



STATE OF NEW HAMPSHIRE

FIS 22 423



GOVERNOR'S OFFICE

for

EMERGENCY RELIEF AND RECOVERY

November 10, 2022

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

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Governor's Office for Emergency Relief and Recovery (GOFERR) to accept and expend funds in the amount of \$20,000,000 in American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) to provide continued assistance to households temporarily staying in hotels or motels as part of the New Hampshire Emergency Rental Assistance Program (NHERAP) to help ensure households at risk of homelessness are stably housed through the cold season, contingent upon approvals of the Fiscal Committee and Governor and Executive Council through June 30, 2023. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. **100% Federal Funds.**

Funds are to be budgeted in FY2023 in the following account:

01-02-002-020210-24690000[1] ARP GRANTS AND DISBURSEMENTS		<u>FY2023</u>	<u>FY2023</u>	<u>FY2023</u>
<u>CLASS</u>	<u>ACCOUNT</u>	<u>CURRENT MODIFIED BUDGET</u>	<u>BUDGET REQUEST</u>	<u>REVISED BUDGET</u>
EXPENDITURES				
040 – Indirect Costs	501587	\$1,180,250	\$2,500	\$1,182,750
041 – Audit Fund Set Aside	500801	\$230,714	\$19,980	\$250,694
042 - Additional Fringe Benefits	500620	\$60,500	\$0	\$60,500
072 – Grants Federal	500575	\$146,080,032	\$19,977,520	\$166,057,552
085 - Interagency Xfr Out of Fed Fn	588510	\$9,412,214	\$0	\$9,412,214
103 - Contracts for Op Services	502664	\$2,449,800	\$0	\$2,449,800
TOTAL EXPENSES		\$159,413,510	\$20,000,000	\$179,413,510

¹ All direct program costs will be accounted for using activity 00FRF602PH0227A and all administrative and indirect costs will be accounted for using activity 00FRF602PH0227Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
And the Honorable Council

November 10, 2022
Page 2 of 3

SOURCE OF FUNDS				
000 – 16 – Federal Funds	400338	\$159,413,510	\$20,000,000	\$179,413,510
TOTAL REVENUE		\$159,413,510	\$20,000,000	\$179,413,510

EXPLANATION

This request would provide up to \$20,000,000 in American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) to households temporarily staying in hotels or motels as part of the New Hampshire Emergency Rental Assistance Program (NHERAP) to help ensure households at risk of homelessness and without alternative housing are stably housed through the State's cold season.

This voluntary program would make available funding to be utilized to support households already in hotels or motels as part of NHERAP, as well as eligible households that applied or reapplied for assistance as of the date of the NHERAP application pause on October 21, 2022. The intent of the program is to assist families in need and at risk of homelessness, reduce potential demand on homeless or emergency shelters, and ensure additional time for these households to find and access more permanent housing solutions.

The program would encourage hotels and motels to continue to take in or retain households with no children through April 1, 2023, and households with children through June 15, 2023. The average daily rate eligible for reimbursement of hotel or motel stays may be subject to a cap to ensure funds are effectively and equitably utilized.

The same or similar NHERAP eligibility standards would be applied in this program to encourage consistency and reduce administrative burden. This program would be similarly structured to NHERAP, whereas GOFERR would enter into a subaward with New Hampshire Housing Finance Authority to administer the funds in partnership with the State's five Community Action Partnerships, who will review existing applications, coordinate efforts, and work alongside hotels and motels across the State to assist families in need. Should the State receive additional funding from U.S. Treasury for Emergency Rental Assistance at a later point, GOFERR may seek authorization to utilize those additional ERA funds on this program instead of the ARPA SFRF funds requested here.

Additionally, NHERAP not only provides rental and utility assistance, but supportive services are also provided, such as case management, housing counseling, legal assistance, and more. These services will remain ongoing, and in conjunction with this request GOFERR has another on this agenda to expand and bolster some of those services for those most at risk of homelessness.

This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts.

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
And the Honorable Council

November 10, 2022
Page 3 of 3

Funds are being budgeted in the classes listed below as follows

Class 040 – Indirect Costs to recover, per by RSA 21-I:75, a proportional share of the outside funding source to alleviate agency indirect costs.

Class 041 – Audit Fund Set Aside to comply with RSA 124:16 that requires all agencies that receive federal funds to set aside a percentage (0.1%) of the federal revenue amount received to pay for financial and compliance audits.

Class 072 – Grants Federal -- For subawards for at risk households residing in hotels or motels as explained above.

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

Respectfully submitted,



Taylor Caswell,
Executive Director, GOFERR



STATE OF NEW HAMPSHIRE



FIS 22 424

GOVERNOR'S OFFICE

for

EMERGENCY RELIEF AND RECOVERY

November 14, 2022

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Governor's Office for Emergency Relief and Recovery (GOFERR) to accept and expend in the amount of \$3,255,750 in American Rescue Plan Act (ARPA) Emergency Rental Assistance (ERA2) funds for use of Housing Stability Services related programming, effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. This is an allowable use of ERA funds under ARPA, section 3201(d), as allowed by U.S. Treasury to keep households stably housed. **100% Federal Funds.**

Funds are to be budgeted in FY2023 in the following account:

01-02-002-0202-24310000 ARP Rental Assistance Fund		<u>FY2023</u>	<u>FY2023</u>	<u>FY2023</u>
<u>CLASS</u>	<u>ACCOUNT</u>	<u>CURRENT MODIFIED BUDGET</u>	<u>BUDGET REQUEST</u>	<u>REVISED BUDGET</u>
EXPENDITURES				
040 – Indirect Costs	501587	\$22,500	\$2,500	\$25,000
041 – Audit Fund Set Aside	500801	\$126,950	\$3,250	\$130,200
072 – Grants Federal	500575	\$49,770,834	\$3,250,000	\$53,020,834
085 - Interagency Xfr Out of Fed Fn	588510	\$180,374	\$0	\$180,374
TOTAL EXPENSES		\$50,100,658	\$3,255,750	\$53,356,408
SOURCE OF FUNDS				
000 – 16 – Federal Funds	400338	\$50,100,658	\$3,255,750	\$53,356,408
TOTAL REVENUE		\$50,100,658	\$3,255,750	\$53,356,408

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
November 14, 2022
Page 2 of 3

EXPLANATION

GOFERR is requesting to accept and expend \$3,255,750 in American Rescue Plan Act (ARPA), Emergency Rental Assistance (ERA2) financial assistance funds to continue to provide and expand supportive services as part of the New Hampshire Emergency Rental Assistance Program's Housing Stability Services.

These ERA2 funds are part of what is remaining of the State's allocation for use in NHERAP, and the services that will be funded will continue and build upon existing services provided to eligible households in need, with the goal of keeping families stably housed.

This request will enable GOFERR to enter into new or amended agreements with the Community Development Finance Authority (CDFA) and the New Hampshire Housing Finance Authority (NHHFA) to provide the services outlined below.

CDFA will continue and expand the Displaced Households/Landlord Incentive Program, a pilot of which was funded as part of NHERAP under ERA1. This expanded program will provide intensive case management for displaced households, as well as landlord outreach, education, and incentives. GOFERR will enter into a subaward with CDFA, providing \$1,250,000 for the program.

NHHFA will continue and expand Housing Stability Services and wraparound case management, bolstering existing efforts that were funded under ERA1 and continued under ERA2, which will enable a higher focus on more challenging cases that may require coordinated services with mental health/SUD services or additional assistance in order to reduce barriers to more permanent housing, such as security deposits and application fees.

These efforts are intended to help households experiencing homelessness or at high risk of becoming homeless. Wraparound case management builds upon the current case management model by adding specialized case managers and coordinating case management, services, and supports wholistically across multiple agencies. GOFERR intends to either enter into a new subaward with NHHFA or amend an existing subaward, providing \$2,000,000 for this program.

As background, NHERAP provides financial assistance and Housing Stability Services to eligible households, including the payment of (i) rent, (ii) rental arrears, (iii) utilities and home energy costs, (iv) utilities and home energy costs arrears, and (v) other expenses related to housing. To date, NHERAP has been supported by federal funds made available pursuant to ERA2 as well as Section 501(a) of Division N of the Consolidated Appropriations Act of 2021 (ERA1). ERA2 provides the same financial assistance provided under ERA1 for a greater number of households and longer period of time.

NHERAP is administered by NHHFA through the five regional Community Action Partnerships (CAPs) and in collaboration with the Governor's Office for Emergency Relief and Recovery (GOFERR).

Funds are budgeted as follows:

Class 040 – Indirect Costs

Class 041 – Audit Fund Set-Aside - .001 of federal funds payable to DAS for audit fees

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

November 14, 2022

Page 3 of 3

Class 072 – Grants out of Federal Funds as described in the explanation

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

Respectfully submitted,



Taylor Caswell
Executive Director, GOFERR

JH



STATE OF NEW HAMPSHIRE



FIS 22 425

GOVERNOR'S OFFICE

for

EMERGENCY RELIEF AND RECOVERY

November 10, 2022

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

- Pursuant to RSA 14:30-a, VI, the Governor's Office for Emergency Relief and Recovery (GOFERR) requests authorization to accept and expend funds in the amount of \$ 2,089,121 in American Rescue Plan Act (ARPA) Emergency Rental Assistance (ERA2) financial assistance funds for use in the New Hampshire Emergency Rental Assistance Program (NHERAP), effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. This is an allowable use of ERA2 funds under ARPA, section 3201(d) to provide financial assistance to eligible households as allowed by U.S. Treasury to help keep households stably housed. **100% Federal Funds.**
- Pursuant to RSA 14:30-a, VI, the Governor's Office for Emergency Relief and Recovery (GOFERR) requests authorization to amend a previously approved Fiscal Item (FIS 21-390) approved by the Fiscal Committee on December 17, 2021, and approved by the Governor and Executive Council (Item 50) on January 12, 2022, to repurpose authorized funds in that item in the amount of \$166,330 to provide rental and utility assistance in NHERAP, effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. This is an allowable use of ERA2 funds under ARPA, section 3201(d) to provide financial assistance to eligible households as allowed by U.S. Treasury to help keep households stably housed. **100% Federal Funds.**

Funds are to be budgeted in FY2023 in the following account:

01-02-002-0202-24310000 ARP Rental Assistance Fund		<u>FY2023</u>	<u>FY2023</u>	<u>FY2023</u>
<u>CLASS</u>	<u>ACCOUNT</u>	<u>CURRENT MODIFIED BUDGET</u>	<u>BUDGET REQUEST</u>	<u>REVISED BUDGET</u>
EXPENDITURES				
040 – Indirect Costs	501587	\$22,500	\$2,500	\$25,000
041 – Audit Fund Set Aside	500801	\$126,950	\$2,087	\$129,037
072 – Grants Federal	500575	\$49,770,834	\$2,084,534	\$51,855,368

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
November 10, 2022
Page 2 of 3

085 - Interagency Xfr Out of Fed Fn	588510	\$180,374	\$0	\$180,374
TOTAL EXPENSES		\$50,100,658	\$2,089,121	\$52,189,779
SOURCE OF FUNDS				
000 - 16 - Federal Funds	400338	\$50,100,658	\$2,089,121	\$52,189,779
TOTAL REVENUE		\$50,100,658	\$2,089,121	\$52,189,779

EXPLANATION

GOFERR is requesting to accept and expend \$2,089,121 in American Rescue Plan Act (ARPA); Emergency Rental Assistance (ERA2) financial assistance funds to support the New Hampshire Emergency Rental Assistance Program (NHERAP). These ERA2 funds are being distributed to the State as part of U.S. Treasury's reallocation process.

GOFERR is also requesting to amend FIS 21-390 to repurpose \$166,330 in American Rescue Plan Act (ARPA) Emergency Rental Assistance (ERA2) previously authorized for evacuee supportive services as part of NHERAP Housing Stability Services, in order to utilize those funds for rental and utility assistance within NHERAP. Evacuee services are ongoing, but these funds are anticipated to go unused.

Both of these requests, if authorized, will require amending subawards with New Hampshire Housing Finance Authority, who provides these services within NHERAP.

Since March 15, 2021, NHERAP has been providing financial assistance to eligible households that have lost income or experienced other financial hardship because of or during the COVID-19 pandemic, including the payment of (i) rent; (ii) rental arrears; (iii) utilities and home energy costs; (iv) utilities and home energy cost arrears; and (v) other expenses related to housing incurred due, directly or indirectly, to COVID-19, as defined by United States Department of Treasury.

Just as the State entered into a subaward with New Hampshire Housing Finance Authority (NHHFA) to facilitate NHERAP with ERA1 funds (Section 501(a) of Division N of the Consolidated Appropriations Act of 2021), it has also entered into a subaward with NHHFA to provide ERA2 funds allocated to the State for use in providing relief through NHERAP. That subaward has been amended over time to increase funding available to the program as needed and authorized. NHHFA works with the five regional Community Action Partnerships (CAPs) to accept and process applications and payments for the program.

As noted above, this request would enable GOFERR to amend the subaward with NHHFA again and provide additional ERA2 funds for use in NHERAP on rental and utility assistance. ERA2 provides the same financial assistance provided under ERA1 for a greater number of households and for a longer period of time. In order to properly fund the program and avoid any breaks in relief provided through it, the State has had to balance the two funding sources and meet U.S. Treasury requirements relative to both.

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

November 10, 2022

Page 3 of 3

Funds are budgeted as follows:

Class 040 – Indirect Costs

Class 041 – Audit Fund Set Aside – Audit Fund Set Aside to comply with RSA 124:16 that requires all agencies which receive federal funds to set aside a percentage (0.1%) of the federal revenue amount received to pay for financial and compliance audits.

Class 072 – Grants Federal – Appropriations necessary to support rental assistance program(s)

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

Respectfully submitted,



Taylor Caswell
Executive Director, GOFERR



STATE OF NEW HAMPSHIRE

FIS 21 390



GOVERNOR'S OFFICE

for

EMERGENCY RELIEF AND RECOVERY

December 6, 2021

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a VI, authorize the Governor's Office For Emergency Relief and Recovery (GOFERR) to accept and expend in an amount not to exceed \$411,241 in Emergency Rental Assistance Housing Stability Services Funds (ERA2) American Rescue Plan Act (ARPA) to fund the Evacuee Resettlement Program to provide housing stability services including housing navigators and housing case managers to help each Afghan individual and family secure housing and apply for federal rental relief through NH Emergency Rental Assistance Program. This is an allowable use under the Emergency Rental Assistance program established by Section 3201 of the American Rescue Plan Act of 2021 (ERA2), effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. 100% Federal Funds.

Funds are to be budgeted in FY2022 in the following account:

Table with 5 columns: CLASS, ACCOUNT, FY2022 CURRENT MODIFIED BUDGET, FY2022 BUDGET REQUEST, FY2022 REVISED BUDGET. Rows include EXPENDITURES (040, 041, 072, TOTAL EXPENSES) and SOURCE OF FUNDS (000, TOTAL REVENUE).

1 GOFERR will assign activities as appropriate for these expenditures and all expenditures will utilize an activity within the ERAP activity group. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

EXPLANATION

Approval of this funding will provide housing stability services including housing navigators and housing case managers to help each Afghan individual and family secure housing and apply for federal rental relief through NH Emergency Rental Assistance Program.

The unexpected evacuation to the United States of over one hundred thousand men, women and children from Afghanistan has created the need for a nationwide refugee resettlement response. In order to provide adequate support for the successful integration of at least 250 individuals expected to arrive in New Hampshire, federal refugee resettlement funding will need to be supplemented to support access to housing. Supplemental funding is needed because it is anticipated that evacuees will be arriving at a rate much greater than the typical refugee flow during a time when the rental market in New Hampshire is especially tight. This combination of rapid influx and limited housing opportunities will require more staffing to handle the more intensive case management that will be provided by resettlement agencies.

Housing stability services will provide essential support needed for the evacuees to quickly become successful, tax-paying residents integrated into the New Hampshire economy and contribute to the State's diversity, growth and prosperity. Past experience shows that by providing adequate initial support during the first 90 days following arrival, resettled populations experience rapid growth in median household incomes as they find meaningful work and help strengthen the New Hampshire economy.

The budget would be divided between subaward agreements with the two qualified providers of refugee services in New Hampshire -- Ascentria and International Institute of New England. The budgets are based on each agency adding a fulltime rental assistance coordinator and a fulltime housing sourcing manager as well as contracted interpreters. The overall budget includes a cap on indirect administrative costs of 7.5% for the service agencies and 1% for New Hampshire Housing Finance Authority (NHHFA) and the agreement will have a termination date of December 31, 2022.

Funds are being budgeted in the classes listed below as follows:

Class 040 – Indirect Costs to recover, per by RSA 21-I:75, a proportional share of the outside funding source to alleviate agency indirect costs.

Class 041 – Audit Fund Set Aside to comply with RSA 124:16 that requires all agencies that receive federal funds to set aside a percentage (0.1%) of the federal revenue amount received to pay for financial and compliance audits.

Class 072 – Grants-Federal to provide funding for grants to sub-grantees.

The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

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

Respectfully submitted,



Taylor Caswell,
Executive Director, GOFERR

JS



ADMINISTRATIVE OFFICE
 45 SOUTH FRUIT STREET
 CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER
 RICHARD J. LAVERS, DEPUTY COMMISSIONER

FIS 22 426

November 15, 2022

The Honorable Karen Umberger, Chairman
 Fiscal Committee of the General Court
 State House
 Concord, NH 03301

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a VI, New Hampshire Employment Security (NHES) respectfully requests authorization to accept and expend \$2,535,030 in American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SFRF) to fund the New Hampshire Emergency Medical Technician (EMT) Training Program that will improve the ability for New Hampshire licensed Emergency Medical Service (EMS) Units providing emergency and non-emergency transportation and emergency response services to be able to better attract, train and retain employees certified as emergency medical technicians. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts, effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. **100% Federal Funds.**

Funds are to be budgeted in a new accounting unit, ARPA Emergency Medical Technician (EMT) Training Program, 02-027-027-270010-NEWXXXXX as follows¹:

02-027-027-270010-NEWXXXXX Employment Security- ARP Emergency Medical Technician (EMT) Training Program			SFY 2023		
Class	Account	Class Description	Current Budget	Requested Action	Revised Budget
000	400338-16	FEDERAL FUNDS	\$0	(\$2,535,030)	(\$2,535,030)
TOTAL REVENUE:			\$0	(\$2,535,030)	(\$2,535,030)
020	500200	CURRENT EXPENSES	\$0	\$5,700	\$5,700
022	500248	RENTS-LEASES OTHER THAN STA	\$0	\$3,600	\$3,600
023	500291	HEAT ELECTRICITY WATER	\$0	\$7,200	\$7,200
024	500225	MAINT OTHER THAN BUILD-GRN	\$0	\$2,900	\$2,900

¹ All direct program costs will be accounted for using activity 00FRF602PH2703A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2703Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

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

Class	Account	Class Description	Current Budget	Requested Action	Revised Budget
027	582703	TRANSFERS TO DOIT	\$0	\$13,030	\$13,030
039	500188	TELECOMMUNICATIONS	\$0	\$8,700	\$8,700
040	500800	INDIRECT COSTS	\$0	\$2,500	\$2,500
041	500801	AUDIT FUND SET ASIDE	\$0	\$2,530	\$2,530
042	500620	ADDITIONAL FRINGE BENEFITS	\$0	\$9,000	\$9,000
048	500226	CONTRACTUAL MAINT BUILD-GRN	\$0	\$5,300	\$5,300
050	500109	PERSONAL SERVICE TEMP APPOI	\$0	\$120,300	\$120,300
060	500601	BENEFITS	\$0	\$50,270	\$50,270
072	500573	GRANTS FEDERAL	\$0	\$2,300,000	\$2,300,000
103	500741	CONTRACTS FOR OP SERVICES	\$0	\$4,000	\$4,000
TOTAL EXPENDITURES :			\$0	\$2,535,030	\$2,535,030

EXPLANATION

NHES is requesting to accept and expend American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) to support the New Hampshire EMT Training Program.

New Hampshire and the nation continue to experience a workforce shortfall exacerbated not only by the Global Pandemic but also by the increased demand for workers created by a growing employer base in the Granite State. Recovery by New Hampshire employers has not been evenly experienced, as the service sectors continue to lag behind compared to workforce levels from just a few years ago. These service sector shortages are felt throughout the health care sector. However, within the health care sector, there are certain service providers that are not able to attract sufficient workforce which in turn creates a disproportionate impact felt throughout the health care delivery system. New Hampshire licensed EMS Units providing emergency and non-emergency ambulatory services are uniquely positioned within the health care sector so that workforce shortages have a butterfly effect in terms of impact.

While employers in the health care service sector in general have greater demand for workforce than current supply, the shortage within the emergency and non-emergency ambulatory provider community, complicates the entire health care delivery system. These employers are licensed by the NH Department of Safety and include private ambulance companies, public employers with emergency and first responder services and private employers with emergency medical service capabilities. The good news is that shortages experienced within the emergency and non-emergency ambulatory provider community lend themselves to being alleviated through a targeted funding solution. By precisely targeting funding through the NH EMT Training Program such as contained within this proposal, the state will be helping remove the financial barrier associated with EMT training thus allowing these employers to expand their reach in terms of the population of potential workers. By adding to this workforce, these emergency and non-emergency ambulatory providers as well as emergency response employers will be able to meet the demand for services within the health care sector by providing reliable and safe transportation thus allowing for efficient patient flow within hospitals, nursing homes and rehabilitation facilities.

The EMT Training Program features three components. First, it proposes to expand the existing WorkInvestNH program administered by NH Employment Security and available to cover 50% of

training related expenses for Granite State employers that contribute to the unemployment compensation trust fund. Employers licensed with the New Hampshire Department of Safety as EMS Units will be able to utilize the WorkInvestNH to cover 50% of the training related costs and then would also be able to get the remaining 50% of training costs associated with staff going through EMT and Advanced EMT training and associated certification covered through this expanded program. Other New Hampshire licensed EMS units not currently eligible for WorkInvestNH, like the public employers and certain non-profit employers, would be able to get 100% of the training costs related to sending workers to EMT and Advanced EMT training and certification covered through this program.

Second, to encourage and facilitate the hiring of individuals prior to completing EMT training and certification, this program will also utilize an "On the Job Training" model utilized by other federal and state funded training programs and reimburse employers for up to 50% of the payroll costs associated with newly hired employees during the first four weeks of employment while the employee is enrolled in EMT training, up to a cap per employee. This will help to alleviate the wage pressures that currently prevent these employers from bringing on prospective employees prior to completion of EMT training. Because this program feature is focused on new hires, it is not intended to be utilized for EMTs seeking Advanced certification or training.

Third, and finally, in addition to the reimbursement payments to employers for training and portions of payroll, this program would provide a one-time incentive of \$1,000 to new EMT employees employed by these emergency transportation employers that successfully complete EMT training and subsequently complete six months of employment with that employer/affiliated licensed EMS unit. This payment will assist in recruiting new employees into the emergency responder workforce. The payment would be made after the employee successfully completed the EMT training and then six months of employment. The incentive would be paid to the employer with the stipulation that it be passed on in its entirety to the employee, subject to any applicable taxes, and the incentive would only be available for new employees seeking EMT training and certification, not Advanced EMT training.

Funds are being budgeted in the classes listed below as follows:

Class 020 Current Expense - The funds will be used to pay for necessary office supplies associated with positions working on the program.

Class 022 Rents/Leases Other than State – The funds will be used to support the portion of office/postal equipment rental costs associated with the positions involved in the program.

Class 023 Heat, Electricity, Water – The funds will be used to support the portion of facility utility costs associated with the positions involved in the program.

Class 024 Maintenance, Other than Building/Grounds – The funds will be used to support the portion of office equipment maintenance costs associated with the positions involved in the program.

Class 027 Transfer to DoIT – The funds will be used to support the portion of centralized IT costs associated with the positions involved in the program.

Class 039 Telecommunications – The funds will be used to support the portion of telecommunications costs (data and voice) associated with the positions involved in the program.

Class 040 Indirect Costs – The funds will be used to pay indirect costs associated with additional federal funding.

Class 041 Audit Fee Set Aside – The funds will be used to pay audit fee set aside associated with federal funding to comply with RSA 124:16 that requires all agencies which receive federal funds to set aside a percentage (0.1%) of the federal revenue amount received to pay for financial and compliance audits.

Class 042 Additional Fringe Benefits – The funds will be used to pay post-retirement costs associated with the positions involved in the program.

Class 048 Contractual Maintenance, Building/Grounds – The funds will be used to support the portion of building maintenance costs associated with the positions involved in the program, such as cleaning services, HVAC and security system maintenance.

Class 050 Personal Service, Temporary – The funds will be used to support the portions of salaries of several existing FT positions responsible for providing services under the program.

Class 060 Benefits – The funds will be used to support the fringe benefit costs associated with salary costs of positions working on the program.

Class 072 Grants, Federal – The funds will be used to support the cost of EMT-Basic training for new employees under this program.

Class 103 Contracts for Operational Services – The funds will be used to support the portion of agency operating services contract costs associated with the positions involved in the program, such as trash removal and shredding services.

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

Respectfully submitted,



George N. Copadis
Commissioner



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street – Room 120
Concord, New Hampshire 03301
(603)271-3201 Office@das.nh.gov

FIS 22 427

MLC

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

November 15, 2022

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

REQUESTED ACTION

Pursuant to RSA 21-I:42, VI, as amended by SB 226 (Laws of 2022), the Department of Administrative Services (DAS), Division of Personnel (DOP), requests authorization to amend two (2) previously approved programs; a Retention Incentive Program and a Winter Maintenance Retention Incentive Program; effective upon approval by the Fiscal Committee through June 30, 2023.

EXPLANATION

RSA 21-I:42, VI, as amended by SB 226 (Laws of 2022), authorizes DAS-DOP to develop programs for the recruitment and retention of qualified applicants in State service. Under the statute, DOP is required to obtain the approval of the Fiscal Committee prior to developing or implementing such programs. In addition, the policies also require Fiscal Committee approval for any subsequent modifications.

The Retention Incentive Program was initially approved by the Fiscal-Committee on June 17, 2022 (FIS 22 239) and the Winter Maintenance Retention Incentive Program on September 9, 2022 (FIS 22 319). Since that time the Division of Personnel has been working with those agencies, who were authorized to make incentive payments, on the implementation of these programs. Unfortunately, there is a provision included in both policies concerning employee eligibility that needs to be revised to ensure equitable and fair implementation of the policies.

Specifically language has been added to allow agencies and the DOP to prorate the amount paid to employees based on their availability during the defined retention period. The revised DAS-DOP Policies, detailing the modifications to the eligibility criteria and procedures to implement this program are attached (new language is in bold and italic and deletions have a strikethrough).

The Department of Administrative Services requests approval of this request.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

Policy Category: Operational Policies	Title: State of New Hampshire Employee Retention Incentive Program	Effective Date: revised 11/18/2022
	Prepared By: Matt Mavrogeorge, Deputy Director of Personnel	Number of Pages: 4
Revision #: 1 POL		
Revision Date: 11/15/2022	Approved By Director of DOP: Lorrie Rudis	Date Approved: Revised 11/18/2022
Creation Date: original 06/06/2022	Stakeholder(s): Executive Branch	

**STATE OF NEW HAMPSHIRE
EMPLOYEE RETENTION INCENTIVE PROGRAM**

1. Purpose

- 1.1 Pursuant to RSA 21-I:42, VI, as amended by SB 226 (Laws of 2022), this policy is part of “a program for the recruitment, selection, placement, and retention of qualified applicants in the state service.”
- 1.2 The purpose of the Employee Retention Incentive Program (“Program”) outlined in this policy is to provide a financial incentive to eligible employees in an effort to reduce turnover and maintain staffing levels.
- 1.3 Pursuant to RSA 21-I:42, VI, this policy, and any subsequent modifications, are subject to the approval of the fiscal committee of the general court.

2. Scope

- 2.1 This policy applies to the State of New Hampshire Executive Branch.
- 2.2 This policy is limited to the classified employee system.
- 2.3 Retention incentives under this policy may be implemented by the Department of Administrative Services’ Division of Personnel (DOP) or a state agency, subject to approval of the agency-specific Retention Incentive plan by the Director of the DOP and any applicable approval by the Fiscal Committee of the General Court.

3. Policy Statement

- 3.1 The State recognizes an extra and crucial need to retain employees in state service and recognizes the heightened risks many of such employees face due to the character of their work.

4. Definitions

- 4.1 Retention Incentive: A financial payment for an eligible employee.
- 4.2 Retention Period: A time period of 90 to 180 calendar days in length from a designated start date during which an eligible employee must be continuously employed in a qualifying position to qualify to receive a retention incentive, subject to approval of the Director of the DOP and the approval of the expenditure of funds for the designated retention period by the fiscal committee.

5. Eligibility & Payment

- 5.1 *Retention Incentives are subject to the employee's availability during the Retention Period. Retention Incentives may be prorated by the agency head or designee, in conjunction with the Division of Personnel, based on the use of leave and the employee's availability during the Retention Period. In addition, ~~To~~ be eligible to receive a Retention Incentive under Section 4.1 of this policy, an eligible employee must satisfy **both of** the following requirements:*

5.1.1 The employee's adjusted hire date is on or before the identified start date of the Retention Period;

5.1.2 The eligible employee is continuously employed in a qualifying position throughout the applicable Retention Period, and be performing satisfactorily at the conclusion of that period; ~~and~~

~~5.1.3 The eligible employee must not be or have been on an extended leave of absence with or without pay during the Retention Period.~~

- 5.2 Any Retention Incentive awarded pursuant to this policy shall be subject to the availability of, and any restrictions associated with, the funding source(s) for the respective payments.
- 5.4 The DOP has the right to, and shall, terminate any Retention Incentive if the available funding, as approved by the fiscal committee, is depleted or no longer available.
- 5.5 Any Retention Incentive shall be paid out in the eligible employee's paycheck as soon as practical following a determination on eligibility.
- 5.6 Prior to the DOP or any agency making expenditures for any Retention Incentive under this policy, the fiscal committee of the general court shall approve the expenditure of funds for the applicable Retention Period, the specific dollar value

of the Retention Incentive to be paid to eligible employees pursuant to this policy, and the specific positions qualifying to receive the Retention Incentive.

6. Responsibilities & Procedures

6.3 Appointing Authorities or their Designee(s) are responsible for:

6.3.1 Communicating to their employees the availability of Retention Incentives;

6.3.2 Receiving, processing, approving or denying requests for Retention Incentives. An internal process would include identifying the staff member(s) or department(s) responsible for:

6.3.2.1 Working with the Division of Personnel to determine job classifications and positions eligible for Retention Incentives, including a determination as to which positions, by position number, in their agency constitute qualifying positions;

6.3.2.2 Communicating the determination to the eligible employees in writing;

6.3.2.3 Informing the appropriate agency payroll staff when Retention Incentive eligibility has been met and the incentives shall be paid;

6.3.2.4 Working with the Department of Administrative Services (“DAS”) Division of Accounting Services on coding Retention Incentives using the appropriate account in the State’s payroll system;

6.3.2.65 Reviewing, in NH First, the calculation of any overtime paid during the pay period in which any Retention Incentive has been issued (pursuant to the FLSA’s requirements for non-discretionary payments);

6.3.2.76 Reporting on the availability and use of funds for requests under this policy as requested by the DAS; and

6.3.2.87 Maintaining, in NH First, a copy of any approval of the award of any Retention Incentive for any eligible employee.

6.4 The Division of Personnel is responsible for:

6.4.1 Monitoring the Program statewide;

6.4.2 Assessing the Program’s effectiveness through the use of metrics;

- 6.4.3 Interpreting and updating this policy;
 - 6.4.4 Advising agencies on adoption of their own processes to effectuate this policy; and
 - 6.4.5 In consultation with relevant agencies, to determine job classifications and positions eligible for Retention Incentives, including a determination as to which positions, by position number, constitute eligible positions.
 - 6.4.6 Approving agency-specific Retention Incentive plans by the Director of the DOP.
- 6.5 The Department of Administrative Services, Division of Accounting Services and Financial Data Management, as applicable, are responsible for:
- 6.5.1 Developing reporting through NH First to ensure all eligible Retention Incentives are paid by agencies;
 - 6.5.2 Making sure that Payroll properly, and timely, processes Retention Incentives;
 - 6.5.3 Making sure NH First is properly configured to allow for the inputting of all necessary data fields for this Program.

Policy Category: Operational Policies	Title: State of New Hampshire Winter Maintenance Employee Retention Incentive Program	Effective Date: revised 11/18/2022
	Prepared By: Matt Mavrogeorge, Deputy Director of Personnel	Number of Pages: 5
Revision #: 1		
Revision Date: 11/15/2022	Approved By Director of DOP: Lorrie Rudis	Date Approved: revised 11/18/2022
Creation Date: original 8/31/2022	Stakeholder(s): Executive Branch	

**STATE OF NEW HAMPSHIRE
WINTER MAINTENANCE EMPLOYEE RETENTION INCENTIVE PROGRAM**

1. Purpose

- 1.1 Pursuant to RSA 21-I:42, VI, as amended by SB 226 (Laws of 2022), this policy is part of “a program for the recruitment, selection, placement, and retention of qualified applicants in the state service.”
- 1.2 The purpose of the Winter Maintenance Employee Retention Incentive Program (“Program”) outlined in this policy is to provide a financial incentive to eligible employees in an effort to reduce turnover as well as increase, and maintain, staffing levels.
- 1.3 Pursuant to RSA 21-I:42, VI, this policy, and any subsequent modifications to it, are subject to the approval of the Fiscal Committee of the general court (“Fiscal Committee”).

2. Scope

- 2.1 This policy applies to all State of New Hampshire Executive Branch Employees who support the Department of Transportation’s Winter Maintenance Activities.
- 2.2 This policy is limited to the classified employee system.
- 2.3 Retention incentives under this policy may be implemented by the Department of Transportation or a state agency whose employees have been approved by the Commissioner of Transportation to perform Winter Maintenance functions

3. Policy Statement

- 3.1 The State recognizes an extra and crucial need to retain employees who perform winter maintenance functions and recognizes the heightened risks many of such employees face due to the character of their work.

4. Definitions

- 4.1 *Winter Maintenance Retention Incentive:* A financial payment for an eligible employee in a qualifying position to receive a retention incentive, subject to approval by the Commissioner of the Department of Transportation and the approval of the expenditure of funds for the designated retention period by the Fiscal Committee.
- 4.2 *Winter Maintenance Retention Period:* A time period beginning with the pay period that includes the first day of November through the pay period that includes the last day of March.

5. Eligibility & Payment

- 5.1 *Winter Maintenance Retention Incentives are subject to the availability of the employee during the Winter Maintenance Retention Period. Winter Maintenance Retention Incentives may therefore be prorated by the Commissioner of the Department of Transportation or designee, in conjunction with the Division of Personnel, based on the use of leave and availability of the employee during the Winter Maintenance Retention Period. In addition, To be eligible to receive a Winter Maintenance Retention Incentive under Section 4.1 of this policy, an eligible employee must satisfy both of the following requirements:*

- 5.1.1 In order to receive the full Winter Maintenance Retention Incentive, the employee's adjusted hire date is on or before the identified start date of the Winter Retention Period. If the employee's adjusted hire date is any date during the Winter Maintenance Retention Period, they shall receive a prorated Winter Maintenance Retention Incentive payment.

- 5.1.2 After the adjusted hire date, the eligible employee is continuously employed in a qualifying position throughout the applicable Winter Maintenance Retention Period, was available to perform winter maintenance job functions as assigned, and satisfactorily performed those functions through the conclusion of the retention period. ~~;~~ and

- ~~5.1.3 The eligible employee must not be or have been on an extended leave of absence with or without pay during the Winter Maintenance Retention Period.~~

- 5.2 Any Winter Maintenance Retention Incentive awarded pursuant to this policy shall be subject to the availability of, and any restrictions associated with, the funding source(s) for the respective payments.

- 5.3 The Division of Personnel has the right to, and shall, terminate any Winter Maintenance Retention Incentive if the available funding, as approved by the Fiscal Committee, is depleted or is no longer available.
- 5.4 Qualifying employees will receive half of the retention incentive payment in the subsequent paycheck following the start of the winter maintenance retention period. The balance of the retention payment will be made in the subsequent paycheck following completion of the Winter Maintenance Retention Period. Employees who become eligible for the Winter Maintenance Retention Incentive during the payment period shall receive prorated payments of the incentive payment in accordance with the number of weeks that they are available, and their first payment will be made in the subsequent paycheck following the approved winter maintenance assignment.
- 5.5 Prior to Division of Personnel, or any agency, making expenditures for any Winter Maintenance Retention Incentive under this policy, the Fiscal Committee shall approve the expenditure of funds for the applicable Retention Period, the specific dollar value of the Retention Incentive to be paid to eligible employees pursuant to this policy.

6. Responsibilities & Procedures

- 6.1 The Department of Transportation is responsible for:
 - 6.1.1 Communicating the eligibility of Department of Transportation employees to receive the Winter Maintenance Retention Incentive;
 - 6.1.2 Providing other State agencies with the list of winter maintenance assignments and eligibility criteria;
 - 6.1.3 Reviewing applications from both internal and external candidates who wish to be considered for winter maintenance positions or assignments not filled by full-time Department of Transportation employees;
 - 6.1.4 Notifying the respective State agencies if their employees have been approved to perform winter maintenance functions;
 - 6.1.5 Obtaining the approval of the Fiscal Committee to approve the expenditure of funds for the applicable Winter Maintenance Retention Period, including the specific value of the Winter Maintenance Retention Incentive to be paid to eligible employees;
 - 6.1.6 Developing and entering into a Memorandum of Agreement with any other State agencies whose employees are selected to perform winter maintenance assignments; and
 - 6.1.7 Reimbursing agencies for any expenses incurred, including those associated with payment of the Winter Maintenance Retention Incentive

and time worked by employees in support of the Department of Transportation's Winter Maintenance Activities.

- 6.2 Appointing Authorities or their Designee(s) at both the Department of Transportation and other State agencies are responsible for:
 - 6.2.1 Communicating to their employees the ability to support the Department of Transportation's Winter Maintenance activities, eligibility to be considered for assignment to these activities, and the availability of the associated Winter Maintenance Retention Incentives;
 - 6.2.2 Working with the Division of Personnel and Department of Transportation to determine job classifications and positions eligible for assignment to Winter Maintenance Activities;
 - 6.2.3 Collecting and submitting employee applications to the Commissioner of the Department of Transportation or Designee;
 - 6.2.4 Communicating the determination of selection for assignment to the eligible employees in writing;
 - 6.2.5 Informing the appropriate agency payroll staff when employees have been selected by the Department of Transportation and Winter Maintenance Retention Incentive eligibility has been met and the incentives shall be paid;
 - 6.2.6 Working with the Department of Administrative Services, Division of Accounting Services on coding Winter Maintenance Retention Incentives using the appropriate account in the State's payroll system;
 - 6.2.7 Reviewing, in NH First, the calculation of any overtime paid during the pay period in which any Winter Maintenance Retention Incentive has been issued (pursuant to the FLSA's requirements for non-discretionary payments);
 - 6.2.8 Reporting and requesting reimbursement from the Department of Transportation for the use of funds under this policy; and
 - 6.2.9 Maintaining, in NH First, a copy of any approval of the award of any Winter Maintenance Retention Incentive for any eligible employee.
- 6.3 The Division of Personnel is responsible for:
 - 6.3.1 Monitoring the Program statewide;
 - 6.3.2 Assessing the Program's effectiveness through the use of metrics;
 - 6.3.3 Interpreting and updating this policy;

- 6.3.4 Advising agencies on adoption of their own processes to effectuate this policy; and
 - 6.3.5 In consultation with relevant agencies, to determine job classifications and positions eligible for Winter Maintenance Retention Incentives, including a determination as to which positions, by position number, constitute eligible positions for assignments.
- 6.4 The Department of Administrative Services, Division of Accounting Services and Division of Financial Data Management, as applicable, are responsible for:
- 6.4.1 Developing reporting through NH First to ensure all eligible Winter Maintenance Retention Incentives are paid by agencies and that reimbursement is made by the Department of Transportation;
 - 6.4.2 Making sure that Payroll properly, and timely, processes Winter Maintenance Retention Incentives; and
 - 6.4.3 Making sure NH First is properly configured to allow for the inputting of all necessary data fields for this Program.