

Mac



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4524 1-800-852-3345 Ext. 4524
Fax: 603-271-8705 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

December 31, 2018

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

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


Approved by Fiscal Committee Date

REQUESTED ACTION

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, to accept and expend federal funds in the amount of \$550,000 from the Administration for Children and Families to fund the Community Collaborations to Strengthen and Preserve Families in NH effective **retroactive** to January 1, 2019 upon approval by the Fiscal Committee and Governor and Council, through June 30, 2019, and further authorize the funds to be allocated as follows. Grants funds awarded for periods after SFY 2019 will be included in the operating budgets for SFY 2020 and SFY 2021. 100% Federal Funds.

05-95-90-900010-7047 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF COMMUNITY AND HEALTH SERVICES, COMMUNITY COLLABORATIONS

SFY 2019

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-400146	Federal Funds	\$0	\$550,000	\$550,000
Total Revenue		\$0	\$550,000	\$550,000
020-500200	Current Expense	\$0	\$5,500	\$5,500
030-500301	Equipment	\$0	\$500	\$500
037-500173	Technology-Hardware	\$0	\$1,700	\$1,700
038-500175	Technology-Software	\$0	\$800	\$800

039-500188	Telecommunications	\$0	\$600	\$600
041-500801	Audit Fund Set Aside	\$0	\$550	\$550
042-500620	Add'l Fringe Benefits	\$0	\$4,171	\$4,171
059-500117	Temporary Full Time	\$0	\$56,755	\$56,755
060-500602	Benefits	\$0	\$28,792	\$28,792
070-500707	In State Travel Reimbursement	\$0	\$6,000	\$6,000
080-500717	Out-of-State Travel Reimbursement	\$0	\$14,792	\$14,792
102-500731	Contracts for Program Services	\$0	\$429,840	\$429,840
Total Expenses		\$0	\$550,000	\$550,000

2. Pursuant to the provisions of NH RSA 124:15, Positions Restricted, and subject to the approval of item 1 above, authorize the Department of Health and Human Services, Division of Public Health Services, to establish a full-time temporary (Class 059) position at the following level: one Program Specialist IV, labor grade 25-utilizing funds from the Administration for Children and Families to fund the Community Collaborations to Strengthen and Preserve Families in NH, effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2019. The attached letter from Division of Personnel approved the establishment of this position.

EXPLANATION

Retroactive approval is requested as funds are needed for federally mandated travel on January 14 - 17, 2019. The Community Collaborations to Strengthen and Preserve Families (CCSPF) program will establish integrated community planning and evidence-based services to reduce child maltreatment, improve parent-child interactions, improve skills for regulating behavior and coping adaptively and facilitate improved coordination of services and referrals for high risk families with children ages 0-8. As determined by the Federal cooperative agreement, planning and family support services will be located in the City of Manchester and the Winnepesaukee Public Health Region (Belmont, Franklin, Laconia and Tilton). These communities were selected due to increased rates of poverty, child maltreatment, and other appropriate measures of social vulnerability.

Funds from the CCSPF will enable the two communities, with guidance from the Department of Health and Human Services, to develop Community Implementation Teams (CITs) using the Boundary Spanning Leadership Model. These CITs will then coordinate the planning and implementation of evidence based family strengthening and community planning services. Evaluation will be conducted by a contract with the University of New Hampshire's Institute on Disability. The grant provides funds for the creation of a position within the Division of Public Health Services identified in item 2 above. Two existing positions, one in the Division for Children Youth and Families and one position in the Commissioner's Office will provide support to the project and ensure Department-wide planning of integrated prevention and family support efforts.

Funds are budgeted as follows:

Class 020 - Current Expenses for the purchase of office supplies, program materials to include print documents, brochures for program reports, presentations and postage.

Class 030 - Equipment for the purchase of desk equipment.

Class 037 – Technology-Hardware and Class 038 Technology-Software for the purchase of a laptop computer, docking station, printer, and software such as Microsoft Office and MacAfee license for the Program Specialist IV.

Class 039 – Telecommunications to pay for service for the Program Specialist IV.

Class 041 – Audit Fund Set Aside per state requirements.

Class 042 - Additional Fringe Benefits for post-retirement benefits.

Class 059 - Full Time Temporary Personnel and Class 060 - Benefits if approved in item 2, to support a Program Specialist IV to oversee the grant.

Class 070 - In-State Travel to cover travel expenses staff incurs while performing their duties.

Class 080 - Out-of-State Travel to cover travel expenses for meetings mandated by the funder, including an annual grantee meeting as well as three site visits to well-performing jurisdictions.

Class 102 - Contracts for Program Services to fund contracts with the two communities and the evaluator to support the grant objectives.

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

- 1) List of personnel involved:

Temporary Full-Time Program Specialist IV, LG 25, Position #9T2954

- 2) Nature, need and duration:

The Program Specialist IV will have responsibility for administrative and program operations of the Community Collaboration to Strengthen and Preserve Families in NH program, and be the point-of-contact for all activities at NH DHHS.

- 3) Relationship to existing agency programs:

The activities will enhance existing agency programming as well as help align cross Department work.

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

No

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

These funds were awarded September 27, 2018. It was not known that these funds would be available at the time the agency established its SFY 2018-2019 biennial budget.

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

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

- 7) Estimate the funds required to continue this position:

<u>Position (Salary & Benefits)</u>	<u>FY 2020</u>	<u>FY 2021</u>
Program Specialist IV	\$85,547	\$87,354

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

These funds will not change the program eligibility levels.

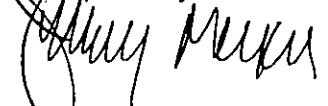
Area served: City of Manchester and the Winnepesaukee Public Health Region

Source of funds: These funds are 100% Federal from the Administration for Children and Families to fund the Community Collaborations to Strengthen and Preserve Families in NH.

Attached are the Division of Personnel authorization, "Notice of Grant Award and Award History. Notice of these funds was received on September 27, 2018. They were not added to the operating budget because these are new funds recently granted to the State and were not anticipated at the time the budget was developed.

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

Respectfully submitted,



Jeffrey A. Meyers
Commissioner

JAM/LM/ecl



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

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

LORRIE A. RUDIS
Director of Personnel
(603) 271-3261

November 30, 2018

Marilyn G. Doe, Administrator
Bureau of Human Resources
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

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

Dear Ms. Doe:

The Division of Personnel approves the New Hampshire Department of Health and Human Services' request to establish a #9T position for a full-time temporary Program Specialist, Labor Grade 25; pending approval of funding. This position is being established to support the Community Collaboration to Strengthen and Preserve Families (CCSPF) Program and has been assigned position number 9T2954.

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

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

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel

SUPPLEMENTAL JOB DESCRIPTION**PROPOSED**

CLASSIFICATION: Program Specialist IV

Function Code: 712600

POSITION TITLE: Community Collaboration Program
Manager

Date Established: 11/26/18

POSITION NUMBER: 9T2954

Date last Amendment:

SCOPE OF WORK: To evaluate work procedures and to plan the development and modification of data, policies and procedures from National and State sources for use in planning and development of the Community Collaboration to Strengthen and Preserve Families (CCSPF) Program and other child maltreatment prevention programs within the Maternal and Child Health Section and coordinated with the Division for Children Youth and Families (DCYF).

ACCOUNTABILITIES:

- Prepares and submits programmatic grant applications and progress reports relative to child maltreatment prevention and family support programs including, Community Collaboration to Strengthen and Preserve Families (CCSPF). Uses public health and child welfare informatics in developing, implementing, evaluating, and improving policies, programs, and services.
- In partnership with DCYF, coordinates child maltreatment prevention program implementation including service implementation, systems building activities, data collection and evaluation. Facilitates communication among individuals, groups, and organizations.
- Develops new program initiatives, procedures, standards, and guidelines relative to child maltreatment prevention, based on evidence-based practices in collaboration with state and federal experts. Program initiatives may include statewide and regional child maltreatment prevention systems building, research-based parent education and home visiting programs, family support, and childhood trauma professional development.
- Prepares and reviews proposals and contracts for the delivery of the required services of Community Collaboration to Strengthen and Preserve Families or other child maltreatment prevention activities.
- Provides technical assistance and training in child maltreatment prevention and family support topics to contracting agencies and other community initiatives as needed. Supports community and diverse perspectives in developing, implementing, and evaluating policies, programs, and services.
- Monitors Community Collaboration to Strengthen and Preserve Families program budget and, in collaboration with DCYF and MCH, determines resource allocation to community agencies. Monitors expenditures of program funds at the state and community level to maintain fiscal accountability.
- Acts as liaison with Federal partners and project officers. Represents child maltreatment prevention programs on relevant state, regional and national committees.
- Supervises professional and support staff including hiring, firing, interviewing, performance evaluation, task delegation and overseeing individual work responsibilities to ensure optimum staff performance.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in education, early childhood development, family studies, social work, public health, health education, or a health profession. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional experience in education, family support, social work, public health, health education or a health profession, with responsibilities in program research, planning, monitoring, and evaluation.

OR

Education: Bachelor's degree from a college or university with major study in education, social work, public health, health education or a health profession.

Experience: Five years' professional experience in education, family support, social work, public health, health education or a health profession, with responsibilities in program research, planning, monitoring, and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license and/or access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: For appointment consideration, Program Specialist IV applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Rhonda Siegel Administrator II, #14792

Reviewer's Signature

Date

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

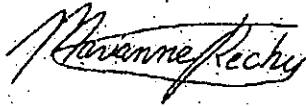
Date Reviewed

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Name, Title & Position #: Rhonda Siegel, Administrator II, #14792

Supervisor's Signature

Date Reviewed



VH

11/26/18

Division of Personnel

Date Approved

AWARD HISTORY
COMMUNITY COLLABORATION TO STRENGTHEN AND PRESERVE FAMILIES IN NH
90CA1858-01-00

A	Community Collaboration to Strengthen and Preserve Families in NH 90CA1858-01-00		
B	Award Ending 09/29/2019	550,000	
C	Expended through 6/30/18		enter as negative number
D	Unobligated Balance Unable to Spend	-	enter as negative number
E	Award Balance 7/1/18	\$ 550,000	
F	SFY 19 Appropriation **	-	enter as negative number
G	Balance Forward	-	enter as negative number
H	Available to Accept in SFY 19	550,000	
I	Amount Requested this Action	550,000	

** SFY 19 Appropriation

010-090-70470000	Current	OYR	Total	This Action	Revised Budget
J	COMMUNITY COLLABORATION TO STRENGTHEN AND PRESERVE FAMILIES IN NH			550,000	550,000

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.: 90CA1858-01-00		4. AMEND. NO. 0	
5. TYPE OF AWARD: Other			6. TYPE OF ACTION: New			7. AWARD AUTHORITY: 42 USC 5101, Sec. 106(a)	
8. BUDGET PERIOD: 09/30/2018 THRU 09/29/2019			9. PROJECT PERIOD: 09/30/2018 THRU 09/29/2023			10. CAT NO.: 93.670	

11. RECIPIENT ORGANIZATION: HEALTH AND HUMAN SERVICES, NEW HAMPSHIRE DEPT OF 129 Pleasant St Concord, NH 03301-3852 Grantee Authorizing Official: Christine Tappan , Associate Commissioner Human Services				12. PROJECT / PROGRAM TITLE: Community Collaboration to Strengthen and Preserve Families in NH: A Prevention, Public Health, Cross-Sector Approach			
--	--	--	--	---	--	--	--

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

16. APPROVED BUDGET:				17. AWARD COMPUTATION:			
Personnel.....	\$	0.00		A. NON-FEDERAL SHARE.....	\$	0.00	0%
Fringe Benefits.....	\$	0.00		B. FEDERAL SHARE.....	\$	550,000.00	100%
Travel.....	\$	0.00		18. FEDERAL SHARE COMPUTATION:			
Equipment.....	\$	0.00		A. TOTAL FEDERAL SHARE.....	\$	550,000.00	
Supplies.....	\$	0.00		B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$	0.00	
Contractual.....	\$	0.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$	0.00	
Facilities/Construction.....	\$	0.00		19. AMOUNT AWARDED THIS ACTION:			
Other.....	\$	550,000.00				\$	550,000.00
Direct Costs.....	\$	550,000.00		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:			
Indirect Costs.....	\$	0.00				\$	550,000.00
At % of \$				21. AUTHORIZED TREATMENT OF PROGRAM INCOME:			
In Kind Contributions.....	\$	0.00		Additional Costs			
Total Approved Budget.....	\$	550,000.00		22. APPLICANT EIN:		23. PAYEE EIN:	
				026000618		1026000618B3	
				24. OBJECT CLASS: 41.45			

25. FINANCIAL INFORMATION:							DUNS 011040545
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %	
	90CA185801	75-18-1536	8-G994150	\$550,000.00			

26. REMARKS: (Continued on separate sheets)

See next page

27. SIGNATURE - ACF GRANTS OFFICER Ms. Bridget Shea Westfall		DATE: 09/27/2018	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Nicole Miles		DATE: 09/26/2018
---	--	---------------------	---	--	---------------------

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Mr. Jerry Milner - Associate Commissioner		DATE: 09/27/2018
--	--	---------------------

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.: 90CA1858-01-00		4. AMEND. NO. 0	
5. TYPE OF AWARD: Other			6. TYPE OF ACTION: New			7. AWARD AUTHORITY: 42 USC 5101, Sec. 106(a)	
8. BUDGET PERIOD: 09/30/2018 THRU 09/29/2019			9. PROJECT PERIOD: 09/30/2018 THRU 09/29/2023			10. CAT NO.: 93.670	

11. RECIPIENT ORGANIZATION:

HEALTH AND HUMAN SERVICES, NEW HAMPSHIRE DEPT OF

26. REMARKS (Continued from previous page)

RESTRICTION PLACED ON FEDERAL FUNDS: Within 30 days of receipt of this award, grantee must submit a signed cooperative agreement as a grant note in GrantSolutions. Grantee and the program office must finalize the terms and conditions of the cooperative agreement.

Grantee must also submit a revised SF424B Assurances for Non-Construction Programs form signed by the Authorized Official to Grants Management Specialist Monique Weatherspoon at monique.weatherspoon@acf.hhs.gov.

Grantee must also resolve budget concerns with Ms. Weatherspoon.