



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4988 1-800-852-3345 Ext. 4988
Fax: 603-271-7623 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

December 19, 2014

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court, and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Patton
Approved by Fiscal Committee 1/23/15
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 \$111,692.00 from the Centers of Disease Control and Prevention to fund the New Hampshire Environmental Public Health Tracking Program effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2015, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2015 will be included in the operating budgets for SFY 2016 and SFY 2017. *100% Federal Funds*

05-95-90-900510-5173 HEALTH AND SOCIAL SERVICES, DEPARTMENT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH STATISTICS AND INFORMATICS, EPH TRACKING

SFY 2015

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-404369	Federal Funds	\$646,336.00	\$111,692.00	\$758,028.00
Total Revenue		\$646,336.00	\$111,692.00	\$758,028.00
010-500100	Personal Serv – Perm	\$209,046.00	\$0.00	\$209,046.00
020-500200	Current Expenses	\$5,181.00	\$0.00	\$5,181.00
022-500258	Rents-Leases Other Than State	\$300.00	\$0.00	\$300.00
026-500251	Organizational Dues	\$1.00	\$0.00	\$1.00
030-500330	Equipment	\$1.00	\$2,299.00	\$2,300.00
039-500188	Telecommunications	\$1,500.00	\$619.00	\$2,119.00
041-500801	Audit Fund Set Aside	\$608.00	\$109.00	\$717.00
042-500620	Additional Fringe Benefits	\$22,179.00	\$0.00	\$22,179.00
059-500117	Temp Full-Time	\$0.00	\$85,790.00	\$85,790.00
060-500601	Benefits	\$92,616.00	\$18,103.00	\$110,719.00
066-500543	Employee Training	\$2,770.00	\$4,600.00	\$7,370.00

070-500704	In State Travel Reimbursement	\$500.00	\$172.00	\$672.00
080-500710	Out of State Travel	\$9,000.00	\$0.00	\$9,000.00
102-500731	Contracts for Program Services	\$302,634.00	\$0.00	\$302,634.00
Total Expenses		\$646,336.00	\$111,692.00	\$758,028.00

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 3 full-time temporary (Class 059) positions, utilizing funds from The United States Centers for Disease Control/Maintenance and Enhancement of the Environmental Public Health Tracking Network, effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2015. The attached letter from the Division of Personnel contains approval for the establishment of these positions at the requested classifications.

- Full-time, temporary (Class 059) position – Senior Management Analyst, Labor Grade 26
- Full-time, temporary (Class 059) position – Program Planner III, Labor Grade 25
- Full-time, temporary (Class 059) position - Program Planner III Labor Grade 25

EXPLANATION

The environment plays an important role in human health, and for this reason the Division of Public Health Services is responsible for the ongoing collection, integration, analysis, and interpretation of data about environmental hazards and the potential for resultant health effects. The main goal of this particular program is to protect communities by providing information to local public health authorities who will then be able to use the information to plan for, develop, apply, and evaluate public health actions designed to prevent and control environmentally related disease and illness. An example of a specific project would be to work in cooperation with the Department of Environmental Services to develop recommended guidelines for the safe use of freshwater beaches in the event of bacteriological contamination. At present beach safe use guidelines exist only for the marine environment.

Funds in class 030 are needed to purchase 2 laptop computers, docking stations, monitors and keyboards.

Funds in class 039 are being requested due to the increase in class 059.

Funds in class 041 are needed to pay the audit-fee set aside costs.

Funds in class 059 are needed to fund the three new positions.

Funds in class 060 are needed to fund the benefits for the three new positions.

Funds in class 066 are needed are needed to provide new employees with training in the use of advanced statistical techniques for the analysis of health data.

Funds in class 070 are needed to pay for in-state travel costs associated with public presentations and working with local officials.

An increase in the number of staff increases personnel related costs including salary, benefits, in State travel expenses, training, and equipment.

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.

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

1) List of personnel involved:

Senior Management Analyst - 9T2744
Program Planner III (Data Analyst) – 9T2742
Program Planner III (Communication Specialist) – 9T2743

2) Nature, Need and Duration:

Senior Management Analyst - 9T2744 to oversee the collection of health statistics, to prepare reports drawing on advanced statistical techniques, to contribute to national public health data utilization activities in cooperation with the US Centers for Disease Control and Prevention, to aid in the interpretation of analytical results, and finally to provide guidance for the presentation of statistical content.

Data Analyst – 9T2742 to create report templates for displaying environmental health data on the Division of Public Health Services web page, to contribute to national public health data utilization activities in concert with the US Centers for Disease Control and Prevention, to provide quality control for health data and content, and to lead State and local environmental health data utilization projects (tick/Lyme disease surveillance, for example) as required as a condition of federal funding.

Communications Specialist – 9T2743 to oversee all communication activities including collaborations, communication planning, marketing, and outreach in order to inform local officials, community groups, and members of the public of best practices for managing environmental health threats

3) Relationship to existing agency programs:

The Environmental Public Health Tracking Program is an existing program within the Division of Public Health Services.

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?

This increased grant award was received on 8/07/2014.

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

This request is 100% federally funded and can only be used for the purposes of the grant award.

- 7) Estimate the funds required to continue these positions:

Position (Salary & Benefits)	FY 2016	FY 2017
Senior Management Analyst	\$91,310	\$91,310
Program Planner III	\$87,411	\$87,411
Program Planner III	\$87,411	\$87,411

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

Area served: statewide

Source of funds: These funds are 100% Federal from Centers for Disease Control and Prevention (CDC) to fund the New Hampshire Environmental Health Tracking Program. Attached is the Notice of Grant Award and award history. Notice of these funds was received on 08/07/2014. 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.

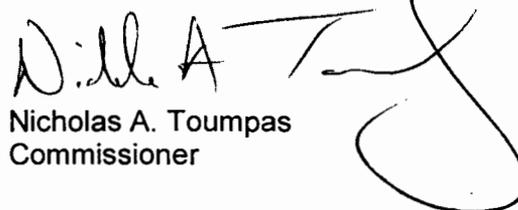
In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD, MHCDS
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/ti



LINDA M. HODGDON
Commissioner
(603) 271-3201

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

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

October 8, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
129 Pleasant St.
Concord, NH 03301

Regarding: Request to establish a full-time temporary Senior Management Analyst, labor grade 26

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 26, 2014 to establish a full-time temporary Senior Management Analyst, labor grade 26 for the Division of Public Health Services, Public Health Systems and Informatics, and have assigned the position number of 9T2744 pending approval of funding.

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 signed off on by the Department of Administrative Services Budget Office.

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 me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



LINDA M. HODGDON
Commissioner
(603) 271-3201

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

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

October 8, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
129 Pleasant St.
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Planner III, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 26, 2014 to establish a full-time temporary Program Planner III, labor grade 25 for the Division of Public Health Services, Public Health Systems and Informatics, and have assigned the position number of 9T2742 pending approval of funding.

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 signed off on by the Department of Administrative Services Budget Office.

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 me with documentation. Thank you.

Very truly yours,

A handwritten signature in cursive script that reads "Jennifer J. Elberfeld".

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



LINDA M. HODGDON
Commissioner
(603) 271-3201

State Of New Hampshire
DIVISION OF PERSONNEL
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State House Annex – 28 School Street
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SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

October 8, 2014

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
129 Pleasant St.
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Planner III, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 26, 2014 to establish a full-time temporary Program Planner III, labor grade 25 for the Division of Public Health Services, Public Health Systems and Informatics, and have assigned the position number of 9T2743 pending approval of funding.

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 signed off on by the Department of Administrative Services Budget Office.

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 me with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel

**AWARD HISTORY
EPHT
EH000947-04**

Award Ending 07/31/2015	692,280
Award Ending 7/31/2014 5U38EH000947-03 (13)	465,330
Award Ending 7/31/2014 5U38EH000947-02* (12)	784,625
Expended through 6/30/14	
Award Ending 7/31/2014 5U38EH000947-03 (13)	(346,003)
Award Ending 7/31/2014 5U38EH000947-02* (12)	(720,436)
Unobligated Balance Unable to Spend	<u>-</u>
Award Balance 7/1/14	875,796
SFY 15 Appropriation **	(710,528)
Bal Fwd	<u>(53,576)</u>
Available to Accept in SFY 15	111,692
Amount Requested this Action	<u><u>111,692</u></u>

**** SFY 15 Appropriation**

5173-000	Current	OYR	Total	This Action	Revised Budget
EPHT	892,760	53,576	946,336	111,692	750,048
Other AU-000					
Allocated	117,758		117,758		117,758



COOPERATIVE AGREEMENTS
Department of Health and Human Services
Centers for Disease Control and Prevention
NATIONAL CENTER FOR ENVIRONMENTAL HEALTH

Notice of Award

Issue Date: 08/07/2014



Grant Number: 2U38EH000947-04
FAIN: U38EH000947

Principal Investigator(s):
JOSE THEIR MONTERO, MD

Project Title: ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM-NETWORK IMPLEMENTATION

DOLORES COOPER
B. COTTON, FINANCIAL MANAGER
NEW HAMPSHIRE DEPT/HLTH STATISTI
29 HAZEN DRIVE
CONCORD, NH 03301

Budget Period: 08/01/2014 – 07/31/2015
Project Period: 08/01/2011 – 07/31/2017

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$755,214 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH ST DEPARTMENT OF HEALTH & HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of 301(A)AND317(K)(2)PHS42USC241(A)247B(K)2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Ralph U Robinson
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

SECTION I – AWARD DATA – 2U38EH000947-04

Award Calculation (U.S. Dollars)

Salaries and Wages	\$252,291
Fringe Benefits	\$147,567
Personnel Costs (Subtotal)	\$399,858
Equipment	\$3,000
Supplies	\$3,685
Travel Costs	\$9,528
Other Costs	\$47,101
Consortium/Contractual Cost	\$171,462

Federal Direct Costs	\$634,634
Federal F&A Costs	\$120,580
Approved Budget	\$755,214
Federal Share	\$755,214
TOTAL FEDERAL AWARD AMOUNT	\$755,214

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$755,214

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

05 \$755,214
06 \$755,214

Fiscal Information:

CFDA Number: 93.070
EIN: 1026000618B3
Document Number: 000947EH14

IC	CAN	2014	2015	2016
EH	939ZPRT	\$755,214	\$755,214	\$755,214

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
4	\$755,214	\$755,214
5	\$755,214	\$755,214
6	\$755,214	\$755,214

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

CDC Administrative Data:

PCC: N / OC: 4151 / Processed: ERAAPPS 08/06/2014

SECTION II – PAYMENT/HOTLINE INFORMATION – 2U38EH000947-04

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhtips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION I – AWARD DATA – 5U38EH000947-02 REVISED

Award Calculation (U.S. Dollars)

Salaries and Wages	\$216,912
Fringe Benefits	\$91,314
Personnel Costs (Subtotal)	\$308,226
Equipment	\$4,527
Supplies	\$2,375
Travel Costs	\$9,528
Other Costs	\$51,688
Consortium/Contractual Cost	\$279,186

Federal Direct Costs	\$655,530
Federal F&A Costs	\$129,095
Approved Budget	\$784,625
Federal Share	\$784,625
Less Unobligated Balance	\$68,733
TOTAL FEDERAL AWARD AMOUNT	\$715,892

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$0

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

03 \$715,892

Fiscal Information:

CFDA Number: 93.538
 EIN: 1026000618B3
 Document Number: 000947NE12

IC	CAN	2012	2014
EH	939ZMPY	\$715,892	\$715,892

SUMMARY TOTALS FOR ALL YEARS			
YR	THIS AWARD	CUMULATIVE TOTALS	
2	\$715,892	\$715,892	
3	\$715,892	\$715,892	

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

CDC Administrative Data:

PCC: N / OC: 4151 / Processed: ERAAPPS 04/03/2014

SECTION II – PAYMENT/HOTLINE INFORMATION – 5U38EH000947-02 REVISED

For payment information see Payment Information section in Additional Terms and Conditions:

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION III – TERMS AND CONDITIONS – 5U38EH000947-02 REVISED

-13-



COOPERATIVE AGREEMENTS
Department of Health and Human Services
Centers for Disease Control and Prevention
NATIONAL CENTER FOR ENVIRONMENTAL HEALTH

Notice of Award

Issue Date: 08/28/2013



Grant Number: 5U38EH000947-03

Principal Investigator(s):
JOSE THEIR MONTERO, MD

465,330

Project Title: PPHF-13-ENVIRONMENTAL PUBLIC HEALTH TRACKING PROGRAM-
NETWORK IMPLEMENTATION

B. COTTON, FINANCIAL MANAGER
NEW HAMPSHIRE DEPT/HLTH STATISTI
29 HAZEN DRIVE
CONCORD, NH 03301

Budget Period: 08/01/2013 – 07/31/2014

Project Period: 08/01/2011 – 07/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$465,330 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH ST DEPARTMENT OF HEALTH & HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of 301(A)AND317(K) (2)PHS42USC241(A)247B(K)2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Gladys T Gissentanna
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

SECTION I – AWARD DATA – 5U38EH000947-03

Award Calculation (U.S. Dollars)

Salaries and Wages	\$142,436
Fringe Benefits	\$85,357
Personnel Costs (Subtotal)	\$227,793
Equipment	\$12,109
Supplies	\$1,050
Travel Costs	\$6,815
Other Costs	\$52,909
Consortium/Contractual Cost	\$90,358

Federal Direct Costs	\$391,034
Federal F&A Costs	\$74,296
Approved Budget	\$465,330
Federal Share	\$465,330
TOTAL FEDERAL AWARD AMOUNT	\$465,330

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$465,330

Fiscal Information:

CFDA Number: 93.538
EIN: 1026000618B3
Document Number: 000947NE13

IC	CAN	2013
EH	939ZMPY	\$465,330

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
3	\$465,330	\$465,330

CDC Administrative Data:

PCC: N / OC: 4141 / Processed: ERAAPPS 08/28/2013

SECTION II – PAYMENT/HOTLINE INFORMATION – 5U38EH000947-03

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhtips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION III – TERMS AND CONDITIONS – 5U38EH000947-03

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- The grant program legislation and program regulation cited in this Notice of Award.
- The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.