



THE STATE OF NEW HAMPSHIRE  
INSURANCE DEPARTMENT

*JBR*  
FIS 17 11437

21 SOUTH FRUIT STREET SUITE 14  
CONCORD, NEW HAMPSHIRE 03301

Roger A. Sevigny  
Commissioner

Alexander K. Feldvebel  
Deputy Commissioner

July 5, 2017

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

*[Signature]*  
Approved by Fiscal Committee Date

His Excellency, Governor Christopher T. Sununu  
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 \$536,561 for FY 2018 and FY2019 from the U.S. Department of Health and Human Services ("USDHHS") for the purpose of enhancing the States' ability to effectively enforce the consumer protections under Part A of title XXVII of the PHS Act. The primary focus of the Department's efforts will be to expand its review of parity in mental health and substance use disorder benefits, as well as some work to ensure that health insurance issuers do not include discriminatory benefit designs that discourage people with potentially high-cost medical conditions from enrolling in those plans and to enhance review of issuer form filings to ensure coverage of preventive health services without cost sharing. This action is to be effective upon Fiscal Committee and Governor and Executive Council approval through October 30, 2018.

Source of Funds is 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 02-24-24-240010-12120000 for the period of Fiscal Committee and Governor and Executive Council approval through October 30, 2018.

Funds will be budgeted as set forth in the table below. Source of funds: 100% Federal Funds.

FY 2018- 2019 Enforcement & Protection Grant  
02-24-24-240010-12120000

|                        |                                  | <b>Fiscal Year 2018</b> | <b>Fiscal Year 2019</b> |
|------------------------|----------------------------------|-------------------------|-------------------------|
| Class                  | Description                      | New Appropriation       | New Appropriation       |
| 20                     | Current Expense                  | \$ 3,000                | \$ 750                  |
| 41                     | Audit Set Aside                  | \$ 560                  | \$ 140                  |
| 46                     | Consultants                      | \$ 475,382              | \$ 29,000               |
| 50                     | Personal Services Part Time Temp | \$ 20,606               | \$ 5,152                |
| 60                     | Benefits                         | \$ 1,577                | \$ 394                  |
|                        | <b>Total Appropriation</b>       | <b>\$ 501,125</b>       | <b>\$ 35,436</b>        |
| <b>Source of Funds</b> |                                  |                         |                         |
|                        | Federal Funds                    | \$501,125               | \$35,436                |

EXPLANATION

The New Hampshire Insurance Department has received a federal grant for the purpose of enhancing the States' ability to effectively enforce consumer protections under Part A of title XXVII of the PHS Act. The purpose of the grant program is to help States expand their review for parity in mental health and substance use disorder benefits, to enhance existing policy filing review processes to ensure health insurance issuers do not include discriminatory benefit designs that discourage people with potentially high-cost medical conditions from enrolling in those plans, and to enhance review of issuer form filings to ensure coverage of the required preventive health services without cost sharing. We are requesting the acceptance of this grant in the amount of \$536,561 to allow for the continuation of the State's efforts to effectively enforce the consumer protections during FY2018/2019.

The following appropriation authority is being requested for Fiscal Year 2018 and 2019:

1. Class 020 – Current Expenses – FY18 - \$3,000; FY19 - \$750. These funds are required in order to provide general supplies to the part-time employee.
2. Class 041 – Audit set aside – FY18 - \$560; FY19 - \$140. These funds are required in order to meet audit costs associated with the grant program.
3. Class 046 – Consultants – FY18 - \$475,382; FY19 - \$29,000. These funds are required to review for parity in mental health and substance use disorder benefits, enhance existing policy filing review processes to ensure health insurance issuers do not include discriminatory benefit designs that discourage people with potentially high-cost medical conditions from enrolling in those plans and enhance review of issuer form filings to ensure coverage of the required preventive health services without cost sharing.
4. Class 050 – Personal Services – PT Temp – FY18 - \$20,606; FY19 - \$5,152. These funds are set aside in order to pay the part time employee to administer the grant program.
5. Class 060 – Benefits – FY18 - \$1,577; FY19 - \$394. 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 October 5, 2011. This position is currently funded by the "Grant to Support States in Health Insurance Rate Review Grant Cycle III which ends 09/30/2017 and the Health Insurance Rate Review Grant Cycle IV which end 09/18/2017. 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. Department will also employ various contractors to work on this project. Funding for this position and various consultant contracts will be good through October 30, 2018.
3. Relationship to existing agency program: The funds from this federal grant will be used for the purpose of enhancing the States' ability to effectively enforce the consumer protections.

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 agency was not 100% confident in budgeting the second half of the grant due to the timing of the FY18-19 Biennium budget.

6. Can portions of the grant funds be utilized? One hundred percent 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 Appropriation | \$ 1,120,164.00     |
| FY2017 Approved Appropriation                              | \$ 583,603.00       |
| FY2018 Requested Appropriation                             | \$ 501,125.00       |
| FY2019 Requested Appropriation                             | <u>\$ 35,436.00</u> |
| Total Appropriations                                       | \$ 1,120,164.00     |

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,

*Alexander K. Feldreich*, Deputy Commissioner, for

Roger A. Sevigny

Enclosures

## SUPPLEMENTAL JOB DESCRIPTION

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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. Elterfeld*  
MR

12-1-10

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved

1. DATE ISSUED MM/DD/YYYY 10/31/2016  
 2. CFDA NO. 93.881  
 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 PRPPR170093-01-00  
 Formerly  
 5. ACTION TYPE New  
 6. PROJECT PERIOD MM/DD/YYYY  
 From 10/31/2016 Through 10/30/2018  
 7. BUDGET PERIOD MM/DD/YYYY  
 From 10/31/2016 Through 10/30/2018

**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 for Planning and Implementing the Insurance Market Reforms under Part A of the Title  
 XXVII of the Public Health Service Act, Cycle I

9a. GRANTEE NAME AND ADDRESS  
 State of New Hampshire Insurance Department  
 21 S Fruit St  
 -DJP2  
 Concord, NH 03301-2428

9b. GRANTEE PROJECT DIRECTOR  
 Ms. Alexander K. Feldvebel

10a. GRANTEE AUTHORIZING OFFICIAL  
 Ms. Alexander K. Feldvebel

10b. FEDERAL PROJECT OFFICER  
 James Taing  
 7500 Security Boulevard  
 null  
 null  
 Baltimore, MD 21244-null  
 Phone: None

**ALL AMOUNTS ARE SHOWN IN USD**

| 11. APPROVED BUDGET (Excludes Direct Assistance)   |                     |
|--|---------------------|
| I Financial Assistance from the Federal Awarding Agency Only <span style="float: right;">II</span> |                     |
| II Total project costs including grant funds and all other financial participation                 |                     |
| a. Salaries and Wages .....  | 41,213.00           |
| b. Fringe Benefits .....   | 3,153.00            |
| c. Total Personnel Costs .....   | 44,366.00           |
| d. Equipment .....   | 0.00                |
| e. Supplies .....  | 0.00                |
| f. Travel .....  | 0.00                |
| g. Construction .....  | 0.00                |
| h. Other .....   | 7,120.00            |
| i. Contractual .....   | 1,068,678.00        |
| <b>j. TOTAL DIRECT COSTS</b> .....   | <b>1,120,164.00</b> |
| k. INDIRECT COSTS .....  | 0.00                |
| <b>l. TOTAL APPROVED BUDGET</b> .....  | <b>1,120,164.00</b> |
| m. Federal Share .....   | 1,120,164.00        |
| n. Non-Federal Share .....   | 0.00                |

| 12. AWARD COMPUTATION   |                     |
|---|---------------------|
| a. Amount of Federal Financial Assistance (from item 11m)         | 1,120,164.00        |
| 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>1,120,164.00</b> |
| <b>13. Total Federal Funds Awarded to Date for Project Period</b> | <b>1,120,164.00</b> |

| 14. RECOMMENDED FUTURE SUPPORT<br><small>(Subject to the availability of funds and satisfactory progress of the project):</small> |                    |      |                    |
|---|--------------------|------|--------------------|
| 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:

|   |          |
|---|----------|
| <ul style="list-style-type: none"> <li>a. DEDUCTION</li> <li>b. ADDITIONAL COSTS</li> <li>c. MATCHING</li> <li>d. OTHER RESEARCH (Add / Deduct Option)</li> <li>e. OTHER (See REMARKS)</li> </ul> | <b>b</b> |
|---|----------|

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING 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 this 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 OFFICIAL: Michelle Feagins, Grants Management Officer

| 17. OBJ CLASS | 41105          | 18a. VENDOR CODE | 1026000618M1 | 18b. EIN | G26000618           | 19. DUNS | 808591051           | 20. CONG. DIST. | 02            |
|---------------|----------------|------------------|--------------|----------|---------------------|----------|---------------------|-----------------|---------------|
|               | FY-ACCOUNT NO. |                  | DOCUMENT NO. |          | ADMINISTRATIVE CODE |          | AMT ACTION FIN ASST |                 | APPROPRIATION |
| 21. a.        | 7-5990443      | b.               | PRPPR0093A   | c.       | IFR                 | d.       | \$1,120,164.00      | e.              | 75X0112       |
| 22. a.        |                | b.               |              | c.       |                     | d.       |                     | e.              |               |
| 23. a.        |                | b.               |              | c.       |                     | d.       |                     | e.              |               |