



Lori Shabinette
Commissioner

Patricia M. Tilley
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC HEALTH SERVICES
29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

December 22, 2021

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, NH 03301

REQUESTED ACTION

1. Pursuant to the provisions of RSA 14:30-a, VI, authorize the Department of Health and Human Services, Division of Public Health Services (DPHS) to accept and expend funds from the Centers for Disease Control and Prevention (CDC) to fund the Public Health Crisis Response Workforce Development program in the amount of \$8,952,425, effective upon approval by the Fiscal Committee and Governor and Council through June 30, 2023, and further authorize the allocation of these funds in the accounts below. 100% Federal Funds.
2. Contingent on approval of Requested Action #1, pursuant to RSA 124:15, authorize the Department of Health and Human Services, Division of Public Health Services to create two (2) new positions for COVID-19 Workforce Development purposes effective upon approval by the Fiscal Committee and Governor and Council through June 30, 2023. 100% Federal Funds.

05-95-90-903510-24680000-HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU EMERGENCY PREPAREDNESS AND RESPONSE, PUBLIC HEALTH CRISIS RSP-COVID-19-ARP

Class/Object	Class Title	SFY 22 Budget	Increase (Decrease) Amount	Revised Budget
SFY22				
000-400338	Federal Funds	\$ -	\$ 8,952,425	\$ 8,952,425
	TOTAL REVENUE	\$ -	\$ 8,952,425	\$ 8,952,425
018-500106	Overtime	\$ -	\$ 100,000	\$ 100,000
019-500105	Holiday Pay	\$ -	\$ 50,000	\$ 50,000
020-500200	Current Expense	\$ -	\$ 50,000	\$ 50,000
026-500251	Memberships	\$ -	\$ 20,000	\$ 20,000
030-500301	Equipment	\$ -	\$ 534,652	\$ 534,652
037-500173	Technology-Hardware	\$ -	\$ 10,000	\$ 10,000
038-500175	Technology-Software	\$ -	\$ 200	\$ 200
039-500190	Telecommunications	\$ -	\$ 1,000	\$ 1,000
041-500801	Audit Fund Set Aside	\$ -	\$ 8,952	\$ 8,952
042-500620	Additional Fringe Benefits	\$ -	\$ 42,500	\$ 42,500
050-500109	Part Time Salaries	\$ -	\$ 42,250	\$ 42,250
059-500117	Temp Full Time	\$ -	\$ 504,228	\$ 504,228
060-500601	Benefits	\$ -	\$ 254,409	\$ 254,409
066-500544	Employee Training	\$ -	\$ 255,200	\$ 255,200
070-500704	In State Travel Reimbursement	\$ -	\$ 10,000	\$ 10,000
102-500731	Contracts for Program Services	\$ -	\$ 7,069,034	\$ 7,069,034
	TOTAL EXPENSES	\$ -	\$ 8,952,425	\$ 8,952,425

EXPLANATION

This request is being made to accept the additional grant funds available through June 30, 2023 to administer the COVID-19 Public Health Crisis Response Workforce Development grant program under the American Rescue Plan Act of 2021 or the "ARPA 2021" (Public Law 117-002) passed into law on March 12, 2021. These funds are discretionary, with no General Funds match required. The notice of funds awarded was received in May 2021 and will expire on June 30, 2023. The purpose of the award is to establish, expand, train and sustain a public health workforce to support New Hampshire's COVID-19 prevention, preparedness, response and recovery initiatives, including school-based health programs and community-level workforce investments.

The funds are to be budgeted as follows:

- Class 018 The funds will be used to pay overtime expenses for staff working on grant-related activities responding to an emergency
- Class 019 The funds will be used to pay holiday pay in the event that staff are needed to respond to an emergency during a holiday
- Class 020 The funds will be used to pay for current expense items such as supplies, photocopying and printing costs necessary to support the expanded workforce within NH DPHS for the day-to-day operations of the response.

- Class 026 The funds will be used to pay for memberships to organizations to reach minority and other under-represented populations.
- Class 030 The funds will be used to pay for equipment for items such as outfitting current workspaces to accommodate expanded workforce and audiovisual needs.
- Class 037 The funds will be used to pay for computer hardware equipment for virology staff and the public health lab.
- Class 038 The funds will be used to pay for computer software required for the virology staff and public health lab instrument computers.
- Class 039 The funds will be used to pay for cell phones and telecommunications for staff
- Class 041 The funds will be used to pay for audit fund set aside per state requirement.
- Class 042 The funds will be used to pay for post-retirement benefits.
- Class 050 The funds will be used to pay for part-time salaries for interns assisting lab personnel.
- Class 059 The funds will be used to pay for two new full-time temporary positions:

Workforce Grant Coordinator: Program Specialist IV, #9T3168. This position is needed to oversee the large and complex cooperative agreement for Public Health Workforce Supplemental funding, including tracking and reporting all activities within the scope of activities associated with the funds. The position will provide the department the capacity to implement and oversee grant activities and federal reporting requirements.

COVID-19 Testing Coordinator: Program Specialist IV, #9T3169. This position will implement COVID-19 testing strategies for the prevention and control of COVID-19 in New Hampshire. The position will implement and monitor testing programs. The position will provide the department the capacity to implement and monitor the testing programs that support the rapid identification and control of COVID-19.

- Class 060 The funds will be used to pay for benefits associated with the new positions above.
- Class 066 The funds will be used to pay for training of staff for workshops and trainings associated with grant activities.
- Class 070 The funds will be used to pay for in-state travel for meetings, trainings, and other grant-related activities.
- Class 102 The funds will be used to pay for contracts with vendors for activities related to establishing, expanding, training and sustaining a public health workforce to support New Hampshire's COVID-19 prevention, preparedness, response and recovery initiatives such as community health worker support for community mental health centers, logistical support, training and development of school nursing staff, school-based behavioral health staff and health equity initiatives.

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 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: Two (2) new positions will be created utilizing this funding including: Workforce Grant Coordinator and COVID-19 Testing Coordinator.

2. **Nature, Need, and Duration:** Creation of these positions will support the COVID-19 response by increasing, training and sustaining the State's public health workforce for the duration of the grant's performance period through June 30, 2023.
3. **Relationship to existing agency programs:** This new funding will support the evolving needs of the pandemic response.
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?** At the time of budget submission it was not known that this ARPA COVID-19 funding would be available.
6. **Can portions of the grant funds be utilized?** All grant dollars are being used for this request.
7. **Estimate the funds required to continue these positions:** The positions necessary for this work will not be permanent.

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 the Centers for Disease Control and Prevention (CDC).

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

Respectfully submitted,



Lori A. Shibinette
Commissioner



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
54 Regional Drive, Suite 5
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

December 9, 2021

Ms. Marilyn G. Doe, Interim Director
Department of Health & Human Services
129 Pleasant Street
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, LG 25 pay schedule A000–position # 9T3168.

Dear Ms. Doe,

The Division of Personnel approves your request received on November 9, 2021, for the Department of Health & Human Services to establish position #9T3168 as a full-time temporary Program Specialist IV, LG 25; pending funding approval.

This position is being established to support the COVID-19 response efforts and priorities of the Division of Public Health Services.

The position will oversee a cooperative agreement for Public health Workforce Supplemental Funding and associate reporting. The cooperative agreement provides funding for training, development, and staff costs in response to the COVID-19 pandemic. The cooperative agreement funding totals \$8,952,425, expendable over a grant term of July 1, 2021 to June 30, 2023.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

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 Division of Personnel, Operations Section at CentralHRProcessing@nh.gov so that we may process the Work Unit and approve SJD.

Sincerely,

Marianne Rechy
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel
Laurie Spring, Administrator III
Rita Mann, Senior Human Resources Technician



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
54 Regional Drive, Suite 5
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

December 9, 2021

Ms. Marilyn G. Doe, Interim Director
Department of Health & Human Services
129 Pleasant Street
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, LG 25 pay schedule A000–position # 9T3169.

Dear Ms. Doe,

The Division of Personnel approves your request received on November 9, 2021, for the Department of Health & Human Services to establish position #9T3169 as a full-time temporary Program Specialist IV, LG 25, pending funding approval.

This position is being established to support efforts to identify and prevent COVID-19. The position will plan and implement COVID-19 testing strategies for the prevention and control of COVID-19 in New Hampshire. The position will implement and monitor testing programs, including but not limited to the Safer at School Screening Program and the Long Term Care Facility COVID-19 testing program. In addition, the position will collect and report program data to ensure required grant reporting is fulfilled.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

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 Division of Personnel, Operations Section at CentralHRProcessing@nh.gov to process the Work Unit and approve the SJD.

Sincerely,

Marianne Rechy
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel
Laurie Spring, Administrator III
Rita Mann, Senior Human Resources Technician



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 1 NU90TP922144-01-00

FAIN# NU90TP922144

Federal Award Date: 05/18/2021

Recipient Information

1. Recipient Name

New Hampshire DHHS
129 Pleasant St
New Hampshire Dept of Health and Human Services
Concord, NH 03301-3852
[NO DATA]

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

1026000618B3

4. Employer Identification Number (EIN)

026000618

5. Data Universal Numbering System (DUNS)

011040545

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Mrs. Cynthia Conway
PHEP-HPP Grant Coordinator
cynthia.conway@dhhs.nh.gov
603-271-4493

8. Authorized Official

Ms. Patricia Tilley
patricia.m.tilley@dhhs.nh.gov
603-271-4526

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Ms. Sylvia Reeves
Grants Management Specialist
qpg0@cdc.gov
770-488-2739

10. Program Official Contact Information

Gregory Smith
ggs0@cdc.gov
404-639-7703

Federal Award Information

11. Award Number

1 NU90TP922144-01-00

12. Unique Federal Award Identification Number (FAIN)

NU90TP922144

13. Statutory Authority

311(c)(1) of the Public Health Service Act (42 USC § 243(c)(1))

14. Federal Award Project Title

Cooperative Agreement for Emergency Response: Public Health Crisis Response - 2018

15. Assistance Listing Number

93.354

16. Assistance Listing Program Title

Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

Table with 2 columns: Item Number, Description, Amount. Rows include Budget Period Start Date, Total Amount of Federal Funds Obligated, Authorized Carryover, Offset, Total Amount of Federal Funds Obligated this budget period, Total Approved Cost Sharing or Matching, Total Federal and Non-Federal Approved this Budget Period, Project Period Start Date, Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period.

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Shirley K Byrd
Grants Management Officer

30. Remarks



Recipient Information
Recipient Name New Hampshire DHHS 129 Pleasant St New Hampshire Dept of Health and Human Services Concord, NH 03301-3852 [NO DATA]
Congressional District of Recipient 02
Payment Account Number and Type 1026000618B3
Employer Identification Number (EIN) Data 026000618
Universal Numbering System (DUNS) 011040545
Recipient's Unique Entity Identifier Not Available

31. Assistance Type Cooperative Agreement
32. Type of Award Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$0.00
b. Fringe Benefits	\$0.00
c. Total Personnel Costs	\$0.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$8,952,425.00
i. Contractual	\$0.00
j. TOTAL DIRECT COSTS	\$8,952,425.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$8,952,425.00
m. Federal Share	\$8,952,425.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390H2A	21NU90TP922144C6	TP	41.51	\$8,952,425.00	75-X-0140



DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award

Centers for Disease Control and Prevention

Award# 1 NU90TP922144-01-00

FAIN# NU90TP922144

Federal Award Date: 05/18/2021

Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

AWARD ATTACHMENTS

New Hampshire DHHS

1 NU90TP922144-01-00

1. TP922144-New Award

AWARD INFORMATION

Incorporation: In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CDC-RFA-TP18-1802, entitled “**Cooperative Agreement for Emergency Response: Public Health Crisis Response**” and the “**CDC Crisis Response Cooperative Agreement: Public Health Workforce Supplemental Funding Guidance**”, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

COVID-19 Funding: Funding is approved for **COVID-19 Public Health Workforce** activities, as described in the supplemental funding guidance. Total approved funding is listed on page 1 of the NoA. The project and budget period are July 1, 2021 to June 30, 2023.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

Pre-Award Costs: Pre-award costs dating back to May 14, 2021 – and directly related to the COVID-19 outbreak response are allowable.

Coronavirus Disease 2019 (COVID-19) Funds: A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the “CARES Act”) (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplement Appropriations Act, 2021 (P.L. 116-260) and/or the American Rescue Plan of 2021 [P.L. 117-2] agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition,

recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

Overtime: Because overtime costs are a very likely and reasonable expense during the response to COVID-19, CDC will allow recipients to include projected overtime in their budgets. Recipients should be careful to estimate costs based on current real-time needs and will still be required to follow federal rules and regulations in accounting for the employees' time and effort.

Financial Assistance Mechanism: Cooperative Agreement

Substantial Involvement by CDC: This is a cooperative agreement and CDC will have substantial programmatic involvement after the award is made. Substantial involvement is in addition to all post-award monitoring, technical assistance, and performance reviews undertaken in the normal course of stewardship of federal funds.

CDC program staff will assist, coordinate, or participate in carrying out effort under the award, and recipients agree to the responsibilities therein, as detailed in the NOFO.

Budget Revision Requirement: Jurisdictions must submit revised budgets (SF-424A) and budget narratives (budget narrative template provided) by **September 1, 2021**. These documents must be submitted to CDC along with a letter on jurisdiction agency letterhead with signatures from the jurisdiction's preparedness director, laboratory director, and state epidemiologist (or their designees) indicating all have provided input into plans, strategies, and investment priorities. Jurisdictions must submit all documents via GrantSolutions as a budget revision amendment.

Revised Work Plan: Jurisdictions must submit revised work plans (work plan template provided) as a grants note (labeled "[Jurisdiction] COVID-19 Work Plan") in GrantSolutions no later than **September 1, 2021**.

Additional Reporting:

- Bi-Annual progress reports on status of timelines, goals, and objectives as defined by CDC in approved work plans.
- Bi-Annual fiscal reports as defined in REDCap (beginning 60 days after NOAs are issued).
- CDC may require recipients to develop annual progress reports (APRs). CDC will provide APR guidance and optional templates should they be required.

FUNDING RESTRICTIONS AND LIMITATIONS

Indirect Costs: Indirect Costs are allowable and will be approved based on a current approved cost rate agreement. To have indirect costs approved for this grant, submit an approved indirect cost rate agreement with the revised budget.

REPORTING REQUIREMENTS

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services
Shirley K Byrd, Grants Management Officer
Centers for Disease Control and Prevention
Branch IV, Team II
2935 Flowers Road
Atlanta, GA
Email: skbyrd@cdc.gov (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW
Cohen Building, Room 5527
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

Unallowable Costs:

- Research
- Clinical care (except as otherwise noted in Domain 5 and as may be provided in further guidance from CDC)
- Publicity and propaganda (lobbying):
 - Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
 - See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:
https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf

All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

PAYMENT INFORMATION

The HHS Office of the 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.

Payment Management System Subaccount: Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on the bottom of Page 2 of the Notice of Award must be known in order to draw down funds.

Stewardship: The recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.