishay HiRel Systems	Dover	\$3,787.50	\$3,787.50	36	Six Sigma Green Belt Certification
mfg	Circuit Technology	Merrimack	\$11,550.00	\$11,550.00	20	Lean 102, Value Stream Mapping, Kaizen Event
serv	Design Group/Facility Solutions	Concord	\$1,950.00	\$1,950.00	6	REVIT 3D software
mfg	NIPRO Cons Hlthcr (aka PJ Noyes)	Lancaster	\$3,225.00	\$3,225.00	17	Supervision, Continuous Improvement, Leadership, computer skills, HR
mfg	Pfeiffer Vacuum	Nashua	\$6,250.00	\$6,250.00	49	Leadership, Team Building, Communication
mfg	Airmar Technology Corp	Milford	\$20,841.50	\$20,841.50	225	quality control, measurement, MS Office
edu	Early Learning NH	Concord	\$26,005.50	\$26,005.50	63	various early childhood courses
mfg	MaineLine Graphics	Deering	\$4,119.00	\$4,119.00	11	safety training, executive leadership
mfg	Optics 1	Bedford	\$6,500.00	\$6,500.00	8	Tolerance and Precision Machining
			<b>\$897,272.50</b>	<b>\$947,422.50</b>	<b>3,090</b>	

**Grants Awarded from July 2013–June 2014**

## Job Training Fund Committee Members

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

**Tim Galvin**, *Committee Chair, Nantucket Beadboard (business)*

**George N. Copadis**, *Commissioner, NH Employment Security, (designee Marie-Helene Bailinson)*

**Ron Rioux**, *Vice Chancellor, Community College System of New Hampshire*

**Joseph M. Casey** *(labor)*

**Kate Luczko**, *Executive Director, Stay Work Play (business)*

**Mike Alberts**, *Dir. Of Organizational Development, New England Wire technologies (business)*

**Jacqueline Heuser**, *Director, Office of Workforce Opportunity, DRED*

**State Representative Naida Kaen**, *representing Lee*

**State Senator Russell Prescott**, *representing Kingston*

## **WorkReadyNH**

**WorkReadyNH** is a program funded by the Job Training Fund and administered by the Community College System of NH. Oversight of the program is provided by the Interagency Directors' Group (IDG).

In the spring and fall of 2011, a series of Business Round Tables were held at each of the seven Community College of New Hampshire campuses. Business leaders in attendance expressed their support for two training ideas:

- The need for a “standardized” credential to verify the educational and intellectual abilities of job applicants to achieve success at a particular occupation
- The need to instruct applicants in what was generally referred to as “soft skills.” The term soft skills in this case refers to all skills necessary to be successful in a “work environment,” including but not limited to teamwork, conflict resolution, promptness, appropriate dress, communication, work ethic, problem solving, initiative, and personal ethics.

As a result of employer suggestions, a partnership between the Office of Workforce Opportunity, Department of Resources and Economic Development, and the Community College System of New Hampshire was formed to offer WorkReadyNH.

The new training program began in October, 2011, and was available at no cost to unemployed job seekers, offering skills-training and two nationally recognized work-readiness credentials (the National Career Readiness Certificate from ACT and the

WorkReadyNH Certificate from the Community College).

The training provides assessment, instruction, and credentialing in key areas identified by employers as essential to workplace success. As a result, job seekers will have verifiable skills and qualifications most desired by employers, and employers will be able to more efficiently identify qualified applicants for hire.

The WorkReadyNH program seeks to:

1. Assess job-seekers' basic workplace skills in Applied Mathematics, Reading for Information, and Locating Information (the WorkKeys® Assessments).
2. Help job-seekers improve essential workplace skills to earn a National Career Readiness Certificate (through the self-paced and fully online KeyTrain™ learning modules).
3. Provide classroom instruction in “soft-skill” practices identified by employers as key to workplace success (Soft Skills course).
4. Provide a nationally recognized credential upon class completion that signals to employers the skills employers want most (WorkReadyNH Certificate from the Community College)
5. Is free to NH residents 18 years old or older and not in school.
6. Is offered at four of the NH Community Colleges:
  - Great Bay Community College (Portsmouth)
  - White Mountains Community College (Berlin, Conway, Littleton)
  - Manchester Community College
  - River Valley Community College (Claremont and Keene)

## Program Summary & Performance Outcomes

This year the number of registrants has stabilized.

Program Year	2011	2012	2013	Total
Registrants	466	732	712	1890

WorkReadyNH continues to enroll a large number of women; however, the percentage of men registering has increased slightly this program year.

	2011		2012		2013		Total	
Male	175	39%	278	38%	301	42%	754	40%
Female	271	61%	454	62%	411	58%	1139	60%

The number of Veterans served has increased in the 2013 program year.

Veterans	2011		2012		2013		Total	
Served	16	4%	36	5%	50	7%	102	5%

The age ranges of the population WorkReadyNH serves shows a need for job training at all ages and levels. This year, our largest age bracket was of registrants between 51 and 60. Registrants over the age of 41 made up 65% of the total served.

Age Range:	Total served 2013	
16 – 17	14	2%
18 – 30	160	22%

For this program year, we began tracking the education level of our registrants. The largest population served (39%) has not continued their education/training beyond a high school degree.

Grade Level Completed		
Less than high school	39	5%
HS/GED/HiSET/Adult Diploma	276	39%
Career/Tech Training or Certificate Program	67	9%
Associates Degree	84	12%
Completed some/most of Bachelors – did not complete	15	2%
Earned a Bachelor's Degree	73	10%
Has taken or completed work beyond a bachelor's degree	29	4%
Unknown	65	9%

WorkReadyNH programs funded with Job Training funds are offered at four of New Hampshire's Community College campuses.

Campus	# Students
Great Bay	149
White Mountains	203
Manchester	218
River Valley	142
<b>Total</b>	<b>712</b>

NH Works partners continue to be the largest referral source for WorkReadyNH students. Other referrals come from a variety of sources, as shown on the following table.

Referral Source		
Word of Mouth	107	15%
WRNH Outreach	125	18%
Marketing	164	23%
Rapid Response	15	2%
NHES	289	41%
WIA – Adult	60	8%
CCSNH partners/grants	62	9%
Dept. of Education	14	2%
Vocational Rehab.	34	5%
DHHS/TANF	3	0%
WIA – Youth	5	1%
Employers	13	2%
Other	36	5%



# WorkReadyNH

In order to successfully graduate from WorkReadyNH, participants must complete the 60 hour Soft Skills training and receive a 3 (Bronze) or higher on the National Career Readiness Certificate. Of the 712 students enrolled in during this program year, 353 have successfully completed the Soft Skills course and 329 have graduated. Currently, 94 are still active in WorkReadyNH.

Campus	Graduates	Share of Graduates
Great Bay	63	19%
White Mountains	71	22%
Manchester	113	34%
River Valley	82	25%

WorkReadyNH is grounded in the National Career Readiness Certificate (NCRC®) issued by ACT. The NCRC is a portable, evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success. Graduates receiving an NCRC achieve one of four levels: Bronze, Silver, Gold, or Platinum. The NCRC is tied to an extensive data base of career profiles. Each level represents demonstrated skill level and the ability to be successful in specific correlated jobs. Refer to the graphic on page 23 for descriptions of the NCRC achievement levels.

NCRC Level	# of Graduates who Attained	Percent
Bronze	55	17%
Silver	204	62%
Gold	70	21%
Platinum	0	0%

The most common single reason registrants do not successfully complete the WorkReadyNH program is

because they obtain employment while enrolled in the program. Other reasons why participants do not complete include not obtaining a minimum score (3 – bronze level) on the NCRC, relocation, dismissal from the program for not meeting program requirements, or health problems.

Reason for Non-Completion	Number of Non-Completers
Employment	50
Education/Training	8
Scheduling conflict	28
Health issues	27
Low NCRC score	16
Dismissed	22
Unknown	76
Other	67

Four additional WorkReadyNH sites were added at New Hampshire’s remaining Community College campuses funded by the Trade Adjustment Assistance Community Colleges and Career Training (TAACCCT) grant in 2013. These programs were modeled after the original WorkReadyNH sites and the WRNH staff work closely together to maintain consistent program standards. With the addition of the TAACCCT site, WorkReadyNH has been able to provide job training for more job seekers and career builders.

Campus	Start Date	# Served Since July 1,
Great Bay - Rochester	April, 2013	147
Lakes Region	April, 2013	125
Nashua	July, 2013	205
NHTI	October, 2013	125
<b>Total</b>		<b>602</b>

## Follow Up

In order to obtain information on student outcomes, a follow-survey is sent electronically at 3 and 6 months after graduation, however the return rate on these surveys is not very high. The program will continue to strive for continuous improvement in this area, realizing outcomes as an important tool for program assessment.

Status	Number of Respondents	Percentage
Employed (new or same job)	157	45%
Education/Training	64	17%
Employment	127	36%

WorkReadyNH recently compiled a list of businesses who have hired our graduates (based on returned surveys and communications with graduates). The list has over 300 businesses in a wide variety of industry sectors. The career titles are vast. Some examples include:

- Public sector jobs with the State of NH, many school districts, US Postal Service
- Large national companies such as UPS, Talbot's, Lowes, and Charles Schwab
- Hospitality industry including Wentworth Resort, Province Lake Golf Course, Red Jacket Inn, Lakes Region Casino
- High-tech and manufacturing companies including BAE, Unistar Corp, LenTex, P.J. Noyes Company, PC Connection
- Construction companies such as HP Cummings Construction, Firmly Rooted Landscaping, Armand E. Lemire Company

- The service sector, including Crotched Mountain Rehab, Triangle Credit Union, Dartmouth Hitchcock Medical Clinic, and the American Red Cross
- Many small, locally-owned business including Harris Family Furniture and Harrisville Designs.

Some job titles include: machine operator, mechanic, teacher's aide, customer service representative, academic affairs specialist, account manager, Real Estate Agent, Glass Installer, Home Visitor, Burner Technician, Call Center Worker, Assembler, Clerk, Information Technology Specialist and Retail Associate, to name a few.

## *Success Stories*

---

**Glen**, a Manchester Community College WorkReadyNH graduate, was contacted by a recruiter for a materials handler position at BAE Systems. He began his job within a month of graduating from WRNH!

**Barbara** was hired as an Accounting Assistant at Neighborworks Southern New Hampshire shortly after graduating from WorkReadyNH. She said, “I got the job on the first interview I went on. I walked into the interview feeling very confident and self-assured. I knew what questions to ask and what answers to give. Also, it helped me with my negotiating and reasoning skills.”

**James**, Director of Human Resources at Len-Tex Corporation stated, “The WorkReadyNH program has been very beneficial to our company. In today’s economy it is getting harder to find the soft skills that are mixed with a good experience. We have found applicants who graduate from the WorkReadyNH program hold stronger knowledge of the needed skills to become successful in today’s working environment.”

## *Next Steps*

---

The four original WorkReadyNH sites will continue to operate for another program year under the same Memorandum of Understanding between the DRED’s Office of Workforce Opportunity and the Community College System of New Hampshire (July, 2013 – June, 2014). We will continue to collaborate with the TAACCCT Grant sites to provide job training to NH’s job seekers and career changers.

The computer skills pilot program is currently underway at the White Mountain College’s WorkReadyNH program with DRED’s approval. We hope to continue this pilot and potentially expand it to include the other campuses.

Recruitment of participants for WorkReadyNH will continue through marketing, outreach and collaboration with the NH Works partners. Efforts to educate employers about the WorkReadyNH certificate and NCRC credentialing will help graduates who apply for jobs and present their credentials. Outreach to the business community for “buy-in” to the program will continue. WorkReadyNH hopes to find employers interested in the job-profiling component of the NCRC in the near future.

## National Career Readiness Certificate (NCRC®) Skill Levels

	 <b>BRONZE</b>	 <b>SILVER</b>	 <b>GOLD</b>	 <b>PLATINUM</b>
Certificates are awarded by achieving a minimum	<b>Level 3</b> score on all assessments.	<b>Level 4</b> score on all assessments	<b>Level 5</b> score on all assessments	<b>Level 6</b> score on all assessments
Skill levels demonstrate ability for	<b>16%</b> of jobs*	<b>67%</b> of jobs*	<b>93%</b> of jobs*	<b>99%</b> of jobs*
Sample Occupation Correlation	<ul style="list-style-type: none"> <li>• Auto Body Repair Technician</li> <li>• Veterinary Assistant</li> <li>• Janitorial Supervisor</li> <li>• Drywall Installer</li> <li>• Pharmacy Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Manager</li> <li>• Head Cook</li> <li>• Medical Assistant</li> <li>• Engineering Technician</li> <li>• Machinist</li> </ul>	<ul style="list-style-type: none"> <li>• School Counselor</li> <li>• Pharmacy Technician</li> <li>• Semi-Conductor Processor</li> <li>• Business Executive</li> <li>• Electrician</li> </ul>	<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Technical Writer</li> <li>• Sales Manager</li> <li>• Registered Nurse Manager</li> <li>• Elevator Installer and Repairer</li> </ul>

\*Approximate percentage based on jobs in the WorkKeys® occupational profile database.

# WorkReadyNH

The following charts show summary data from exit surveys conducted at eight WorkReadyNH sites.

Community College Attended	# Attendees	
Great Bay - Portsmouth <sup>1</sup>	60	20%
Great Bay - Rochester <sup>1</sup>	35	11%
Lakes Region Community College <sup>2</sup>	30	10%
Manchester Community College <sup>2</sup>	45	15%
Nashua Community College <sup>2</sup>	31	10%
NHTI - Concord's Community College <sup>2</sup>	39	13%
River Valley Community College <sup>1</sup>	39	13%
White Mountains Community College <sup>1</sup>	26	9%

<sup>1</sup>WorkReadyNH location established with Job Training funds

<sup>2</sup>WorkReadyNH location funded by Trade Adjustment Assistance Community Colleges and Career Training grant (TAACCCT)

I would recommend this course (WorkReadyNH) to others.		
1 - Strongly Disagree	6	2%
2 - Disagree	1	0%
3 - Not Sure	10	3%
4 - Agree	54	18%
5 - Strongly Agree	232	77%

Overall, participating in the WorkReadyNH program was beneficial to me.		
1 - Strongly Disagree	4	1%
2 - Disagree	1	0%
3 - Not Sure	6	2%
4 - Agree	78	26%
5 - Strongly Agree	213	71%

The instructor was knowledgeable in the subject matter.		
1 - Strongly Disagree	5	2%
2 - Disagree	0	0%
3 - Not Sure	1	0%
4 - Agree	51	17%
5 - Strongly Agree	244	81%

The information taught was relevant to my goals (in my workplace or my job search).		
1 - Strongly Disagree	3	1%
2 - Disagree	5	2%
3 - Not Sure	14	5%
4 - Agree	111	37%
5 - Strongly Agree	170	56%

The instructor communicated in a manner that was easily understood.		
1 - Strongly Disagree	5	2%
2 - Disagree	1	0%
3 - Not Sure	5	2%
4 - Agree	55	18%
5 - Strongly Agree	235	78%

The modules (topics) were covered in sufficient detail.		
1 - Strongly Disagree	3	1%
2 - Disagree	7	2%
3 - Not Sure	12	4%
4 - Agree	119	40%
5 - Strongly Agree	160	53%

The instructor encouraged class participation and interaction.		
1 - Strongly Disagree	5	2%
2 - Disagree	1	0%
3 - Not Sure	1	0%
4 - Agree	41	14%
5 - Strongly Agree	254	84%

<b>The instructor listened to and clearly responded to questions.</b>		
1 - Strongly Disagree	5	2%
2 - Disagree	2	1%
3 - Not Sure	7	2%
4 - Agree	48	16%
5 - Strongly Agree	237	79%

*"The course made me feel that I was not alone in my quest for a job."*

*"I feel very empowered leaving this class."*

*"The campus setting was good for concentration."*

<b>The WorkReadyNH Staff (Director and/or Assistant) were helpful in assisting me.</b>		
1 - Strongly Disagree	6	2%
2 - Disagree	1	0%
3 - Not Sure	5	2%
4 - Agree	64	21%
5 - Strongly Agree	224	75%

*"I greatly enjoyed and benefitted from class interactions and sharpened my teamwork skills in the process!"*

*"Someone was always available to answer my questions/concerns; not only were they knowledgeable about the WorkReady program, but they cared enough to listen to us and respond in a caring manner."*

<b>Did the information presented during the course match your expectations?</b>		
Did Not Meet	15	5%
Did Meet	114	39%
Exceeded	162	56%

*"I was taken outside of my comfort zone and made to perform."*

**NH Works Interagency Director Group**  
*(Oversight body for WorkReadyNH)*

**Bonnie St.Jean, Chair, Program Administrator, NH Dept of Resources and Economic Development, Office of Workforce Opportunity**

**Chris Beauvais, WIA Adult Statewide Director, Southern New Hampshire Services**

**Beth Doiron, Director of College Access and DoE Programs, Community College System of NH**

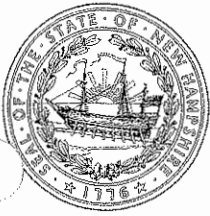
**Lisa Hatz, Director, NH Department of Education, Vocational Rehabilitation**

**Joan Holleran, External Administrator, NH Dept, of Education, Vocational Rehabilitation**

**Mark Jewell, Administrator, Welfare to Work, Dept. of Health and Human Services**

**Kim Runion, Administrator, Bureau of Youth Workforce, NH Department of Education**

**Pamela Szacik, Employment Service Bureau Director, New Hampshire Employment Security**



STATE OF NEW HAMPSHIRE **FIS 14 170**  
 DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
 OFFICE of the COMMISSIONER

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

603-271-2411  
 FAX: 603-271-2629

October 3, 2014

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

**INFORMATIONAL ITEM**

In accordance with Chapter 144:22, Laws of 2013, the Department of Resources and Economic Development respectfully reports the following transfer of funds for the Division of Travel and Tourism Development's Welcome Information Centers for the quarter ending September 30, 2014.

**Turnpike Welcome Centers**

<b>From:</b>	03-35-35-352017-18720000-047	Own Forces Maintenance B&G	<u>\$19,000</u>
			<i>Total:</i> \$19,000
<b>To:</b>	03-35-35-352017-18720000-022	Rents-Leases OTS	\$ 9,000
	03-35-35-352017-18720000-030	Equipment New/Replacement	<u>\$10,000</u>
			<i>Total:</i> \$19,000


**EXPLANATION**

Chapter 144:22, Laws of 2013, authorizes the Department to transfer funds among the appropriations for the Division of Travel and Tourism Development's Welcome Information Centers and to report such transfers on a quarterly basis to the Fiscal Committee of the General Court. The transfers reported above were necessary in order to adjust classes to adequately cover 1<sup>st</sup> quarter expenditures in Fiscal Year 2015.

Respectfully submitted,

Concurred,

  
 Amy Bassett  
 Acting Director

  
 Jeffrey J. Rose  
 Commissioner

JJR:AB/lml





John T. Beardmore  
Commissioner

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 14 171



Kathryn E. Skouteris  
Assistant Commissioner

September 23, 2014

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

Re: Report by Department of Revenue Administration – Medicaid Enhancement Tax (MET) plan to notify the Department of Health and Human Services (DHHS) about past due payments

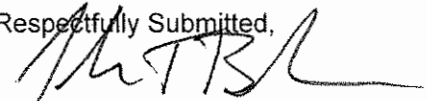
Dear Rep. Wallner and Honorable Members of the Committee:

Senate Bill 369 amended RSA 84-A, the Medicaid Enhancement Tax (MET), in part, by requiring that the Department of Revenue Administration (DRA) establish a plan for reporting the necessary information to the Department of Health and Human Services (DHHS) to allow DHHS to offset any past due MET payments against any amounts due and payable to the hospital under any program operated by DHHS. The plan described below has been developed in cooperation with DHHS.

The DRA intends to report the necessary information to DHHS as follows. Under the amended law, the MET is due on April 15. The MET administrator will compile a list of hospitals whose payments are past due by more than 60 days and not under appeal, identifying its name, federal employer identification number and the amount considered delinquent. The DRA MET administrator will then send the confidential listing by inter-office communication memorandum to the Associate Commissioner/Medicaid Director at the Department of Health and Human Services (DHHS).

Therefore, starting on June 15, 2015, to the extent any hospital has delinquent MET payments for the taxable periods beginning on or after July 1, 2014, a memorandum will be sent to DHHS setting forth the delinquencies. Any action taken by DHHS to administer RSA84-A: 3, II shall be reported to the DRA MET administrator by memorandum containing name, federal employer identification number and the amount withheld. Upon payment of the reported outstanding MET liability to the DRA, the DRA will then issue another memorandum to DHHS to apprise DHHS of the change in status.

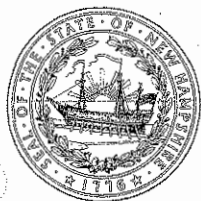
Respectfully Submitted,

  
John T. Beardmore  
Commissioner of Revenue Administration

CC: Nick Toumpas, DHHS Commissioner  
Katie Dunn, DHHS Associate Commissioner  
John Lighthall, DRA  
Steve Ahnen, NH Hospital Association

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

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*



John T. Beardmore  
Commissioner

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](http://www.nh.gov/revenue)



Kathryn E. Skouteris  
Assistant Commissioner

October 2, 2014

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

Re: July through September 2014 Refund Report

Dear Representative Wallner:

Pursuant to revised RSA 21-J:45, enclosed is the Department of Revenue Administration's first Quarterly Refund Report for the months of July through September 2014. This report will be produced on a quarterly basis for requested tax refunds and will provide a 5-year refund analysis.

Feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "JTB", written over a horizontal line.

John T. Beardmore  
Commissioner

Enclosure

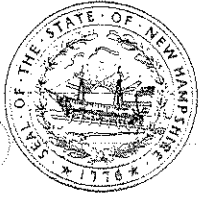
Department of Revenue Administration  
 Quarterly Refund Report  
 FY2015 Quarter 1 (July - Sept)

A	B	C	D	E
	Business Taxes		Interest and Dividends Tax	
	\$	#	\$	#
1 Requested Refunds Outstanding at Start of Quarter	\$ 2,839,919	283	\$ 202,323	248
2 Requested Refunds Initiated Current Quarter	\$ 8,369,901	1653	\$ 931,307	635
3 Requested Refunds Paid Current Quarter	\$ 6,722,636	1206	\$ 770,008	644
4 Requested Refunds Outstanding at End of Quarter <sup>1</sup>	\$ 4,719,105	278	\$ 202,378	249

<u>Business Taxes</u>		Quarter 1 (Jul - Sep)	Quarter 2 (Oct - Dec)	Quarter 3 (Jan - Mar)	Quarter 4 (Apr - Jun)
5	Five-Year History of Requested Refunds Paid				
6	FY2015	\$ 6,722,636			
7	FY2014	\$ 3,884,913	\$ 16,260,550	\$ 7,237,481	\$ 5,537,410
8	FY2013	\$ 3,420,723	\$ 1,894,055	\$ 11,163,932	\$ 11,599,580
9	FY2012	\$ 5,323,035	\$ 8,250,900	\$ 4,012,814	\$ 6,048,512
10	FY2011	\$ 6,390,206	\$ 11,739,293	\$ 10,604,106	\$ 5,570,492
11	FY2010	\$ 3,827,473	\$ 13,108,991	\$ 14,423,748	\$ 9,279,202

<u>Interest and Dividends Tax</u>		Quarter 1 (Jul - Sep)	Quarter 2 (Oct - Dec)	Quarter 3 (Jan - Mar)	Quarter 4 (Apr - Jun)
12	Five-Year History of Requested Refunds Paid				
13	FY2015	\$ 770,008			
14	FY2014	\$ 1,230,552	\$ 3,082,684	\$ 930,216	\$ 2,611,630
15	FY2013	\$ 923,696	\$ 360,903	\$ 2,168,976	\$ 1,363,645
16	FY2012	\$ 1,656,963	\$ 2,986,203	\$ 191,378	\$ 1,725,833
17	FY2011	\$ 1,122,034	\$ 1,871,547	\$ 1,366,871	\$ 3,094,500
18	FY2010	\$ 1,168,054	\$ 2,429,978	\$ 1,473,764	\$ 3,525,738

<sup>1</sup> Note: The refunds outstanding at the end of the quarter will not always be equal to refunds outstanding at the start of the quarter, plus refunds initiated during the current quarter, minus refunds paid during the current quarter. This is because requests for refund are closed in ways other than payment, including offsetting a tax notice, the request being out of statute and the request not being valid.



# State of New Hampshire

FIS 14 181

DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857

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

NICHOLAS A. TOUMPAS  
COMMISSIONER

September 30, 2014

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

*Re: Dashboard – August 2014*

## Information

The Department of Health and Human Services provides the monthly dashboard report to inform policy makers as to the 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,
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 four 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.
- Individuals who qualify for subsidized health care under the federal Affordable Care Act receive assistance in selecting and paying for health care coverage as provided for under the New Hampshire Health Protection Program.
- 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 two months ended August 2014, the Department provided services to an average of 167,616 individuals, which was 9.5% higher than the previous year. (Table 1). The increase is related to two changes in the Medicaid medical assistance program: 1) increases in enrollment caused by federal changes in eligibility criteria as part of the Modified Adjusted Gross Income (MAGI) methodology of the Affordable Care Act, and 2) implementation of the NH Health Protection Program. The number of Medicaid clients had been trending at slightly less than prior year through December 2013 but increased by 24,915 individuals, an increase of nearly 20% since December 2013. (Table 2)

**Table 1**  
**Average Enrollment (Persons) Two Months Ended August of**

	2011	2012	2013	2014
Total Unduplicated Persons	153,866	156,802	153,070	167,616
<i>Pct Increase from Prior Year</i>	2.0%	1.9%	-2.4%	9.5%
Medicaid Persons	119,721*	129,760	129,159	145,351**
<i>Pct Increase from Prior Year</i>	0.7%	8.4%	-0.5%	12.5%
Food Stamp Persons	114,135	116,271	115,595	109,003
<i>Pct Increase from Prior Year</i>	4.2%	1.9%	-0.6%	-5.7%
FANF Persons	12,013	8,742	7,924	6,978
<i>Pct Increase from Prior Year</i>	-13.9%	-27.2%	-9.4%	-11.9%
APTD Persons	8,968	8,351	7,959	7,484
<i>Pct Increase from Prior Year</i>	3.9%	-6.9%	-4.7%	-6.0%
Elderly Nursing Services	7,169	7,337	7,219	7,216
<i>Pct Increase from Prior Year</i>	-1.2%	2.3%	-1.6%	0.0%

Note: \* Medicaid persons for 2011 does not include CHIP program.

\*\* August 2014 was first month of enrollment for NH Health Protection Program

**Table 2**  
**Number of Individual on Medicaid**

		Versus Prior Month	Versus Prior Year
Jul-14	129,255	(98)	(314)
Aug-14	129,063	(192)	(888)
Sep-14	128,364	(699)	(1,115)
Oct-14	128,276	(88)	(2,117)
Nov-14	127,359	(917)	(2,751)
Dec-14	126,905	(454)	(3,096)
Jan-14	132,034	5,129	1,795
Feb-14	134,728	2,694	5,528
Mar-14	136,815	2,087	7,402
Apr-14	138,157	1,342	8,811
May-14	138,562	405	8,964

Jun-14	139,105	543	9,752
Jul-14	139,881	776	10,626
Aug-14	150,820	10,939	21,757

## Funding Issues

On Table A of the dashboard, a shortfall of \$46 million in general funds is projected for SFY15, in addition to any lapse obligations expected by the Department. The Department has historically been proactive in dealing with budget shortfalls and the current budget issues were and will continue to be addressed in a similar manner. The day the budget was passed, the Department began work on assessing funding shortfalls and options for addressing those shortfalls.

- The Department implemented hiring freeze prior to the state-wide freeze on hiring for all non-direct care positions with an objective of maintaining 250 vacancies. Vacancies have averaged 302 positions for the past year representing a vacancy rate of 10.4% of authorized positions.
- All administrative accounts were reviewed to identify areas for potential reduction.
- Similar to the LBA process during the Senate phase of the budget, a list of program areas where significant general funds were added to our budget was prepared and reviewed.

In recent months, additional shortfalls were identified related to the federally required implementation of ICD-10 reporting, implementation of health care expansion, for potential delays to Medicaid care management for long term support services, and for additional Medicaid caseloads. No additional funding has been provided for these shortfalls. For SFY14, the Department satisfied the funding needs through vacancy savings, savings in prescription drugs, and surpluses in certain programs. These are funds that would have lapsed had they not been needed to resolve funding issues. The SFY15 estimated shortfalls are approximately \$46 million general funds and the Department is currently working with the Governor's office to develop options.

## Operations & Administration

For SFY14 and SFY15, the Department has a number of operations challenges. Several significant changes to service delivery systems and operational infrastructure are in process. These are identified on Table 3. Additionally, legislation related to medical marijuana, family planning services and New Hampshire Health Protection Program provided no additional funding or staff for implementation and has to date and will continue to require that resources be transferred from other areas of the Department's budget.

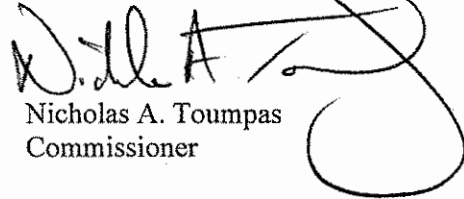
These projects and high caseloads are straining the Department's capacity. As shown on Table D, the number of filled positions has been declining while the number of clients to be serviced has been increasing. The decline in number of staff is exacerbated by the fact that over 10% of the Department's workforce is age 60 with at least 10 years of service and eligible for retirement. The decline in staff and increase in demands of higher caseloads and new projects and programs has resulted in stress to the organization and resulted in the loss through retirement or resignations of a number of key staff.

## 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. Successful transition to a new business structure, however, is challenged by continuing reduction in resources and resistance from existing delivery systems and stakeholders.

Respectfully submitted,



Nicholas A. Toumpas  
Commissioner

Enclosure

**Table 3**  
**Transformation Initiatives SFY14-SFY15**

**Service Delivery**

1. Medicaid Care Management for Medical and Long Term Care Services
2. Implementation of Children in Need of Services (CHINS) Voluntary Services
3. Implementation of the 10-Year Mental Health Plan
4. State Innovation Model (SIM) Grant
5. Balanced Incentive Program (BIP) Grant

**Medicaid Model**

6. Development of an 1115 Waiver to restructure the Medicaid program
7. Implementation of authorized elements of the Affordable Care Act (ACA)
  - a. Implementation of the Modified Adjusted Gross Income
  - b. Federally Facilitated Marketplace
  - c. Federally Funded Primary Care Rate Increase
8. Implementation of the State's health care protection program

**Information Technology**

9. Medicaid Management Information System
10. Service Delivery System Transformation – Data Repository
11. Implementation of federal ICD-10 regulations
12. Health Information Exchange
13. Replace Child Support Information System (NECSES)
14. Complete the installation of the Medicaid Management Information System (MMIS)
15. Continue the modernization of the eligibility determination system (New HEIGHTS)
16. Implement Electronic Medical Record at New Hampshire Hospital
17. Implement WISDOM Public Health Performance Management System



cc: The Honorable Mary Jane Wallner, Chairman, House Finance Committee  
The Honorable Jeanie Forrester, Chairman, Senate Finance Committee  
The Honorable Chuck W. Morse, President of the Senate  
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 Terie Norelli, Speaker of the House  
Jeffrey A. Pattison, Legislative Budget Assistant

Executive Council

Joseph D. Kenney  
Colin Van Ostern            Christopher T. Sununu  
Christopher C. Pappas      Debora B. Pignatelli

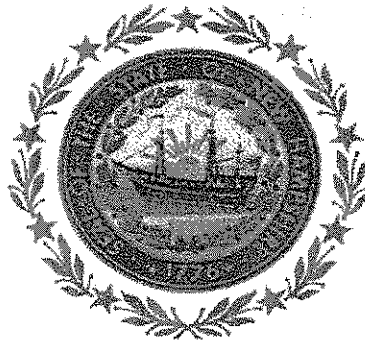
House Finance Committee

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

Senate Finance Committee

Peter Bragdon	Lou D'Allesandro
Sylvia Larsen	Bob Odell

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**



**OPERATING STATISTICS DASHBOARD**

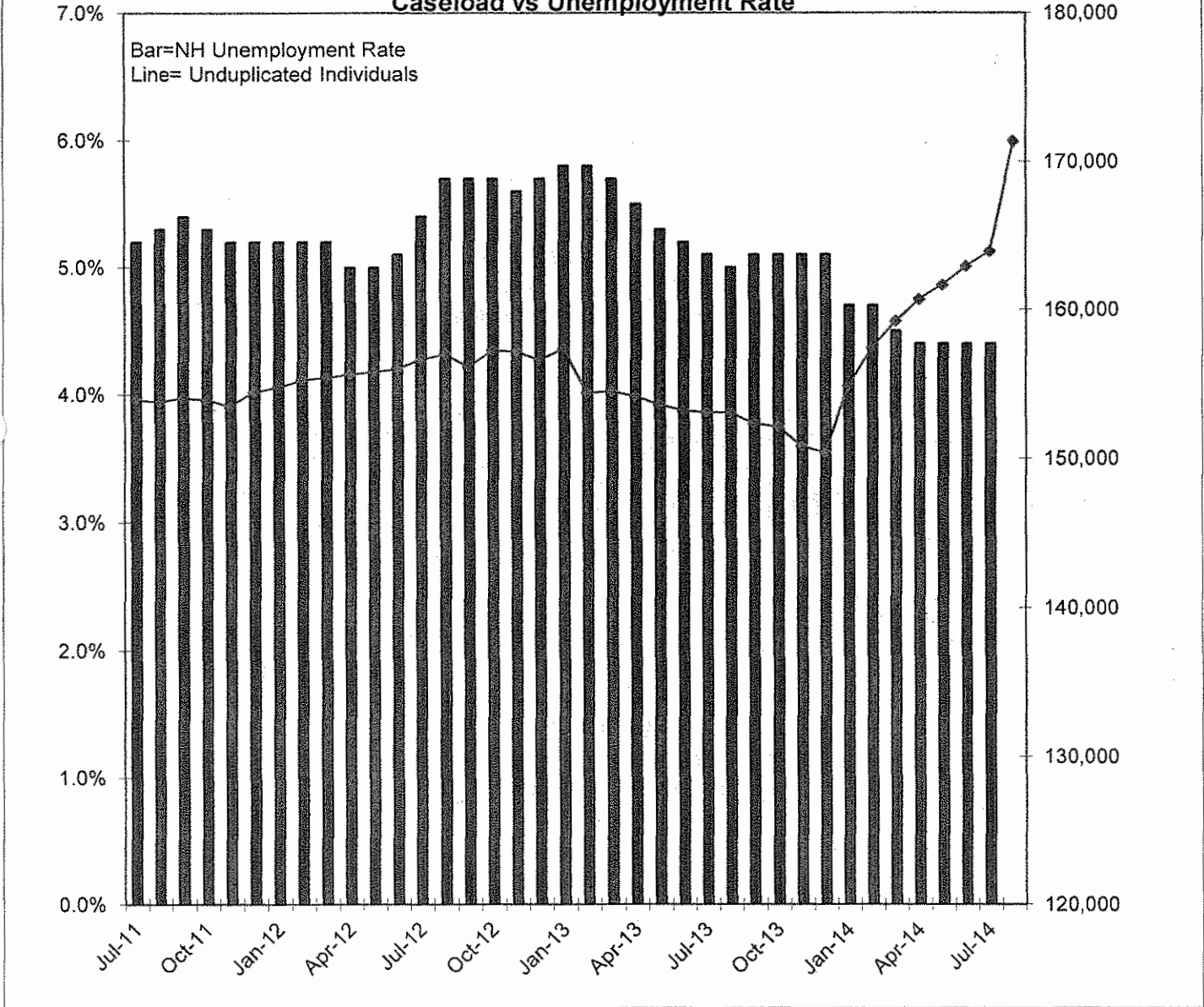
**DATA THROUGH AUGUST 2014**

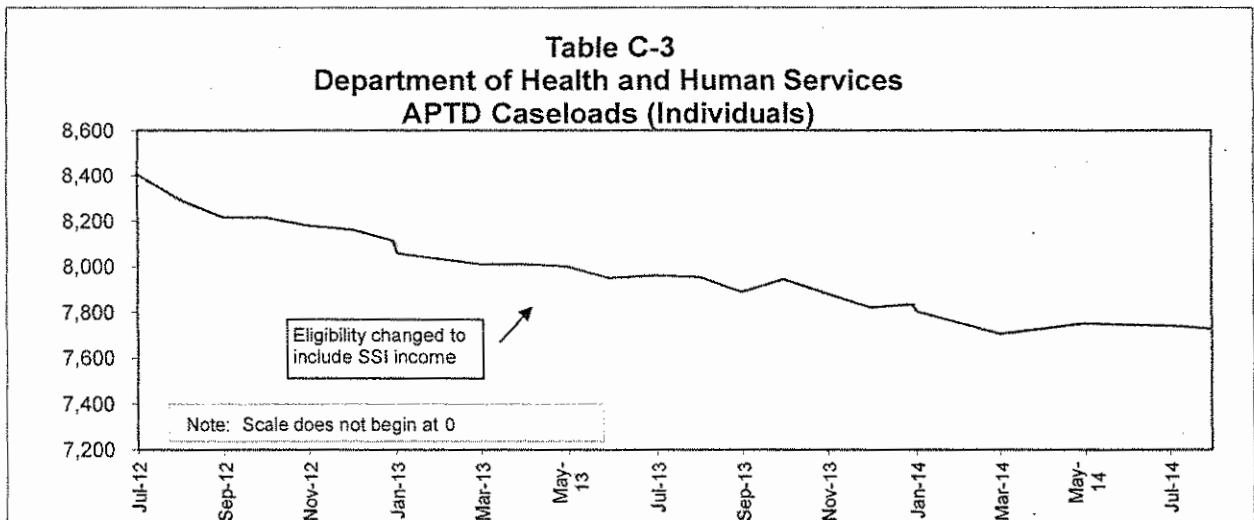
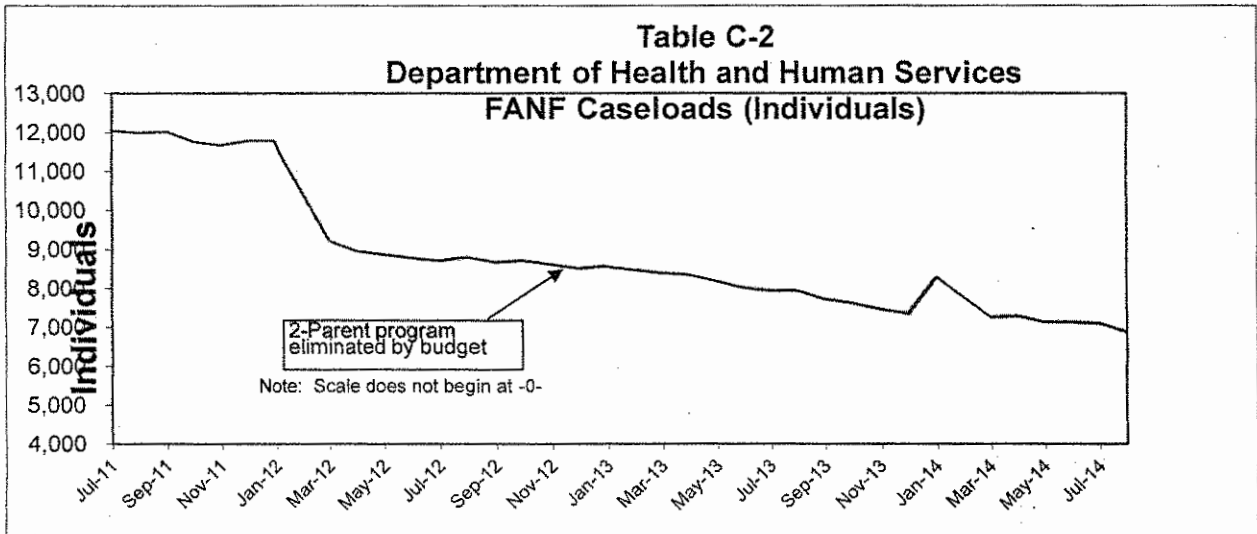
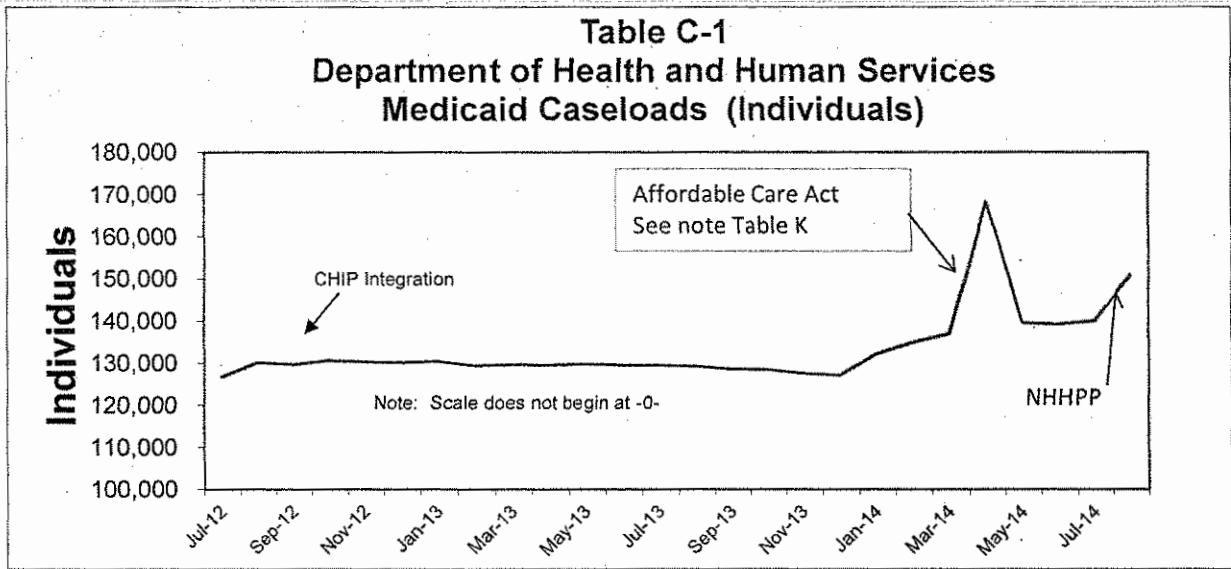
**SFY14**

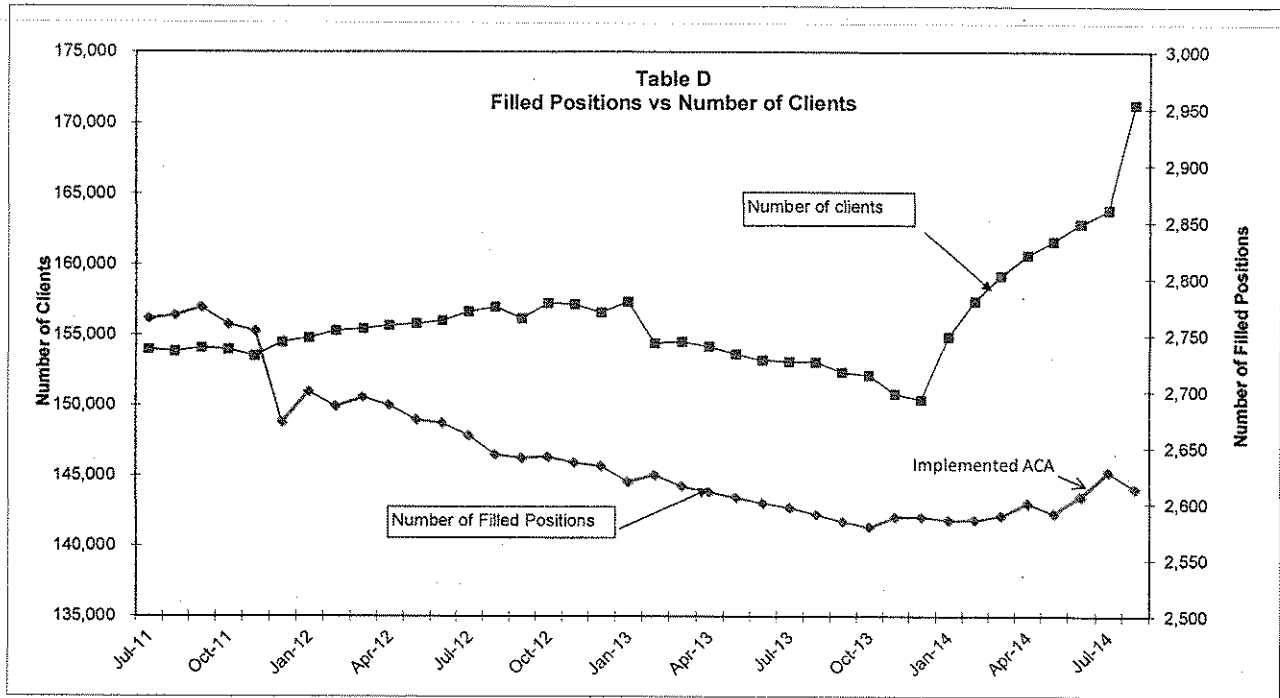
Prepared September 23, 2014

	A	B	C	F	G	H	I
1	<b>Department of Health and Human Services</b>						
2	<b>Budget Planning SFY14-SFY15</b>						
3	<b>As of August 15, 2014</b>						
4	The budget for SFY14-15 provides insufficient general funds to address the legislative intents for services and obligations that are expected to be incurred. This summary identifies the shortfalls as currently anticipated for SFY15 and potential sources of funding.						
5	The items reported on the list include only those which a) are likely to be incurred and b) for which amounts can be reasonably estimated.						
6	Traditionally, the Department avoids using funds that would otherwise lapse to address budget shortfalls so as to not affect the estimated lapse. That was not possible in SFY14 and will likely not be possible for SFY15. Much of the budget shortfalls will be addressed by funds that would have otherwise lapsed.						
7	Prepared September 23, 2014						
8	<b>General Fund Figures Rounded to \$000</b>			<b>SFY15 Est 6/30</b>	<b>SFY15 Est 7/31</b>	<b>SFY15 Est. 8/31</b>	
9	<b>Lapse Estimated in Final Budget</b>						
10			Lapse estimated in final budget-3.68%	\$23,785	\$23,785	\$23,785	
11			Less Amount Used for Budget Shortfalls (Detailed Below)	(\$46,736)	(\$42,516)	(\$46,015)	
13			Net Lapse (Funding Shortfall)	(\$22,950)	(\$18,730)	(\$22,230)	
14							
15	<b>Potential Budget Shortfalls</b>						
16	DHHS		DHHS footnote reduction (HB2:10) (\$7 mil F14-15)	(\$3,500)	(\$3,500)	(\$7,000)	
17	DHHS		DHHS share of statewide personnel reduction	(\$1,923)	(\$2,338)	(\$2,338)	
18	DHHS		Health Facility Licensing Fees not authorized	(\$173)	(\$173)	(\$173)	
19	DHHS		Budgeting Error-Food License Revenue Budgeted Twice	(\$907)	(\$907)	(\$907)	
20	DHHS		Medicaid To Schools-Transportation	(\$2,000)	(\$2,000)	(\$2,000)	
21	DHHS		DSH Settlement	\$0	\$0	\$0	
22	SYSC		Reduction in SYSC appropriation (HB2:14)	(\$750)	(\$1,018)	(\$1,018)	
23	DHHS		Delayed Implementation Medicaid Care Management -Step 1	(\$8,460)	(\$8,460)	(\$8,460)	
24	DHHS		Shifting of Timeline for Implementation of Care Management for Long Term Supports (Step 2)	(\$5,600)	(\$5,600)	(\$5,600)	
25	OMBP		Medicaid Admin Contract		(\$477)	(\$477)	
26	OMBP		Family Planning Services		(\$535)	(\$535)	
27	DHHS		Health Care Protection (SB413)	(\$6,559)	(\$6,559)	(\$6,559)	
28	BBH		Community Mental Health Agreement (HB1635)	(\$5,522)	(\$5,522)	(\$5,522)	
29	DHHS		Federal regulation for ICD-10 Implementation	(\$3,617)	(\$3,617)	(\$3,617)	
30	NHH		Admissions Unit (SB235)	(\$81)	(\$81)	(\$81)	
31	DHHS		Medicaid Caseload Increases (see note below)	(\$19,159)	(\$19,208)	(\$19,208)	
32							
33			<b>Total Estimated Shortfalls</b>	<b>(\$58,251)</b>	<b>(\$59,995)</b>	<b>(\$63,495)</b>	
34							
35	<b>Potential Funding Sources</b>						
36	DHHS		Vacancy savings	\$4,000	\$4,000	\$4,000	
37	DHHS		Non-recurring items				
38	BDS		Savings from lower service utilization	\$1,045	\$1,045	\$1,045	
39	DPHS		Reduced funding for Family Planning	\$100	\$100	\$100	
40	DPHS		Reduced funding for Comm Health Centers	\$750	\$750	\$750	
41	SYSC		Reduction in SYSC appropriation (HB2:14)	\$750	\$1,018	\$1,018	
42	DCS		OAPD	\$2,000	\$2,000	\$2,000	
43	Drugs		Drugs & State Phasedown (clawback)	\$2,871	\$2,871	\$2,871	
44	BBH		HB 1635 Mental Health Agreement Appropriation		\$5,696	\$5,696	
45			<b>Funding Sources Identified</b>	<b>\$11,516</b>	<b>\$17,480</b>	<b>\$17,480</b>	
47			<b>Net Surplus (Shortfall)</b>	<b>(\$46,736)</b>	<b>(\$42,516)</b>	<b>(\$46,015)</b>	
48							
49							
50	Note		MAGI regulations, new "woodwork clients," clients who leave Medicaid for employer sponsored plans and other changes.				

**Table B**  
**Department of Health and Human Services**  
**Caseload vs Unemployment Rate**







	A	B	C	D	E	F	G	H
1	<b>Table E</b>							
2	<b>Department of Health and Human Services</b>							
3	<b>Operating Statistics</b>							
4	<b>Children In Services</b>							
5								
6		<b>DCYF</b>	<b>DCYF</b>	<b>Family Foster</b>	<b>Residential</b>	<b>Child Care</b>	<b>Child Care</b>	<b>SYSC</b>
7		<b>Referrals</b>	<b>Assessments</b>	<b>Care</b>	<b>Placement</b>	<b>Emplmnt</b>	<b>Wait List</b>	<b>Secure</b>
8				<b>Placement</b>	<b>Placement</b>	<b>Related</b>		<b>Census</b>
9		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
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	1,147	685	594	332	5,345	0	72
59	Jul-13	1,124	772	571	315	5,568	0	61
60	Aug-13	1,045	591	570	323	5,517	0	60
61	Sep-13	1,276	544	560	297	5,345	0	56
62	Oct-13	1,276	603	567	305	5,357	0	58
63	Nov-13	1,083	536	565	304	5,350	0	61
64	Dec-13	1,111	649	559	299	5,322	0	61
65	Jan-14	1,260	706	542	290	5,298	0	66
66	Feb-14	962	688	531	309	5,238	0	59
67	Mar-14	1,307	1,016	537	311	5,459	0	62
68	Apr-14	1,324	972	539	313	5,512	0	62
69	May-14	1,370	866	531	317	5,737	0	59
70	Jun-14	1,267	684	535	324	5,694	0	59
71	Jul-14	1,049	890	510	319	5,742	0	52
72	Aug-14	1,273	827	510	254	5,626	0	52
73	Sep-14							
74	Oct-14							
75	Nov-14							
76	Dec-14							
77	Jan-15							
78	Feb-15							
79	Mar-15							
80	Apr-15							
81	May-15							
82	Jun-15							
83	<b>ANNUAL AVERAGE</b>							
84	SFY11	1,140	743	630	415	4,833	1,178	62
85	SFY12	1,189	771	596	322	5,043	0	60
86	SFY13	1,177	745	606	321	5,180	0	60
87	SFY14	1,200	719	551	309	5,450	0	60
88								
89	<b>Source of Data</b>							
90	Column							
91	B	DCYF SFY Management Database Report: Bridges.						
92	C	DCYF Assessment Supervisory Report: Bridges.						
93	D	Bridges placement authorizations during the month, unduplicated.						
94	E	Bridges placement authorizations during the month, unduplicated.						
95	F	Bridges Expenditure Report, NHB-OAR8-128						
96	G	Child Care Wait List Screen: New Heights						
97	H	Bridges Service Day Query - Bed days divided by days in month						

	A	B	C	D	E	F	G	H	
1	<b>Table F</b>								
2	<b>Department of Health and Human Services</b>								
3	<b>Operating Statistics</b>								
4	<b>Social Services</b>								
5									
6		<b>FANF</b>	<b>APTD Persons</b>	<b>Food Stamps Persons</b>	<b>Child Support Cases</b>				
7					<b>Current Cases</b>	<b>Former Cases</b>	<b>Never Cases</b>	<b>Total Cases</b>	
8									
9		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	
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	8,005	7,951	116,087	3,917	17,850	13,146	34,913	
58	Jul-13	7,926	7,962	115,691	4,035	17,724	13,193	34,952	
59	Aug-13	7,922	7,955	115,499	3,866	17,901	13,180	34,947	
60	Sep-13	7,709	7,889	114,725	3,772	17,913	13,183	34,868	
61	Oct-13	7,609	7,945	114,915	3,938	17,797	13,227	34,962	
62	Nov-13	7,449	7,882	113,514	3,793	17,908	13,325	35,026	
63	Dec-13	7,334	7,820	112,908	3,803	17,774	13,331	34,908	
64	Jan-14	7,330	7,834	113,326	3,762	17,783	13,316	34,861	
65	Feb-14	7,353	7,803	112,791	3,767	17,695	13,329	34,791	
66	Mar-14	7,242	7,704	112,511	3,723	17,734	13,361	34,818	
67	Apr-14	7,277	7,727	112,144	3,863	17,593	13,453	34,909	
68	May-14	7,119	7,751	111,362	3,828	17,592	13,518	34,938	
69	Jun-14	7,116	7,745	110,590	3,700	17,766	13,683	35,149	
70	Jul-14	7,085	7,741	109,239	3,672	17,849	13,748	35,269	
71	Aug-14	6,871	7,727	108,767	3,671	17,803	13,741	35,215	
72	Sep-14								
73	Oct-14								
74	Nov-14								
75	Dec-14								
76	Jan-15								
77	Feb-15								
78	Mar-15								
79	Apr-15								
80	May-15								
81	Jun-15								
82	<b>ANNUAL AVERAGE</b>								
83	SFY11	13,696	8,794	112,302	5,581	17,264	13,006	35,850	
84	SFY12	10,870	8,774	115,987	4,951	17,416	12,823	35,190	
85	SFY13	8,494	8,136	117,899	4,086	17,677	12,942	34,705	
86	SFY14	7,449	7,835	113,331	3,821	17,765	13,342	34,927	
87									
88	<b>Source of Data</b>								
89	Column								
90	B	Office of Research & Analysis, Ca							
91	C	Budget Document							
92	D	Budget Document							
93	E-H	DCSS Caseload (Month End Actual from NECSES)							
94									
95	<b>Note</b>	* Effective 3/1/12, SSI or SSP is considered when determining FANF eligibility.							
96		Those child support cases no longer eligible, are now "Former" assistance cases.							
97									
98									



	A	B	C	D	E	F	G	H	I
1	<b>Table G</b>								
2	<b>Department of Health and Human Services</b>								
3	<b>Operating Statistics</b>								
4	<b>Community Mental Health Center Medicaid</b>								
5									
6		<b>Monthly Cost</b>	<b>YTD Weekly Average Cost</b>						
7		<b>Actual</b>	<b>Actual</b>						
44	Jul-12	\$ 6,080,133	\$ 1,520,033	<b>Medicaid Client Trending Report</b>					
45	Aug-12	\$ 8,396,227	\$ 1,608,484	Current Date:		Note: All figures are year-to-date			
46	Sep-12	\$ 6,638,801	\$ 1,624,243	<b>ACTUALS - YTD</b>					
47	Oct-12	\$ 6,557,972	\$ 1,627,831	<b>FISCAL YEAR</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	
48	Nov-12	\$ 8,163,038	\$ 1,628,917	2009	12,014	14,693	16,849	19,206	
49	Dec-12	\$ 6,888,680	\$ 1,643,264	2010	13,240	16,187	18,580	20,797	
50	Jan-13	\$ 5,678,659	\$ 1,613,450	2011	13,480	16,390	18,410	20,665	
51	Feb-13	\$ 6,844,750	\$ 1,624,949	2012	13,358	15,775	17,447	19,925	
52	Mar-13	\$ 9,366,958	\$ 1,656,800	2013	13,227	15,761	17,460	19,555	
53	Apr-13	\$ 9,806,502	\$ 1,730,738	2014	Data not available				
54	May-13	\$ 5,993,645	\$ 1,675,320	2015	Data not available				
55	Jun-13	\$ 6,614,944	\$ 1,673,660						
56	Jul-13	\$ 6,663,858	\$ 1,665,965	<b>BUDGETED - YTD</b>					
57	Aug-13	\$ 8,147,505	\$ 1,645,707	<b>FISCAL YEAR</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	
58	Sep-13	\$ 6,844,233	\$ 1,665,815	2012	13,806	16,787	18,856	21,165	
59	Oct-13	\$ 6,845,837	\$ 1,676,555	2013	14,214	16,786	18,565	21,202	
60	Nov-13	\$ 8,112,072	\$ 1,664,250	2014	13,957	16,631	18,424	20,635	
61	Dec-13	\$ 5,264,639	\$ 1,610,698	2015	na	na	na	na	
62	Jan-14	\$ 3,271,442	\$ 1,456,438						
63	Feb-14	\$ 3,303,114	\$ 1,384,363	<b>VARIANCE: BUDGETED TO ACTUAL - YTD</b>					
64	Mar-14	\$ 2,783,850	\$ 1,313,758	<b>FISCAL YEAR</b>	<b>QTR 1</b>	<b>QTR 2</b>	<b>QTR 3</b>	<b>QTR 4</b>	
65	Apr-14	\$ 3,119,386	\$ 1,264,092	2013	-987	-1,025	-1,105	-1,647	
66	May-14	\$ 3,612,579	\$ 1,207,677	2014	-13,957	-16,631	-18,424	-20,635	
67	Jun-14	\$ 2,869,971	\$ 1,169,971	2015	na	na	na	na	
68	Jul-14	\$ 2,281,688	\$ 570,421.88						
69	Aug-14								
70	Sep-14								
71	Oct-14								
72	Nov-14								
73	Dec-14								
74	Jan-15								
75	Feb-15								
76	Mar-15								
77	Apr-15								
78	May-15								
79	Jun-15								
80	<b>ANNUAL AVERAGE</b>								
81	SFY11		\$ 1,752,303						
82	SFY12		\$ 1,674,791						
83	SFY13		\$ 1,673,660						
84	SFY14		\$ 1,169,971						

	A	B	C	D	E	F	G	H	I	J	K	L	M
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													
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
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
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
53	Apr-13	6,658	7,578	2,390	238	9	4,030	4,422	60.5%	205	1,228	1	
54	May-13	7,037	7,578	2,511	362	11	4,164	4,422	59.2%	174	1,206	1	
55	Jun-13	7,038	7,578	2,405	421	10	4,212	4,422	59.8%	194	1,224	1	769
56	Jul-13	7,153	7,356	2,452	421	72	4,280	4,380	59.8%	276	1,230	1	
57	Aug-13	7,284	7,356	2,532	439	25	4,313	4,380	59.2%	263	1,225	1	
58	Sep-13	7,145	7,356	2,480	449	20	4,216	4,380	59.0%	264	1,247	1	474
59	Oct-13	7,290	7,356	2,435	459	24	4,396	4,380	60.3%	291	1,255	1	
60	Nov-13	7,264	7,356	2,422	488	36	4,354	4,380	59.9%	224	1,242	6	
61	Dec-13	7,342	7,356	2,417	454	27	4,471	4,380	60.9%	255	1,267	3	573
62	Jan-14	7,265	7,356	2,428	481	27	4,356	4,380	60.0%	319	1,269	3	
63	Feb-14	7,041	7,356	2,372	449	37	4,220	4,380	59.9%	258	1,270	0	
64	Mar-14	7,121	7,356	2,366	455	27	4,300	4,380	60.4%	283	1,266	0	652
65	Apr-14	7,125	7,356	2,317	493	24	4,315	4,380	60.6%	298	1,238	0	
66	May-14	7,439	7,356	2,418	477	24	4,544	4,380	61.1%	312	1,265	0	
67	Jun-14	7,271	7,356	2,356	475	32	4,440	4,380	61.1%	282	1,216	0	675

	A	B	C	D	E	F	G	H	I	J
1	<b>Operating Statistics</b>									
2	<b>Developmental Services Long Term Care</b>									
3										
4										
5		<b>BDS Programs served FYTD**</b>	<b>BDS Programs FYTD Unduplicated Count</b>	<b>Early Supports &amp; Services</b>	<b>Special Medical Services</b>	<b>Partners in Health Program</b>	<b>Devl. Serv. Priority #1 DD Waitlist</b>	<b>Devl. Serv. ABD Waitlist</b>		<b>Medicaid to Schools Enrollment</b>
6					(8-09 to 8-12 Actual)	(8-09 to 8-12 Actual)	<b>Actual*</b>	<b>Actual*</b>		
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	15,205	11,580	4,323	2,460	1,165	288	8		
54	Jul-13	8,995	6,364	1,865	1,646	985	373	15		
55	Aug-13	10,041	7,291	2,074	1,755	995	186	5		
56	Sep-13	10,978	8,160	2,381	1,813	1,005	103	6		
57	Oct-13	11,573	8,648	2,618	1,903	1,022	108	10		
58	Nov-13	12,129	9,122	2,978	1,963	1,044	116	12		
59	Dec-13	12,764	9,658	3,231	2,047	1,059	51	16		
60	Jan-14	13,265	10,043	3,404	2,142	1,080	40	14		
61	Feb-14	13,712	10,409	3,640	2,208	1,095	59	16		
62	Mar-14	14,174	10,730	3,863	2,325	1,119	69	18		
63	Apr-14	14,702	11,093	4,112	2,464	1,145	81	17		
64	May-14	15,144	11,488	4,383	2,508	1,148	10	0		
65	Jun-14	15,525	11,742	4,577	2,614	1,169	79	19		
66	Jul-14	9,996	7,049	1,810	1,979	968	86	0		
67	Aug-14	10,721	7,697	2,152	2,040	984	95	0		
68	Sep-14									
69	Oct-14									
70	Nov-14									
71	Dec-14									
72	Jan-15									
73	Feb-15									
74	Mar-15									
75	Apr-15									
76	May-15									
77	Jun-15									
78	<b>ANNUAL AVERAGE</b>									
79	SFY11	12,718	9,873	2,125	1,701	1,144	22	0		
80	SFY12	12,373	9,568	3,160	1,744	1,061	64	4		
81	SFY13	12,750	9,612	3,135	2,059	1,079	201	1		
82	SFY14	12,750	9,562	3,261	2,116	1,072	106	12		
83										
84	Data Sources:	NHLeads	NHLeads	NHLeads	SMSdb	PIHdb	Registry	Registry		
85										
86	*G & *H	Represent the number of individuals waiting at least 90-days for DD or ABD								
87		Waiver funding.								
88	**	BDS count excludes MTS Students served								
89	E & F	Represents year-to-date total number served								

	A	B	C	D	E	F	G	H
1	Table I							
2	Department of Health and Human Services							
3	Operating Statistics							
4	Shelter & Institutions							
5								
6		NHH			BHHS			Glenclyff
7		APS & APC Census	APS & APC Admissions	THS Census	All Shelters		% of	GH Census
8		Actual	Actual	Actual	Capacity	Actual	Capacity	Actual
9								
46	Jul-12	145	161	n/a				118
47	Aug-12	149	193	n/a				118
48	Sep-12	151	162	n/a				119
49	Oct-12	150	178	n/a				119
50	Nov-12	150	161	n/a				117
51	Dec-12	150	125	n/a				117
52	Jan-13	161	173	n/a				117
53	Feb-13	164	135	n/a				118
54	Mar-13	155	149	n/a				119
55	Apr-13	152	173	n/a				119
56	May-13	148	187	n/a				118
57	Jun-13	155	175	n/a				119
58	Jul-13	155	187	n/a				117
59	Aug-13	161	164	n/a				116
60	Sep-13	163	165	n/a				115
61	Oct-13	161	184	n/a				116
62	Nov-13	164	149	n/a				119
63	Dec-13	151	144	n/a				118
64	Jan-14	160	190	n/a				118
65	Feb-14	161	165	n/a				116
66	Mar-14	160	181	n/a				118
67	Apr-14	163	193	n/a				118
68	May-14	164	184	n/a				116
69	Jun-14	162	164	n/a				114
70	Jul-14	141	153	n/a	13,826	11,737	85%	116
71	Aug-14	135	142	n/a	13,826	12,121	88%	118
72	Sep-14			n/a				
73	Oct-14			n/a				
74	Nov-14			n/a				
75	Dec-14			n/a				
76	Jan-15			n/a				
77	Feb-15			n/a				
78	Mar-15			n/a				
79	Apr-15			n/a				
80	May-15			n/a				
81	Jun-15			n/a				
82	ANNUAL AVERAGE							
83	SFY11	151	192	42	10,971	9,159	83%	111
84	SFY12	148	197	39	11,095	10,551	95%	116
85	SFY13	153	164	n/a	#DIV/0!	#DIV/0!	#DIV/0!	118
86	SFY14	160	173	n/a	#DIV/0!	#DIV/0!	#DIV/0!	117
87								
88	<b>Source of Data</b>							
89	Column							
90	B	Daily in-house midnight census averaged per month*						
91	C	Daily census report of admissions totalled per month						
92	D	Daily in-house midnight census averaged per month						
93	E	Total number of individual bednights available in emergency shelters						
94	F	Total number of individual bednights utilized in emergency shelters						
95	G	Percentage of individual bednights utilized during month						
96	H	Total number of family bednights available in emergency shelters						
97	I	Total number of family bednights utilized in emergency shelters						
98	J	Percentage of family bednights utilized during month						
99	K	Daily in-house midnight census averaged per month						
100								
101		* July 2014 average Census no longer reflects Pts on Leave						

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Table J</b>										
2	<b>Medicaid Medical Caseloads (Persons)</b>										
3											
4	Enrollment as of	12/30/13	1/31/14	2/28/14	3/31/14	4/30/14	5/31/14	6/30/14	7/31/14	8/31/14	
5											
6	1. Low-Income Children (Age 0-18)	82,129	85,335	87,264	88,064	88,850	88,864	88,961	89,392	89,269	
7	2. Children With Severe Disabilities (Age 0 -18)	1,604	1,653	1,674	1,680	1,688	1,677	1,670	1,616	1,636	
8	3. Foster Care & Adoption Subsidy (Age 0 -25)	1,948	1,966	1,992	2,003	2,012	1,990	2,004	2,015	2,020	
9	4. Low-Income Parents (Age 19-64)	10,324	11,604	12,210	12,955	13,357	13,627	13,976	14,274	12,898	
10	5. Low-Income Pregnant Women (Age 19+)	2,275	2,789	2,944	3,051	3,113	3,165	3,246	3,238	2,832	
11	6. Adults With Disabilities (Age 19 -64)	19,997	20,075	20,023	19,961	20,154	20,156	20,222	20,757	19,991	
12	7. Elderly & Elderly With Disabilities (Age 65+)	8,828	8,802	8,796	8,779	8,823	8,872	8,822	8,848	8,809	
13	8. BCCP (Age 19-64)	205	204	205	200	202	211	204	200	199	
14	9. NH Health Protection Program (Age 19 -64)									13,166	
15	Total By Cagteory	127,310	132,428	135,108	136,693	138,199	138,562	139,105	140,340	150,820	
16	Reconciling Differences (Detail to Summary)	(405)	(394)	(380)	122	(42)	0	0	(459)	0	
17	Reported On Summary	126,905	132,034	134,728	136,815	138,157	138,562	139,105	139,881	150,820	
18											
19	<b>ENROLLMENT IN MEDICAID CARE MANAGEMENT</b>										
20	Enrollment as of	1/1/14	2/1/14	3/1/14	4/1/14	5/1/14	6/1/14	7/1/14	8/1/14	9/4/14	
21											
22	Enrolled in Care Management	108,206	111,151	114,480	116,299	119,244	119,790	120,915	120,946	126,938	
23	Enrolled in Fee-For-Service	25,186	22,772	18,775	17,708	17,450	16,306	15,549	15,822	21,481	
24	Total	133,392	133,923	133,255	134,007	136,694	136,096	136,464	136,768	148,419	
25											
26		(6,082)	(1,495)	1,853	2,686	1,505	2,466	2,641	3,572	2,401	
27	<p>Figures by category versus figures by coverage are taken from two points in time. Medicaid Care Management is first of the month and the some people drop off during the month and go into Fee-For-Service. FFS is end of the month and builds during the month to include the spend down clients excluded from MCM. The early data points are switched because the MCM data includes retroactive FFS enrollment for those earlier months.</p>										

	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	
56	Jul-12	156,637	1.8%	0.4%	129,569	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%	129,951	n/a	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%	129,479	n/a	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	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	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	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	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	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	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	n/a	n/a	n/a	8,337	-6.8%	-0.5%	8,011	-6.8%	0.0%	117,147	-0.3%	-0.2%	
66	May-13	153,625	-1.4%	-0.3%	129,598	n/a	7,037	-4.2%	n/a	8,169	-7.7%	-2.0%	8,001	-6.3%	-0.1%	119,317	1.3%	1.9%	
67	Jun-13	153,197	-1.8%	-0.3%	129,353	n/a	7,038	-4.6%	0.0%	8,005	-8.8%	-2.0%	7,951	-6.7%	-0.6%	116,087	-1.4%	-2.7%	
68	Jul-13	153,075	-2.3%	-0.1%	129,255	-0.2%	-0.1%	7,153	-1.0%	1.6%	7,926	-8.8%	-1.0%	7,962	-5.3%	0.1%	115,691	-1.6%	-0.3%
69	Aug-13	153,065	-2.5%	0.0%	129,063	-0.7%	-0.1%	7,284	-2.2%	1.8%	7,922	-9.9%	-0.1%	7,955	-4.1%	-0.1%	115,499	0.5%	-0.2%
70	Sep-13	152,338	-2.4%	-0.5%	128,364	-0.9%	-0.5%	7,145	-1.9%	-1.9%	7,709	-11.0%	-2.7%	7,889	-4.0%	-0.8%	114,725	-2.4%	-0.7%
71	Oct-13	152,132	-3.3%	-0.1%	128,276	-1.6%	-0.1%	7,290	0.0%	2.0%	7,609	-12.6%	-1.3%	7,945	-3.3%	0.7%	114,915	-3.5%	0.2%
72	Nov-13	150,798	-4.1%	-0.9%	127,359	-2.1%	-0.7%	7,264	0.1%	-0.4%	7,449	-13.4%	-2.1%	7,882	-3.7%	-0.8%	113,514	-4.6%	-1.2%
73	Dec-13	150,372	-4.0%	-0.3%	126,905	-2.4%	-0.4%	7,342	1.2%	1.1%	7,334	-13.6%	-1.5%	7,820	-4.2%	-0.8%	112,908	-5.0%	-0.5%
74	Jan-14	154,862	-1.6%	3.0%	132,034	1.4%	4.0%	7,265	1.0%	-1.0%	7,330	-14.4%	-0.1%	7,834	-3.5%	0.2%	113,326	-5.7%	0.4%
75	Feb-14	157,397	2.0%	1.6%	134,728	4.3%	2.0%	7,041	-0.7%	-3.1%	7,353	-13.9%	0.3%	7,803	-3.2%	-0.4%	112,791	-4.1%	-0.5%
76	Mar-14	159,213	3.0%	1.2%	136,815	5.7%	1.5%	7,121	1.0%	1.1%	7,242	-13.6%	-1.5%	7,704	-3.8%	-1.3%	112,511	-4.2%	-0.2%
77	Apr-14	160,682	4.2%	0.9%	138,157	6.8%	1.0%	7,125	n/a	0.1%	7,277	-12.7%	0.5%	7,727	-3.5%	0.3%	112,144	-4.3%	-0.3%
78	May-14	161,647	5.2%	0.6%	138,562	6.9%	0.3%	7,439	5.7%	4.4%	7,119	-12.9%	-2.2%	7,751	-3.1%	0.3%	111,362	-6.7%	-0.7%
79	Jun-14	162,897	6.3%	0.8%	139,105	7.5%	0.4%	7,271	3.3%	-2.3%	7,116	-11.1%	0.0%	7,745	-2.6%	-0.1%	110,590	-4.7%	-0.7%
80	Jul-14	163,903	7.1%	0.6%	139,881	8.2%	0.6%	7,337	2.6%	0.9%	7,085	-10.6%	-0.4%	7,741	-2.8%	-0.1%	109,239	-5.6%	-1.2%
81	Aug-14	171,328	11.9%	4.5%	150,820	16.9%	7.8%	7,094	-2.6%	-3.3%	6,871	-13.3%	-3.0%	7,227	-9.2%	-6.6%	108,767	-5.8%	-0.4%
82	Sep-14																		
83	Oct-14																		
84	Nov-14																		
85	Dec-14																		
86	Jan-15																		
87	Feb-15																		
88	Mar-15																		
89	Apr-15																		
90	May-15																		
91	Jun-15																		
92	ANNUAL AVERAGE																		
93	SFY10	145,949			117,025		7,288			14,098			8,284			99,219			
94	SFY11	152,821	4.7%		119,612	2.2%	7,188	-1.4%		13,696	-2.8%		8,794	6.2%		112,302	13.2%		
95	SFY12	154,715	1.2%		119,832	0.2%	7,237	0.7%		10,870	-20.6%		8,778	-0.2%		115,987	3.3%		
96	SFY13	155,664	0.6%		129,721	n/a	7,197	-0.5%		8,494	-21.9%		8,136	-7.3%		117,899	1.6%		
97	SFY14	155,707	0.0%		132,365	2.1%	7,228	0.4%		7,449	-12.3%		7,835	-3.7%		113,331	-3.9%		
98																			



	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	APTD Actual	Medicaid Persons Actual		Authorized	Filled	Vacant	PCT		Caseload	Staff		
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	119,901	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	119,626	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	8,600	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	8,599	8,181	130,110	Nov-12	2,897	2,636	261	9.0%		157,170	2,636		
72	Dec-12	5.7%	158,588	Dec-12	8,493	8,164	130,001	Dec-12	2,897	2,633	264	9.1%		158,588	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	2,898	2,625	273	9.4%		154,386	2,625		
75	Mar-13	5.7%	154,504	Mar-13	8,378	8,011	129,413	Mar- Est	2,900	2,615	285	9.8%		154,504	2,615		
76	Apr-13	5.5%	154,159	Apr-13	8,337	8,011	129,346	Apr- Est	2,900	2,610	290	10.0%	Apr-13	154,159	2,610		
77	May-13	5.3%	153,625	May-13	8,169	8,001	129,598	May- Est	2,900	2,605	295	10.2%		153,625	2,605		
78	Jun-13	5.2%	153,197	Jun-13	8,005	7,951	129,353	Jun-13	2,888	2,600	288	10.0%		153,197	2,600		
79	Jul-13	5.1%	153,075	Jul-13	7,926	7,962	129,255	Jul-13	2,898	2,596	302	10.4%	Jul-13	153,075	2,596		
80	Aug-13	5.0%	153,065	Aug-13	7,922	7,955	129,063	Aug-13	2,898	2,590	308	10.6%		153,065	2,590		
81	Sep-13	5.1%	152,338	Sep-13	7,709	7,889	128,364	Sep-13	2,898	2,584	314	10.8%		152,338	2,584		
82	Oct-13	5.1%	152,132	Oct-13	7,609	7,945	128,276	Oct-13	2,897	2,579	318	11.0%	Oct-13	152,132	2,579		
83	Nov-13	5.1%	150,798	Nov-13	7,449	7,882	127,359	Nov-13	2,897	2,588	309	10.7%		150,798	2,588		
84	Dec-13	5.1%	150,372	Dec-13	7,334	7,820	126,905	Dec-13	2,897	2,588	309	10.7%		150,372	2,588		
85	Jan-14	4.7%	154,862	Jan-14	8,209	7,834	132,034	Jan-14	2,897	2,585	312	10.8%	Jan-14	154,862	2,585		
86	Feb-14	4.7%	157,397	Feb-14	8,274	7,803	134,728	Feb-14	2,897	2,585	312	10.8%		157,397	2,585		
87	Mar-14	4.5%	159,213	Mar-14	7,242	7,704	136,815	Mar-14	2,897	2,589	308	10.6%		159,213	2,589		
88	Apr-14	4.4%	160,682	Apr-14	7,277	7,727	168,157	Apr-14	2,897	2,600	297	10.3%	Apr-14	160,682	2,600		
89	May-14	4.4%	161,647	May-14	7,119	7,751	139,395	May-14	2,897	2,591	306	10.6%		161,647	2,591		
90	Jun-14	4.4%	162,897	Jun-14	7,116	7,745	139,105	Jun-14	2,897	2,606	291	10.0%		162,897	2,606		
91	Jul-14	4.4%	163,903	Jul-14	7,085	7,741	139,881	Jul-14	2,895	2,628	267	9.2%	Jul-14	163,903	2,628		
92	Aug-14		171,328	Aug-14	6,871	7,727	150,820	Aug-14	2,895	2,613	282	9.7%		171,328	2,613		
93	Sep-14			Sep-14				Sep-14									
94	Oct-14			Oct-14				Oct-14					Oct-14				
95	Nov-14			Nov-14				Nov-14									
96	Dec-14			Dec-14				Dec-14									
97	Jan-15			Jan-15				Jan-15					Jan-15				
98	Feb-15			Feb-15				Feb-15									
99	Mar-15			Mar-15				Mar-15									
100	Apr-15			Apr-15				Apr-15					Apr-15				
101	May-15			May-15				May-15									
102	Jun-15			Jun-15				Jun-15									

4V

FIS 14 182



GOVERNOR Margaret Wood Hassan  
CHAIRMAN Debra M. Douglas  
COMMISSIONER Paul J. Holloway  
COMMISSIONER Doug Scamman  
EXECUTIVE DIRECTOR Charles R. McIntyre

October 13, 2014

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

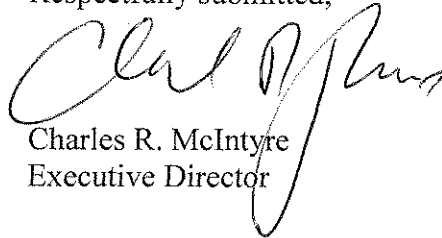
INFORMATIONAL ITEM

Pursuant to Chapter 144:15, Laws of 2013, requesting that the Lottery Commission shall report quarterly to the Fiscal Committee of the General Court on the status of the incentive employee recognition program for the sale of instant tickets.

- Fiscal year 2015 first quarter increased \$4,279,804 compared to the first fiscal quarter of 2014.

Please find attached the data sheet detailing the incentive recognition program for the fiscal period listed above.

Respectfully submitted,



Charles R. McIntyre  
Executive Director

CRM:dc  
Attachment





## REP BONUS FY 15 1st Q

Rep	Goal 3% for bonus or 4.8% for double bonus	Bonus amount	FY14 1st Q Instant sales	FY15 1st Q Instant sales	Additional Instant Sales
Jenn Rouse 202	6.96%	\$2,000	\$4,151,183	\$4,440,151	\$288,968
Gary Rivard 203	-0.27%	\$0	\$1,404,220	\$1,400,365	(\$3,855)
Julie O'Brien 204	17.54%	\$2,000	\$4,647,070	\$5,462,119	\$815,049
Eileen Gromelski 205	4.36%	\$1,000	\$3,261,163	\$3,403,193	\$142,030
Paul Sullivan 206	4.18%	\$1,000	\$3,997,042	\$4,163,920	\$166,878
Michelle Plourde 207	4.20%	\$0	\$4,243,201	\$4,421,481	\$178,280
Diane Floyd 208	12.34%	\$2,000	\$4,602,602	\$5,170,786	\$568,184
Karen O'Brien 209	10.99%	\$2,000	\$4,029,289	\$4,472,181	\$442,892
Laura Towle 210	4.00%	\$1,000	\$4,606,803	\$4,791,091	\$184,288
James Downey 211	11.60%	\$2,000	\$4,189,491	\$4,675,681	\$486,190
Heather Stone 212	15.05%	\$2,000	\$4,015,359	\$4,619,555	\$604,196
Tom Rues 213	10.25%	\$2,000	\$3,968,828	\$4,375,532	\$406,704
<b>TOTAL</b>	9.08%	<b>\$17,000</b>	<b>\$47,116,251</b>	<b>\$51,396,055</b>	<b>\$4,279,804</b>



# New Hampshire Fish and Game Department

FIS 14 183

11 Hazen Drive, Concord, NH 03301-6500  
Headquarters: (603) 271-3421  
Web site: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964  
FAX (603) 271-1438  
E-mail: info@wildlife.nh.gov

Glenn Normandeau  
Executive Director

September 8, 2014

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

Dear Representative Wallner:

In accordance with RSA 214:1-f.X., Annual Report: Wildlife Habitat Fund, the Department is submitting the following report for Fiscal Year 2014:

## 020-075-21550000 Wildlife Habitat Account

Balance forward from Fiscal Year 2013	\$ 556,093.57
Plus: Revenue – Fiscal Year 2014	+ \$ 825,252.42
Federal Funds	\$482,501.53
CT Lakes Endowment	\$ 21,000.00
Stamps and Prints	\$237,197.11
Timber Revenue	\$ 83,959.13
GRP Mitigation	\$ 114.15
Interest	\$ 480.50
Less: Expenditures – (see detail following)	- \$ 621,904.15
Less: Encumbrances	- \$ 64,956.14
Account Balance available June 30, 2014:	\$ 694,485.70
Less: Funds committed but not encumbered	
Small Grants Program (FY 09 – 14)	- \$ 5,560.00
Less: Granite Reliable Power mitigation funds	
Restricted use per SEC permit conditions	- \$ 102,200.00
Actual Balance available June 30, 2014:	\$ 586,725.70

Respectfully submitted,

Glenn Normandeau  
Executive Director

**A summary of expenditures by expense class for the Wildlife Habitat Account (Org. 2155) during fiscal year 2014.**

<b>020-075-2155</b>	<b>Wildlife Habitat Account</b>		<b>FY 2014</b>
2155-010	Personnel	\$	87,933.00
2155-020	Current Expenses	\$	762.72
2155-030	Equipment New/Replacement	\$	0.00
2155-041	Audit Fund Set Aside	\$	145.00
2155-049	Transfers to Other State Agencies	\$	25,832.46
2155-060	Benefits	\$	40,720.13
2155-070	In-State Travel	\$	95.00
2155-073	Grants Non Federal	\$	8,863.00
2155-080	Out- of- State Travel	\$	604.18
2155-217	Inter Agency Payments	\$	11,416.80
2155-304	Research and Management	\$	155,730.13
2155-305	Acquisition and Management	\$	289,801.73
	<b>Total FY 2014 Expenditures</b>	<b>\$</b>	<b>621,904.15</b>

## Account Class 304 Expenditures

### Public Lands Habitat Restoration & Management

Habitat Projects	\$ 10,935.39
Infrastructure	\$141,288.19
Gates, Signs, & Kiosks	\$ 1,507.00
Supplies and Repairs	\$ 7,233.64

### Other Expenditures

Acquisition Costs	\$ 1,559.10
-------------------	-------------

**TOTAL** **\$162,523.32**

Habitat projects included six commercial timber sales, five invasive exotic plant control projects, shrub planting at the Brentwood Game Farm WMA, and millet and buckwheat planting at the Bellamy WMA (waterfowl and songbird food during migration). Even though commercial timber sales typically do not require an expenditure of funds, two harvests this year required access road improvements prior to harvest.

Infrastructure projects included new access roads at Merrymeeting Marsh and Lower Shaker WMAs (the access road at Lower Shaker WMA also included a new parking area), and removing an abandoned garage on the newly acquired Union Meadows WMA. The majority of the costs associated with the garage demolition were reimbursed through a US Fish & Wildlife Service grant. The biggest infrastructure expense was the replacement of two undersized stream crossings on the Connecticut Lakes Natural Area (CLNA) with bridges that will provide long term management and recreational access, but also allow effective passage of fish and other aquatic organisms. The majority of the costs associated with these stream crossing were reimbursed by USDA – Natural Resources Conservation Service and a 15 Mile Falls Mitigation and Enhancement Fund grant.

Gates are installed to control motorized access on WMA access roads that have had illegal dumping, partying, or unauthorized access by OHRVs, and to replace existing ineffective blockades (e.g., rotting logs and cables). Gates were installed at Greenough Ponds WMA (Wentworths Location), Lower Shaker WMA (Enfield), Merrymeeting WMA (New Durham), and Union Meadows WMA (Wakfield).

State lands and Facilities Construction and Lands staff built 12 WMA signs that will be installed at several WMAs early during the next fiscal year. State lands habitat staff also worked with Department Public Affairs staff to design and print five sets up kiosk information panels that include map and property information for the CLNA (3 sets), and the Bellamy and Deer Hill WMAs (one set each). Kiosks were built and installed for the CLNA. Kiosks for Bellamy, Deer Hill and two other WMAs will be built and installed early during the next fiscal year. Most of the funding for WMA signs and kiosks comes from a grant provided by the Wildlife Heritage Foundation of NH.

Supplies and repairs covered parts and services for the tractor and brush hog used to maintain 100-150 acres of old fields annually, as well as chainsaw repairs.

Other accomplishments include draft property descriptions for eight WMAs to add to our online WMA guide ([http://www.wildnh.com/Wildlife/WMA\\_index.htm](http://www.wildnh.com/Wildlife/WMA_index.htm)), executing two agriculture agreements with farmers on the Lower Shaker and Conner Farm WMAs, and addressing a variety of WMA stewardship issues including working with neighboring landowners at the Dumpling Brook WMA (Merrimack) and Reeds Marsh WMA (Orford) to get their debris removed from Department lands, removing an old tire dump at Conner Farm WMA (Exeter), removing old fencing associated with the former pheasant farm at the Brentwood Game Farm WMA (Brentwood), and removing construction debris that was dumped at Doles Marsh WMA (Deerfield).

### FY 14 Class 305 Expenditures

Expense Item	Group		Encumbered	Expended	Unexpended
Title Work ( Harmon)	Acquisition	Great Bay NERR WMA	702.25	702.25	0
Recording Fees	Acquisition	Great Bay NERR WMA		94.04	
Acquisition Conservation easement	Acquisition	Hinman Pond CE	185,000.00	90,000.00	95,000.00
Acquisition Conservation easement	Acquisition	Hinman Pond CE	95,000.00	40,000.00	55,000.00
Cooperative Extension research	Research	Invasive Shrubs and Songbirds		98,091.11	
Legal Fees	Acquisition	Union Meadows WMA	4,500.00	4,500.00	0
Historical research	Acquisition	Great NERR WMA		1,555.10	
Conduct Appraisal (Carter)	Appraisal	Morrill Pond WMA	4,500.00	2,500.00	1,500.00
Acquisition Conservation easement	Acquisition	Hinman Pond CE	55,000.00	30,000.00	25,000.00
Title Work (Gowen)	Acquisition	Great Bay NERR WMA		24.00	
Appraisal (Marquis)	Appraisal	Stark, NH	2,500.00	2,500.00	0
Conduct Appraisal Review (Marquis)	Appraisal	Marquis	2,880.00	800.00	2080.00
Conduct Appraisal (Allston)	Appraisal	McDaniel's Marsh WMA	3,300.00	1,600.00	1,700.00
Conduct Appraisal (Carter)	Appraisal	Morrill Pond WMA	1,500.00	1,4500.00	0
<b>TOTALS</b>			<b>354,882.25</b>	<b>286,866.50</b>	<b>180,280.00</b>

**WILDLIFE HABITAT ACCOUNT EXPENDITURES (\$)**  
**FISCAL YEARS 2009-2014**

<b>CLASS</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>
010 Personnel Costs	00.00	32,336.70	34,953.60	37,685.25	36,410.00	87,933
020 Current Expense	514.16	785.89	866.38	1,000.00	197.86	762.72
030 Equipment	00.00	00.00	00.00	9,117.00	361.96	0.00
033 Land Acquisition	42,136.56	4,939.55	00.00	00.00	00.00	0.00
041 Audit Funds	13.00	24.00	24.00	68.00	68.00	145.00
049 Transfers to Agencies	00.00	00.00	00.00	00.00	00.00	25,832.46
050 Temporary Staff	3,217.59	00.00	00.00	00.00	00.00	0.00
060 Benefits	246.15	11,964.49	13,175.10	13,410.56	13,992.33	40,720.13
070 In State Travel	00.00	00.00	00.00	00.00	00.00	95.00
073 Nonfederal Grants	3,325.00	35,556.85	39,531.00	34,875.50	28,014.90	8,863
080 Out of State Travel	636.22	1,609.40	987.67	485.00	234.52	604.18
217 Inter Agency Transfers	11,504.00	27,704.00	13,614.34	24,142.85	16,617.83	11,416.80
304 Research & Management	46,700.38	50,387.10	59,366.11	70,182.31	112,214.86	155,730.13
305 Acquisition & Manage	00.00	225,368.09	30,042.44	440,814.95	899,312.84	289,801.73
<b>Total Expenditure</b>	<b>113,918.06</b>	<b>390,676.02</b>	<b>195,560.64</b>	<b>631,781.42</b>	<b>1,107,425.10</b>	<b>621,904.15</b>

<b>Habitat Stamp Revenue*</b>	<b>212,435</b>	<b>151,729</b>	<b>136,143</b>	<b>218,845</b>	<b>159,044</b>	<b>237,197.11</b>
<b>Total Revenue</b>	<b>284,097</b>	<b>306,240</b>	<b>1,168,202</b>	<b>350,062</b>	<b>481,153</b>	<b>825,252.42</b>
<b>Habitat Acct. Ending Balance</b>	<b>409,611</b>	<b>474,443</b>	<b>1,432,979</b>	<b>1,178,866</b>	<b>508,164</b>	<b>694,485.70</b>

\*Includes stamp and other revenue deposited into the 2155-08 state revenue line.

<b>Habitat Stamp Revenue By Calendar Year</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>Stamp Revenue</b>	<b>\$144,028</b>	<b>\$144,703</b>	<b>\$140,475</b>	<b>\$136,688</b>	<b>\$141,868</b>	<b>\$145,328</b>

2014 data will be available upon completion of the 2014 calendar year.

**NHF&G Land Conservation Investments by Funding Source, by Fiscal Year, by Dollars Invested for FY 2010 – 2014.**

Fiscal Year	Acreage Protected	Total Project Cost (\$)¹	Total F&G Expense (\$)²	Wildlife Habitat Stamp Expense (\$)³	Fisheries Habitat Funds Expended (\$)	Partner Investment (\$)
2010	3,350.37	968,545	377,211	0	30,000	591,334
2011	4,014.59	9,298,910	424,432	0	0	8,874,477
2012	2,414.19	4,332,187	132,750	21,000	20,000	4,199,437
2013	1,617.42	4,340,894	1,000,150	140,000	100,000	3,340,744
2014	532.65	1,413,975	272,475	0	0	1,141,500
<b>TOTAL</b>	<b>11,929.22</b>	<b>20,354,511</b>	<b>2,207,018</b>	<b>161,000</b>	<b>150,000</b>	<b>18,147,492</b>

1. "Total Project Cost" Includes project costs from both Fish and Game and Partners, combined.

2. "Total F&G Expense" includes stamp revenue, federal revenue and other revenue including mitigation monies and grants, combined. No general department revenue is used in this account.

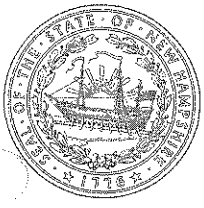
3. The "Wildlife Habitat Stamp Expense" is stamp revenue exclusively.

**NHF&G Land Conservation Investments by Funding Source, by Fiscal Year, by Percentage of Total Cost for FY 2010-2014.**

Fiscal Year	Acreage Protected	Total Project Cost (\$)¹	Total F&G Expense²	Wildlife Habitat Stamp Expense³	Fisheries Habitat Funds Expended	Partner Investment
2010	3,350.37	968,545	38.9%	0.0%	3.1%	61.1%
2011	4,014.59	9,298,910	4.6%	0.0%	0.0%	95.4%
2012	2,414.19	4,332,187	3.1%	0.5%	0.5%	96.9%
2013	1,617.42	4,340,894	23.0%	3.2%	2.3%	77.0%
2014	532.65	1,413,975	19.2%	0.0%	0.0%	80.8%
<b>TOTAL</b>	<b>12,969.24</b>	<b>20,354,511</b>	<b>10.8%</b>	<b>0.8%</b>	<b>0.7%</b>	<b>89.2%</b>

Superscripts 1-3 described above under previous table.

**Benefits:** Land conservation projects protect critical wildlife habitats for game and nongame species and maintain land access for New Hampshire hunters, anglers and wildlife watchers and photographers. According to a recent publication by the Trust for Public Lands, over half of New Hampshire residents participate in wildlife-associated recreation. A recent survey of NH visitors indicated that nearly 10 percent of overnight leisure visitors participated in wildlife viewing. Findings from the U.S. Fish and Wildlife Service 2011 National Survey of Fishing, Hunting, and Wildlife-Associated Recreation, indicate that 786 thousand New Hampshire residents and nonresidents 16 years old and older fished, hunted, or wildlife watched in New Hampshire in 2011. Of the total number of participants, 228 thousand fished, 56 thousand hunted, and 630 thousand participated in wildlife-watching activities. During the same year, state residents and non-residents spent \$554 million on wildlife recreation in New Hampshire. Residents and nonresident hunters and anglers enjoyed a combined 5.8 million days afield in New Hampshire during 2011. Clearly, wildlife habitat is essential to our economy and our quality of life.



# State of New Hampshire

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

FIS 14 190

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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

October 14, 2014

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

## INFORMATIONAL ITEM

Pursuant to RSA 21-l: 19 – h, IV, Disposal of State-Owned Vehicles Based on Non-business Use, and as adjusted by Fiscal Item number 11-335 (December 2, 2011) the Department of Administrative Services (DAS) is submitting the report of all vehicles which have non-business use exceeding 20% for Fiscal Year 2014.

RSA 21-l: 19 – h, Disposal of State-Owned Vehicles Based on Non-business Use requires each agency to report any non-business use on their vehicles quarterly and annually. It also requires the Commissioner of Administrative Services to report annually to the Fiscal Committee and Governor and Council regarding any vehicles which exceed 20% non-business use. These vehicles are eligible for redistribution by the Director of Plant and Property Management unless the agency submits and receives a waiver from the Vehicle Utilization Committee (VUC). The VUC has the authority to grant a waiver for a vehicle exceeding 20% non-business use if it is deemed to be in the best interest of the state.

Non-business use was first recorded at the vehicle level in Fiscal Year 2011. Subsequently, in Fiscal Year 2012, the state made great strides in reducing non-business miles; the state was able to reduce non-business miles by 624,378 miles that year. Agencies have continued these efforts and have reduced the number of vehicles which exceed the 20% threshold from 131 vehicles in 2012 to 56 vehicles, and reduced the mileage of these vehicles by 471,642 miles. Since Fiscal Year 2011 agencies have been able to reduce all non-business mileage by 1,179,067 miles.

This informational item details the following:

1. Executive Summary – Data summary of all vehicles exceeding 20% non-business use, agency waivers requested and the VUC's decision on requested waivers.



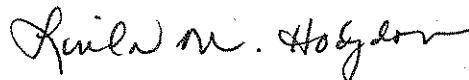
The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
October 14, 2014  
Page 2 of 2

2. Exhibit A – Non-business Use Report Fiscal Year 2014 – all vehicles which exceeded 20% non-business use in FY2014.
3. Exhibit B – Voting Matrix – the VUC's voting results for each waiver requested.

Vehicle information referenced and contained in the attachments is supported by each agency's FY2014 Motor Vehicle Record Reports.

Respectfully submitted,



Linda M. Hodgdon  
Commissioner

**NBU Report Executive Summary  
Agency Impact**

As of: 10/01/2014

Agency	Total Vehicles in Agency Fleet*	# of Vehicles Exempt (Law Enforcement)	Count of Vehicles Impacted by RSA 211:19-h	# Vehicles Greater than 20% NBU	% of Fleet Above 20% NBU	# of Waivers Approved	# of Vehicles Redistributed
Adjutant General	8	0	8	0	0%		
Administrative Services	30	0	30	0	0%		
Agriculture	23	0	23	0	0%		
Banking Commission	2	0	2	0	0%		
Corrections (including Correctional Industries)	59	0	59	1	2%	1	
Cosmetology	2	0	2	0	0%		
Cultural Resources	8	0	8	0	0%		
DRED	143	15	128	8	6%	8	
Education	1	0	1	0	0%		
Employment Security	4	0	4	0	0%		
Energy and Planning	2	0	2	0	0%		
Environmental Services	94	0	94	2	2%	2	
Fish & Game	111	50	61	0	0%		
Health and Human Services	104	0	104	0	0%		
Highway Safety	1	0	1	0	0%		
Insurance	2	0	2	0	0%		
Joint Board	5	0	5	0	0%		
Justice	31	31	0	0	0%		
Labor	28	0	28	0	0%		
Liquor Commission	41	26	15	0	0%		
Lottery Commission	15	0	15	0	0%		
Pharmacy	2	0	2	1	50%	1	
Police Standards and Training Council	14	0	14	0	0%		
Public Utilities Commission	2	0	2	0	0%		
Racing and Charitable Gaming	4	0	4	0	0%		
Revenue	19	0	19	0	0%		
Safety	174	72	102	5	5%	5	
Police	417	348	69	0	0%		
Secretary of State / Archives & Records	4	0	4	0	0%		
Transportation	458	0	458	39	9%	39	
Veteran's Home	8	0	8	0	0%		
Veteran's Services	3	0	3	0	0%		
<b>Totals:</b>	<b>1819</b>	<b>542</b>	<b>1277</b>	<b>56</b>	<b>4%</b>	<b>56</b>	<b>0</b>

Note: 5 of 5 voters have responded; the totals above reflect the final tally of those votes.

\*Fleet includes PassAUTOs, LDT1, and LDT2. These are the types of vehicles which reported non-business use exceeding 20%

Exhibit A - NBU Report

FY2014 NonBusinessUseReport

#	Agency Name*	Fleet Unit Subtype	Plate or ID	Model Year	Make	Model	% Non-Business Miles of Total Miles Traveled	Vehicle Utilization Repurposed	Waiver Denied
1	Corrections, Department of	PassAUTO	COR71	2007	Dodge	Charger	51.09%		
2	DRED	LDT1	D80	2010	Chevrolet	Impala	60.60%		
3	DRED	PassAUTO	D477	2008	Ford	Fusion	40.80%		
4	DRED	PassAUTO	D20	2007	Chevrolet	Malibu	40.40%		
5	DRED	LDT2	D24	2005	Dodge	Ram 2500	37.30%		
6	DRED	LDT2	D28	2008	Ford	F250	32.80%		
7	DRED	LDT1	D314	2012	Ford	F150	30.50%		
8	DRED	LDT1	D84	2005	Dodge	Durango	30.40%		
9	DRED	PassAUTO	D401	2005	Chevrolet	Impala	26.10%		
10	Environmental Services, Department of	LDT2	ES122	2007	Ford	4x4 Pickup	25.33%		
11	Environmental Services, Department of	LDT2	ES119	2012	Ford	F-350	22.58%		
12	Pharmacy	PassAUTO	P195	2007	Chevrolet	Malibu	23.68%		
13	Safety, Department of	PassAUTO	4442	2007	CHEVROLET	MALIBU	50.55%		
14	Safety, Department of	LDT1	4924	2013	JEEP	PATRIOT	40.17%		
15	Safety, Department of	LDT1	4314	2006	FORD	ESCAPE	23.19%		
16	Safety, Department of	PassAUTO	4439	2007	CHEVROLET	MALIBU	23.16%		
17	Safety, Department of	LDT1	4108	2004	CHEVROLET	TAHOE	21.00%		
18	Transportation	LDT2	H01933	2011	FORD	F250 X-CAB	67.86%		
19	Transportation	LDT2	H01547	2008	FORD	F250 X-CAB	65.61%		
20	Transportation	PASSAUTO	H00115	2006	CHEVROLET	MALIBU	63.15%		
21	Transportation	LDT2	H01967	2011	CHEVROLET	2500HD	60.67%		
22	Transportation	LDT2	H01526	2005	CHEVROLET	2500HD/ XCAB	55.74%		
23	Transportation	LDT1	H01978	2006	FORD	F150	55.08%		
24	Transportation	LDT2	H01965	2011	FORD	F250 X-CAB	54.92%		
25	Transportation	LDT2	H01592	2008	FORD	F250 X-CAB	54.87%		
26	Transportation	PASSAUTO	H00113	2007	CHEVROLET	MALIBU	54.54%		
27	Transportation	PASSAUTO	H00114	2006	CHEVROLET	MALIBU	54.28%		
28	Transportation	PASSAUTO	H00126	2005	CHEVROLET	MALIBU	48.54%		
29	Transportation	LDT1	H01979	2011	FORD	F150	48.43%		
30	Transportation	PASSAUTO	H00116	2010	FORD	FUSION	48.02%		
31	Transportation	LDT2	H01391	2006	CHEVROLET	2500HD/ XCAB	45.78%		
32	Transportation	LDT2	H01395	2011	CHEVROLET	2500HD	44.26%		
33	Transportation	LDT2	H01963	2011	CHEVROLET	2500HD	40.39%		
34	Transportation	LDT2	H01964	2011	FORD	F250 X-CAB	32.60%		
35	Transportation	LDT2	H01556	2008	FORD	F250 X-CAB	31.24%		
36	Transportation	PASSAUTO	H00130	2006	CHEVROLET	MALIBU	30.64%		
37	Transportation	LDT2	H01563	2002	CHEVROLET	2500HD/ XCAB	30.07%		
38	Transportation	LDT1	H01925	2007	FORD	F150	29.16%		
39	Transportation	LDT2	H01367	2008	FORD	F250 X-CAB	29.11%		
40	Transportation	LDT2	H00294	2008	FORD	F250 X-CAB	28.40%		
41	Transportation	LDT2	H00318	2005	CHEVROLET	2500HD/ XCAB	28.34%		
42	Transportation	LDT2	H01331	2008	FORD	F250 X-CAB	27.60%		
43	Transportation	LDT2	H01394	2008	FORD	F250 X-CAB	25.82%		
44	Transportation	PASSAUTO	H00152	2011	FORD	FUSION	25.28%		
45	Transportation	PASSAUTO	H00180	2005	CHEVROLET	MALIBU	25.22%		
46	Transportation	LDT2	H01348	2006	CHEVROLET	2500HD/ XCAB	24.60%		
47	Transportation	LDT2	H01595	2011	CHEVROLET	2500HD	24.05%		
48	Transportation	LDT2	H01554	2008	FORD	F250 X-CAB	23.18%		
49	Transportation	PASSAUTO	H00137	2005	CHEVROLET	MALIBU	23.11%		
50	Transportation	LDT2	H01536	2006	FORD	F250 CREWCAB	22.44%		
51	Transportation	LDT2	H01545	2009	CHEVROLET	2500HD/ XCAB	22.06%		
52	Transportation	PASSAUTO	H00090	2010	CHEVROLET	COBALT	21.17%		
53	Transportation	LDT2	H01534	2014	FORD	F250 X-CAB	20.86%		
54	Transportation	LDT2	H01370	2011	CHEVROLET	2500HD	20.32%		
55	Transportation	MDT	H01548	2006	FORD	F450 DUMP	20.22%		
56	Transportation	LDT2	H01575	2008	FORD	F250 X-CAB	20.15%		



# TITLE I

## THE STATE AND ITS GOVERNMENT

### CHAPTER 21-I

#### DEPARTMENT OF ADMINISTRATIVE SERVICES

#### Disposal of State-Owned Vehicles Based on Nonbusiness Use

##### Section 21-I:19-h

###### **21-I:19-h Disposal of State-Owned Vehicles Based on Nonbusiness Use. –**

I. Each agency, as defined in RSA 21-G:5, III, shall report quarterly to the department of administrative services the total miles and total nonbusiness miles traveled by each state-owned motor vehicle, including, but not limited to, use of vehicles for commuting between an employee's home and regular place of business. This section shall not apply to vehicles used for the purposes of law enforcement. This section shall be interpreted so as not to conflict with federal Internal Revenue statutes or regulations and shall not relieve an agency or its employees from non-wage fringe benefit reporting requirements for nonbusiness use of state-owned motor vehicles.

II. By August 1, 2011, each agency shall review the utilization of all vehicles which are assigned to the agency to determine if nonbusiness use for any vehicle exceeds 15 percent of the total miles traveled by that vehicle for the preceding fiscal year. By August 1 of each year after 2011, each agency shall conduct the same review using the percentage of nonbusiness use miles adjusted by the vehicle utilization committee.

III. Each agency shall, by August 15, 2011, report to the commissioner in writing all vehicles which are determined to have nonbusiness use exceeding 15 percent of the total miles traveled by that vehicle for the preceding fiscal year. Each agency shall, by August 15 of each year after 2011, report to the commissioner in writing all vehicles which are determined to have nonbusiness use miles exceeding the percentage adjusted by the vehicle utilization committee.

IV. The commissioner shall, by October 1, 2011 and each October 1 thereafter, submit a report to the governor and council and to the fiscal committee of the general court identifying all vehicles which he or she has been advised have nonbusiness use exceeding the applicable percentage of total miles traveled by that vehicle for the preceding fiscal year.

V. For each vehicle reported under paragraph III, the director of the division of plant and property management of the department of administrative services either shall declare the vehicle surplus and transfer or otherwise dispose of the vehicle or shall reassign the vehicle within the agency, unless a waiver of the requirements of this paragraph is granted by the vehicle utilization committee.

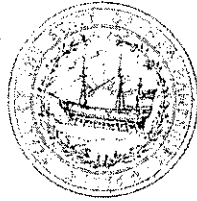
VI. Requests for waivers from the vehicle utilization committee shall be submitted to the commissioner at the same time as the report required by paragraph III. The vehicle utilization committee shall grant a waiver if it concludes that to do so would be in the best interests of the state.

VII. There is hereby established a vehicle utilization committee consisting of the following officials or designees:

- (a) The commissioner of the department of administrative services.
- (b) The director of the division of plant and property management of the department of administrative services.
- (c) The commissioner of the department of transportation.
- (d) The commissioner of the department of safety.
- (e) The commissioner of the department of environmental services.

VIII. After October 1, 2011, the vehicle utilization committee may, at any time, with the prior approval of the fiscal committee of the general court, adjust the percentage of nonbusiness use miles traveled by a vehicle during the preceding fiscal year which may result in a vehicle being declared surplus and subject to transfer or other disposal by the director of the division of plant and property management. In the absence of any adjustment, the percentage shall be 15 percent. Any adjustment of the percentage made by the vehicle utilization committee shall be communicated to agencies by the vehicle utilization committee and shall remain in effect until further adjustment, if any, is made.

**Source.** 2010, 241:1, eff. July 1, 2010.



FIS 11-335

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


December 2, 2011

Linda M. Hodgdon, Commissioner  
Department of Administrative Services  
25 Capitol Street, Room 120  
Concord, New Hampshire 03301

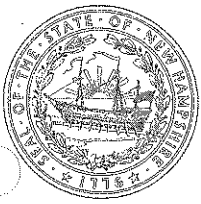
Dear Commissioner Hodgdon,

The Fiscal Committee, pursuant to the provisions of RSA 21-I:19-h, VIII, on December 2, 2011, approved the request of the Department of Administrative Services to increase the Non-Business Use percentage from 15% to 20%, as specified in your letter dated November 9, 2011.

Sincerely,

  
Jeffrey A. Pattison  
Legislative Budget Assistant

JAP/pe  
Attachment



# State of New Hampshire

FIS 14 191

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

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

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

October 6, 2014

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

Dear Representative Wallner:

### INFORMATIONAL ITEM

In accordance with Chapter 319:32, Laws of 2003, State Employee Health Insurance; Administrative Services Reporting, I respectfully submit this report regarding the self-funded Health Benefits Program.

#### A. Program Activity:

**Cash Basis:** The beginning Cumulative Cash Fund Balance as of July 1, 2014 was \$54.4. To this balance subtract \$12.6, which represents Revenue less Expenditures from July 1, 2014 through August 31, 2014. The Ending Cumulative Cash Fund Balance at August 31, 2014 is \$41.8m.

	<b>FY 2015</b> <b>(000's)</b>
Cumulative Cash Fund Balance (July 1, 2014).....	\$ 54,365
Plus: Program Revenue Collected.....	\$ 29,553
Less: Total Expenditures .....	\$ 42,110
Revenue less Expenditures (July 1 – August 31, 2014).....	\$ (12,557)
Cumulative Cash Fund Balance (August 31, 2014).....	\$ 41,808

Source: NH FIRST

**Accrual Basis:** The above amounts are cash basis only and do not take into consideration IBNR, statutory reserve, accounts payable or receivables. To arrive at a true fund balance as of August 31, 2014 we must start with the Cumulative Cash Fund Balance as of that date and subtract the IBNR (Incurred but not Reported) reserve and the statutory reserve. Then we must add outstanding receivables earned and realized or realizable and payables incurred as of August 31, 2014. The Cumulative Accrual Fund Balance at August 31, 2014 is \$12.7m and represents approximately 5.2% of the estimated fiscal year 2015 annual program expenditures.



**FY 2015**  
**(000's)**

Cumulative Cash Fund Balance (August 31, 2014).....	<u>\$ 41,808</u>
Less: IBNR & Statutory Reserve.....	\$ 28,927
Add: Program Revenue Earned (estimate as of August 31, 2014).....	\$ 10,992
Less: Program Expenses Incurred (estimate as of August 31, 2014).....	<u>\$ 11,184</u>
Cumulative Accrual Fund Balance (August 31, 2014).....	\$ 12,689

A. Estimated Cumulative Accrual Fund Balance: As indicated above, the Program's cumulative accrual fund balance as of August 31, 2014 is \$12.7m and encompasses surplus for retirees and actives. Additionally, the surplus takes into consideration approximately \$3.6m to fund the collectively bargained \$300.00 health savings incentive payment that will be paid out to all full-time and part-time health benefit enrollees in January 2015. When reviewing the surplus balance as of August 31, 2014, please note that over the calendar year 2014, a portion of surplus (\$3.8m) will be used to fund employee raises and the Health Savings Incentive Payment to employees.

It is important to note that working rates are set on a calendar year basis based on an average rate for the midpoint of the year. Accordingly, working rates are expected to generate a surplus at the beginning of the calendar year that may be spent down in the last six months of the year.

B. Medicare Prescription Drug Plan: DAS is working with Express Scripts to implement a Medicare prescription drug plan, also known as an Employer Group Waiver Plan (EGWP), effective January 1, 2015. This plan will apply to all retirees and their dependents who are eligible for Medicare (8,637 as of September 1, 2014) and is estimated to save the state approximately \$750,000 in retiree health benefit costs in CY 2015.

C. FY 16/17 Budget Rates: RMU, together with Segal, has developed health benefit budget rates for Fiscal Years 2016 and 2017, for input into the Affinity budget system. These rates are based on actual claims experience from April 1, 2013 to March 31, 2014, enrollment by tier of coverage as of March 2014, current benefit administration vendor contracts, and recent collectively bargained plan changes.

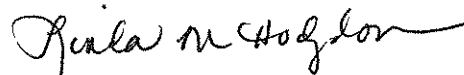
D. 2014 Health Benefit Plan Estimated Savings: The 2014 health benefit plan (HBP), that implemented a first-ever deductible, is on track to produce the \$6.8 million in annualized savings that were anticipated at the time the Collective Bargaining Agreements were negotiated and approved.

E. Procurements: On October 1, 2014, the Governor and Executive Council approved three HBP contracts. Two of these three contracts were for a three-year term effective January 1, 2015 – December 31, 2017: Northern New England Delta Dental and The Segal Company (Medical

Consulting). In addition, they approved a one-year contract effective January 1, 2015 – December 31, 2015 for Voluntary Benefits with Employee Benefits Management, Inc.

I am available to address any questions you may have.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Linda M. Hodgdon", with a long horizontal flourish extending to the right.

Linda M. Hodgdon  
Commissioner

Attachments

Health and Dental Employee and Retiree Benefit

Account	PLAN	FY 2014			
	Actives	Fund Balance	Jul-14	Aug-14	ALL FUNDS YTD
<b>Revenue</b>					
Total Revenue			\$ 11,257,193	\$ 12,712,004	\$ 23,969,197
<b>Expenditures</b>					
Total Expenditures			\$ 15,593,102	\$ 12,407,427	\$ 28,000,528
Net Plan Activity			\$ (4,335,909)	\$ 304,578	\$ (4,031,331)
Cummulative Plan Activity	\$ 34,159,972	\$ 29,824,064	\$ 30,128,641	\$ 30,128,641	\$ 30,128,641

Account	Troopers				
<b>Revenue</b>					
Total Revenue			\$ 199,002	\$ 253,781	\$ 452,782
<b>Expenditures</b>					
Total Expenditures			\$ 377,672	\$ 243,025	\$ 620,698
Net Plan Activity			\$ (178,671)	\$ 10,755	\$ (167,916)
Cummulative Plan Activity	\$ 4,401,725	\$ 4,223,055	\$ 4,233,810	\$ 4,233,810	\$ 4,233,810

Account	Retiree - U65				
<b>Revenue</b>					
Total Revenue			\$ 2,719,645	\$ 12,963	\$ 2,732,609
<b>Expenditures</b>					
Total Expenditures			\$ 3,530,594	\$ 2,417,275	\$ 5,947,870
Net Plan Activity			\$ (810,949)	\$ (2,404,312)	\$ (3,215,261)
Cummulative Plan Activity	\$ 12,267,099	\$ 11,456,150	\$ 9,051,838	\$ 9,051,838	\$ 9,051,838

Account	Retiree - O65				\$
<b>Revenue</b>					
Total Revenue			776,573	1,621,363	2,397,935
<b>Expenditures</b>					
Total Expenditures			4,350,756	3,189,982	7,540,738
Net Plan Activity			(3,574,184)	(1,568,619)	(5,142,803)
Cummulative Plan Activity	3,536,451	(37,733)	(1,606,352)	(1,606,352)	(1,606,352)
Total Retirees	\$ 15,803,550	\$ 11,418,417	\$ 7,445,486	\$ 7,445,486	\$ 7,445,486

**Plan Summary Information:**

<b>Total Program Revenue</b>					
001 GHRS		16,065,356	11,890,471	\$ 27,955,827.06	
005 Cobra/NHRS		1,415,963	43,180	\$ 1,459,143.45	
006 Rx Rebate		(3,568,076)	1,568,076	\$ (2,000,000.00)	
007 Interest Earned				\$ -	
008 Employee Contributions		843,806	843,703	\$ 1,687,508.60	
009 Non-GHRS		195,364	254,681	\$ 450,044.23	
Performance Guarantees/Recov		-	-	\$ -	
Total Combined Revenue		14,952,413	14,600,111	\$ 29,552,523.34	
<b>Total Program Expenditures</b>					
HB Employee Salary Costs		-	-	\$ -	
HB Employee Benefit Costs		-	-	\$ -	
Medical Claims		15,341,803	12,213,323	\$ 27,555,126	
Medical Administration		753,092	780,567	\$ 1,533,659	
Enrollment Services		-	-	\$ -	
Exercise Incentive		-	-	\$ -	

Health and Dental Employee and Retiree Benefit

Account	PLAN		FY 2014		ALL FUNDS YTD
	Actives	Fund Balance	Jul-14	Aug-14	
Consulting			22,255	55,884	\$ 78,139
Pharmacy Claims			7,477,947	5,036,248	\$ 12,514,195
Pharmacy Administration			-	22,632	\$ 22,632
HRA Claims			153,181	148,720	\$ 301,901
HRA Administration			30,614	-	\$ 30,614
Other Expenses			73,232	82	\$ 73,315
Assess/Vaccn Fees			-	-	\$ -
<b>Total Combined Expenses</b>			<b>23,852,125</b>	<b>18,257,709</b>	<b>\$ 42,109,834</b>
<b>Net Plan Fund Activity</b>			<b>(8,899,712)</b>	<b>(3,657,598)</b>	<b>\$ (12,557,310)</b>
<b>Cummulative Net Fund Activity</b>		<b>54,365,247</b>	<b>45,465,535</b>	<b>41,807,937</b>	<b>\$ 41,807,937</b>
<b>Less:</b>					
					<b>(13,372,000)</b>
					<b>(8,466,938)</b>
					<b>(3,415,477)</b>
					<b>(3,673,082)</b>
					<b>\$ 12,880,440</b>
					<b>\$ 10,992,982</b>
					<b>\$ (5,993,985)</b>
					<b>\$ 17,879,437</b>
					<b>\$ (1,609,902)</b>
					<b>\$ (3,580,000)</b>
					<b>\$ 12,689,535</b>

<b>DENTAL</b>					
<b>Revenue</b>					
Total DENTAL Revenue - PLAN		855,821	891,195		1,747,016
<b>Expense</b>					
Total DENTAL Expense - PLAN		1,356,094	605,265		1,961,359
<b>Net Plan Fund Activity - PLAN</b>		<b>(500,273)</b>	<b>285,930</b>		<b>(214,343)</b>
<b>Cummulative Fund Balance</b>	<b>2,534,508</b>	<b>2,034,235</b>	<b>2,320,165</b>		<b>2,320,165</b>
<b>Less:</b>					
					<b>(296,000)</b>
					<b>(545,998)</b>
					<b>\$ 1,478,167</b>
					<b>\$ 31,443.21</b>
					<b>\$ (319,413.48)</b>
					<b>\$ 1,190,197</b>



New Hampshire Liquor Commission

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

FIS 14 192

Joseph W. Mollica  
Chairman

Michael R. Milligan  
Deputy Commissioner

October 20, 2014

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

**INFORMATIONAL ITEM**

Pursuant to RSA 176:16, Funds:

*V. The commission may transfer funds totaling up to 5 percent of the operating budget in any fiscal year for any specific purposes to funds for other purposes within and among the appropriations for the operation of the commission. The commission shall report annually 60 days after the close of each fiscal year to the fiscal committee of the general court all transfers accomplished under the provisions of this section. The provisions of this section shall not be subject to RSA 9:16-a, RSA 9:17-a, and RSA 9:17-c.*

For the period from July 1, 2013 to June 30, 2014, the Liquor Commission transferred \$ 2,208,940 in appropriated funds within and among organizational units, (approximately 4.5% of our FY2014 adjusted authorized budget). An outline of the transfers is provided below:

**Salaries and Benefits, \$975,500:**

Transfers were performed within and among existing salaries and benefits budget lines across the agency as a result of payouts, raises and reduced full-time work force and utilizing part-time employees.

**Rents & Leases other than State, \$84,000:**

In the Store Operations budget \$84,000 was transferred to cover the increase in lease expenses due to relocating to stores to more strategic locations and upgraded facilities. Funding for the transfer was available as a result of surplus in the current expense and debt services accounts within the Store Operations budget.

**Equipment, \$683,200:**

Transfers were performed into the equipment accounts for Store Operations, Office of Commissioner's, Human Resources and Enforcement as listed below:

In the Store Operations budget \$465,000 was transferred to cover the shelving and fixture expenses along with security equipment related to the relocation and rehabilitation of various retail store locations throughout the State including Manchester and Bedford. The transfer also covers the purchase and installation of time clocks. Funding for the transfer was available as a result of surplus in the current expense accounts within the Store Operations budget.

A transfer was done for \$155,000 in the Office of the Commissioner's budget to replace aging boilers at headquarters. Funding for the transfers was available as a result of surpluses in utilities account within the Commissioner's budget.

In the Enforcement budget a transfer of \$59,200 was required for two new vehicles and associated equipment to replace aging, unsafe vehicles in need of major repairs for the life safety of the law enforcement employees. Funding for the transfers was available as a result of surpluses in current expenses and the rents-leases account within the enforcement budget.

A transfer was done for \$4,000 in Human Resource's budget for the purchase of new shredders. Funding for the transfers was available as a result of surpluses in in-state and out of state travel accounts within Human Resource's budget.

**Maintenance, \$375,000:**

Transfers into the Store Operations maintenance accounts were performed to cover repairs and renovations of various retail store locations throughout the State to include the new Bedford and Manchester locations. Funding was available as a result of surplus in the current expense, debt services, shared services and indirect costs accounts within the Store Operations budget

**Grants, \$53,940:**

A transfer was required within our Drug Recognition Expert grant budget to adjust for the difference between actual amounts received from Grantors and those budgeted for during the biennial budget process, for out of state travel and in state travel for certification classes.

**In State Travel, \$25,000:**

Transfers were required within the Enforcement budget into the in state travel account to cover increased expenses related to maintenance and repair expenses associated with the enforcement cruisers. A surplus in Enforcements rents & leases accounts along with the in state travel accounts within the Office of the Commission and Finance Division budgets provided for the transfer.

**Current Expense, \$10,000:**

A transfer of \$10,000 was performed into the current expenses account of the Enforcement budget from the current expense account of the Office of the Commissioners budget to support the rising costs in supplies, telecommunications and fuel.

**Out of State Travel, \$2,300:**

Transfers were performed into the out of state travel accounts for the Office of the Commissioners and Forfeiture funds as listed below:

A transfer for \$2,000 was performed from the current expense account to the out of state travel account within the Office of the Commissioners budget to fund travel for an NABCA conference.

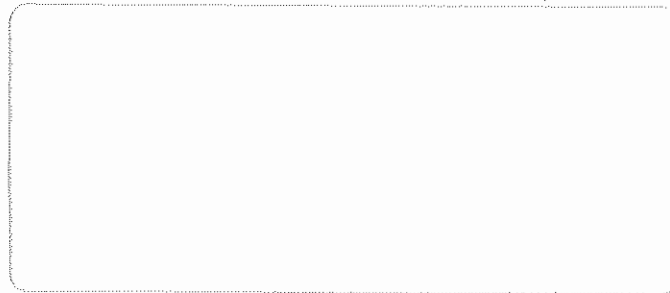
A transfer for \$300 was performed from the current expense account to the out of state travel account within the Forfeiture Fund budget to fund travel for training.

Respectfully Submitted  
New Hampshire State Liquor Commission

  
\_\_\_\_\_  
Joseph W. Mollica, Chairman



# National State Auditors Association





STATE OF NEW HAMPSHIRE  
OFFICE OF LEGISLATIVE BUDGET ASSISTANT

External Quality Control Review Report  
July 1, 2013 to June 30, 2014



# National State Auditors Association

PEER REVIEW REPORT  
October 3, 2014

Mr. Jeffrey Pattison  
Legislative Budget Assistant  
New Hampshire Office of Legislative Budget Assistant  
Concord, New Hampshire

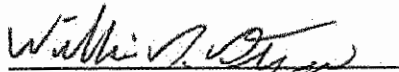
Dear Mr. Pattison:

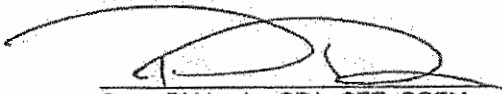
We have reviewed the system of quality control of the State of New Hampshire's Office of Legislative Budget Assistant (the Office) in effect for the period July 1, 2013, to June 30, 2014. A system of quality control encompasses the Office's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The design of the system and compliance with it are the responsibility of the Office. Our responsibility is to express an opinion on the design of the system and the Office's compliance with the system based on our review.

We conducted our review in accordance with the policies and procedures for external peer reviews established by the National State Auditors Association (NSAA). In performing our review, we obtained an understanding of the Office's system of quality control for engagements conducted in accordance with professional standards. In addition, we tested compliance with the Office's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the Office's policies and procedures on selected engagements. The engagements selected represented a reasonable cross-section of the Office's engagements conducted in accordance with professional standards. We believe that the procedures we performed provide a reasonable basis for our opinion.

Our review was based on selective tests; therefore, it would not necessarily disclose all design matters in the system of quality control or all compliance matters with the system. Also, there are inherent limitations in the effectiveness of any system of quality control; therefore, noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control of the State of New Hampshire's Office of Legislative Budget Assistant in effect for the period July 1, 2013, to June 30, 2014 has been suitably designed and was complied with during the period to provide the audit organization with reasonable assurance of performing and reporting in conformity with *Government Auditing Standards* in all material respects. Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The State of New Hampshire's Office of Legislative Budget Assistant has received a peer review rating of *pass*.

  
William S. Styres, CPM  
Team Leader  
National State Auditors Association  
External Peer Review Team

  
Doug Pirkle, Jr., CPA, CFE, CGFM  
Concurring Reviewer  
National State Auditors Association  
External Peer Review Team

# New Hampshire Fish and Game Department

FIS 14 194

11 Hazen Drive, Concord, NH 03301-6500  
Headquarters: (603) 271-3421  
Web site: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964  
FAX (603) 271-1438  
E-mail: info@wildlife.nh.gov

Glenn Normandeau  
Executive Director

October 30, 2014

Rep. Mary Jane Wallner  
Chair, New Hampshire Fiscal Committee  
C/O Legislative Budget Assistant  
107 North Main St.  
State House Room 102  
Concord, NH 03301

RE: OHRV Revenue

Dear Representative Wallner,

I am writing in response to questions raised at last Friday's Fiscal Committee meeting related to the Department's request to transfer \$250,000.00 in Excess Registration Fees to the F&G OHRV Fiscal Year 15 operating Budget. I apologize for my inability at the time to clearly explain how we manage this money.

When Fish & Game estimates revenues for each year of a biennial budget we use 85,000 OHRV registrations as our basis for revenue. **This is more registrations than we actually expect to write.** The explanation for this goes back to a June, 2003 LBA audit finding (observation 18) related to our inability to transfer funds in a timely manner to DRED, which receives +/- 72% of all registration revenue. Prior to this audit, we budgeted revenue very conservatively. When registrations exceeded the budgeted number we had to go to Fiscal to accept the money and expend it (to DRED). This delay created problems for DRED in granting that money back to clubs to do trail work in a timely manner. Following the audit we undertook a change in strategy and elected to over budget so we could deliver DRED's share of the revenue in a timely manner. Knowing revenue is over budgeted, our requested appropriation for each FY was much less than the budgeted revenue. Once the fiscal year is over and funds are reconciled we go to fiscal knowing the actual balance in the fund and make a request to add to the new fiscal year (which is what we just did). The amount requested will be based on the actual registration revenue received the previous fiscal year. Some years this may be little or none, other years, as is the case now, registrations from the previous year were high and therefore we requested a more substantial amount. I hope this clarifies things. I would be happy to explain further to whole committee should you wish. I have taken the opportunity to speak to Senators Forrester, Morse, and Odell as I ran into them at the State House. Thank you for your time

Sincerely,



Glenn Normandeau, Executive Director  
NH Fish & Game Department