



**New Hampshire
Employment
Security**

www.nhes.nh.gov

"We're working to keep New Hampshire working"

ADMINISTRATIVE OFFICE

45 SOUTH FRUIT STREET
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

October 29, 2015

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

REQUESTED ACTION

To authorize New Hampshire Employment Security (NHES) to award a sole source grant to the University of New Hampshire (UNH), Sponsored Programs Administration (VC# 177867-B046), Durham, NH, in the amount of \$134,301 to assess the costs and benefits of a family leave insurance program in New Hampshire from the date of Governor and Council approval through September 30, 2016. 100% Federal funds.

Federal funds to support this request are available in the following account, contingent upon availability and continued appropriations for State FY 2016 forward with the authority to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

02 - 27 - 27 - 270010 - 8040	DEPT OF EMPLOYMENT SECURITY	<u>SFY 2016</u>	<u>SFY 2017</u>
10 - 02700 - 80400000 - 072 - 500575	Grants-Federal	\$114,301	\$20,000
Vendor Code: 177867-B046 University of New Hampshire			
RQ#: TBD			

EXPLANATION

This agreement is sole source with the UNH because of our existing working relationship as well as their solid understanding of the history of the proposed program. NHES and UNH previously worked together to research and produce a joint publication on paid parental and family leave. Therefore, the knowledge and data derived from this prior effort will assist with the current assessment study.

NHES was awarded a grant from the United States Department of Labor, Employment and Training Administration to work in conjunction with UNH in assessing the costs and benefits of a family leave insurance program in NH. The principal researcher identified in the grant application is a faculty member in the Carsey School of Public Policy at UNH.

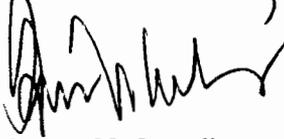
This agreement will fulfill the need for information determined by the New Hampshire House of Representatives in 2009 when it voted to retain HB-661 and voted Interim Study by the House Commerce Committee, and will also fulfill the need for information for use by the Task Force on Work and Family

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and the Honorable Council
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established through RSA 276-B:1, with the purpose to identify the multiple barriers which keep New Hampshire workers from achieving economic security and maximizing their contributions to the state's economy as well as attending to family responsibilities.

This agreement has been approved by the Office of the Attorney General as to form, substance and execution.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "George N. Copadis", written in a cursive style.

George N. Copadis
Commissioner

GNC/jdr
Attachments

COOPERATIVE PROJECT AGREEMENT

between the

STATE OF NEW HAMPSHIRE, **Department of Employment Security**

and the

University of New Hampshire of the UNIVERSITY SYSTEM OF NEW HAMPSHIRE

- A. This Cooperative Project Agreement (hereinafter "Project Agreement") is entered into by the State of New Hampshire, **Department of Employment Security**, (hereinafter "State"), and the University System of New Hampshire, acting through **University of New Hampshire**, (hereinafter "Campus"), for the purpose of undertaking a project of mutual interest. This Cooperative Project shall be carried out under the terms and conditions of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, except as may be modified herein.
- B. This Project Agreement and all obligations of the parties hereunder shall become effective on the date the Governor and Executive Council of the State of New Hampshire approve this Project Agreement ("Effective date") and shall end on **9/30/16**. If the provision of services by Campus precedes the Effective date, all services performed by Campus shall be performed at the sole risk of Campus and in the event that this Project Agreement does not become effective, State shall be under no obligation to pay Campus for costs incurred or services performed; however, if this Project Agreement becomes effective, all costs incurred prior to the Effective date that would otherwise be allowable shall be paid under the terms of this Project Agreement.
- C. The work to be performed under the terms of this Project Agreement is described in the proposal identified below and attached to this document as Exhibit A, the content of which is incorporated herein as a part of this Project Agreement.

Project Title: **Women's Bureau Paid Leave Analysis**

- D. The Following Individuals are designated as Project Administrators. These Project Administrators shall be responsible for the business aspects of this Project Agreement and all invoices, payments, project amendments and related correspondence shall be directed to the individuals so designated.

State Project Administrator

Name: Jill D. Revels
 Address: Department of Employment Security
Fiscal Management Section
45 South Fruit Street
Concord, NH 03301
 Phone: 603-229-4449

Campus Project Administrator

Name: Dianne Hall
 Address: University of New Hampshire
Sponsored Programs Administration
51 College Rd. Rm 116
Durham, NH 03824
 Phone: 603-862-1942

- E. The Following Individuals are designated as Project Directors. These Project Directors shall be responsible for the technical leadership and conduct of the project. All progress reports, completion reports and related correspondence shall be directed to the individuals so designated.

State Project Director

Name: Bruce R. DeMay
 Address: Department of Employment Security
Economic & Labor Market Info Bureau
45 South Fruit Street
Concord, NH 03301
 Phone: 603-228-4126

Campus Project Director

Name: Kristin Smith
 Address: University of New Hampshire
Carsey School of Public Policy
Huddleston Hall, 73 Main Street
Durham, NH 03824
 Phone: 603-862-1290

[Handwritten signature]
[Handwritten date]

F. Total State funds in the amount of \$134,301 have been allotted and are available for payment of allowable costs incurred under this Project Agreement. State will not reimburse Campus for costs exceeding the amount specified in this paragraph.

Check if applicable

Campus will cost-share _____ % of total costs during the term of this Project Agreement.

Federal funds paid to Campus under this Project Agreement are from Grant/Contract/Cooperative Agreement No. **WB-27756-15-60-A-33** from **U.S. Department of Labor - Employment and Training Administration** under CFDA# **17.261**. Federal regulations required to be passed through to Campus as part of this Project Agreement, and in accordance with the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002, are attached to this document as Exhibit B, the content of which is incorporated herein as a part of this Project Agreement.

G. Check if applicable

Article(s) _____ of the Master Agreement for Cooperative Projects between the State of New Hampshire and the University System of New Hampshire dated November 13, 2002 is/are hereby amended to read:

H. State has chosen **not to take** possession of equipment purchased under this Project Agreement.
 State has chosen **to take** possession of equipment purchased under this Project Agreement and will issue instructions for the disposition of such equipment within 90 days of the Project Agreement's end-date. Any expenses incurred by Campus in carrying out State's requested disposition will be fully reimbursed by State.

This Project Agreement and the Master Agreement constitute the entire agreement between State and Campus regarding this Cooperative Project, and supersede and replace any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

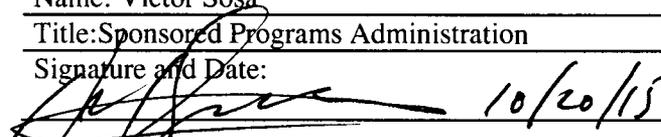
IN WITNESS WHEREOF, the University System of New Hampshire, acting through the **University of New Hampshire** and the State of New Hampshire, **Department of Employment Security** have executed this Project Agreement.

**By An Authorized Official of:
University of New Hampshire**

Name: Victor Sosa _____

Title: Sponsored Programs Administration _____

Signature and Date: _____

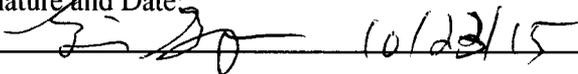
 10/20/15

**By An Authorized Official of: the New
Hampshire Office of the Attorney General**

Name: Brian Bourgeois _____

Title: AAG _____

Signature and Date: _____

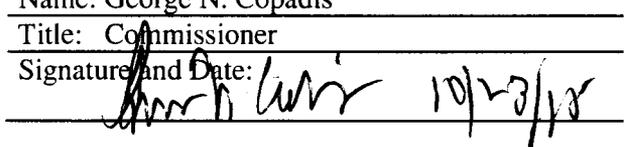
 10/23/15

**By An Authorized Official of:
Department of Employment Security**

Name: George N. Copadis _____

Title: Commissioner _____

Signature and Date: _____

 10/20/15

**By An Authorized Official of: the New
Hampshire Governor & Executive Council**

Name: _____

Title: _____

Signature and Date: _____

Campus Authorized Official _____
Date 10/20/15

EXHIBIT A

- A. Project Title:** Women's Bureau Paid Leave Analysis
- B. Project Period:** October 1, 2015 through September 30, 2016
- C. Objectives:** The project has the following goals to fulfill the need for information determined by the New Hampshire House of Representatives in 2009 when it voted to retain HB-661 and voted Interim Study by the House Commerce Committee; and to fulfill the need for information for use by the Task Force on Work and Family established through RSA 276-B:1, with the purpose to identify the multiple barriers which keep New Hampshire workers from achieving economic security and maximizing their contributions to the state's economy as well as attending to family responsibilities:
1. Increase understanding of the costs and benefits of a paid family leave program.
 2. Compare different funding models to examine their potential impacts on participation levels and impacts on workers and their families.
 3. Gauge current business and the general public's interest in, concerns about, and support for paid family leave.
 4. Increase business and the general public's awareness of potential alternative paid family leave programs based on the project's analytical results.

Specific measurable objectives of this project are to:

1. Complete an actuarial analysis to include various levels of employee participation in a paid leave insurance program
2. Conduct a study to assess access to, use of, and attitudes of the public toward paid family leave
3. Prepare and distribute two published documents, one to describe and evaluate various paid leave insurance programs, and another to examine gender differences in access to, use of, and attitudes toward paid family leave.
4. Conduct a series of events to engage business leaders, human resource directors, Chambers of Commerce, policy makers, legislators, and members of the public to inform them of the actuarial results.

- D. Scope of Work:** The proposed project activities that will be undertaken, and the primary responsible parties for each, are listed below. New Hampshire Employment Security, Economic and Labor Market Information Bureau (ELMI); Carsey School of Public Policy (Carsey); University of New Hampshire Survey Center (UNHSC); Institute for Women's Policy Research (IWPR); Labor Research Center, University of Massachusetts-Boston (LRC); New Hampshire Womens Foundation (NHWF)

1. Develop questions and collect data on Granite State Poll [Carsey, UNHSC]
2. Prepare cost and benefits actuarial study [IWPR, LRC]
3. Extract employment data by age group by industry [ELMI]
4. White paper and Carsey brief [Carsey, IWPR]
5. Stakeholder and regional meetings [NHWF, Carsey, ELMI]
6. Submit final report to Department of Labor [ELMI]

- E. Deliverables Schedule:** The proposed deliverables schedule:

TIMELINE

Date of Governor and Council approval-Dec 2015
 Develop questions for inclusion on Granite State Poll
 Extract employment data
 Begin cost and benefits actuarial study
 Jan-Mar 2016
 Collect data using Granite State Poll
 Analyze Granite State Poll data
 Prepare White paper
 Prepare Carsey brief
 Hold stakeholder and regional meetings
 April-Jun 2016
 Hold stakeholder and regional meetings
 July-September 2016
 Hold stakeholder and regional meetings
 Submit final report to US Department of Labor

F. Budget and Invoicing Instructions: Campus will submit invoices to State on regular Campus invoice forms no more frequently than monthly and no less frequently than quarterly. Invoices will be based on actual project expenses incurred during the invoicing period, and shall show current and cumulative expenses by major cost categories, and shall document cumulative cost sharing through the end of the invoicing period. State will pay Campus within 30 days of receipt of each invoice. Campus will submit its final invoice not later than 75 days after the Project Period end date.

Budget Items	State Funding	Cost Sharing (if required)	Total
1. Salaries & Wages	37,439	0	37,439
2. Employee Fringe Benefits	10,546	0	10,546
3. Travel	0	0	0
4. Supplies and Services	43,787	0	43,787
5. Equipment	0	0	0
6. Facilities & Admin Costs	42,529	0	42,529
Subtotals	134,301	0	134,301
Total Project Costs:			134,301

EXHIBIT B

This Project Agreement is funded under a Grant/Contract/Cooperative Agreement to State from the Federal sponsor specified in Project Agreement article F. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant/Contract/Cooperative Agreement are hereby adopted in full force and effect to the relationship between State and Campus, except that wherever such requirements, regulations, provisions and terms and conditions differ for INSTITUTIONS OF HIGHER EDUCATION, the appropriate requirements should be substituted (e.g., OMB Circulars A-21 and A-110, rather than OMB Circulars A-87 and A-102). References to Contractor or Recipient in the Federal language will be taken to mean Campus; references to the Government or Federal Awarding Agency will be taken to mean Government/Federal Awarding Agency or State or both, as appropriate.

Special Federal provisions are listed here: None or **2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule 2 CFR Part 2900-DOL Exceptions to 2 CFR Part 200.**

UMH
10/20/15