



**The State of New Hampshire
Insurance Department**

21 South Fruit Street, Suite 14
Concord, NH 03301
(603) 271-2261 Fax (603) 271-1406
TDD Access: Relay NH 1-800-735-2964

Roger A. Sevigny
Commissioner

Alexander K. Feldvebel
Deputy Commissioner

February 15, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

Jettison
Approved by Fiscal Committee

3/8/13

Date

Her Excellency, Governor Margaret Wood Hassan
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 \$409,690.00 for FY 2013 from the U.S. Department of Health and Human Services for the purpose of planning, development and design of plan management tasks relating to a partnership health benefit exchange to preserve the state's insurance regulatory authority, to the greatest extent possible, for insurance plans sold on the exchange. Approval is sought for the period of Fiscal Committee and Governor and Executive Council through June 30, 2013. Source of Funds is 100% Federal Funds.
2. Pursuant to RSA 124:15 authorize the Insurance Department to establish a Class 050 (Personal Service – Part Time Temporary) position for one Grants & Contracts Technician in Account No. 02-24-24-2400-12240000 for the period of Fiscal Committee and Governor and Executive Council approval through June 30, 2013.
3. 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 02-24-24-2400-12240000 for the period of Fiscal Committee and Governor and Executive Council approval through June 30, 2013.

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

FY 2013 Level One Establishment Grant
02-24-24-2400-12240000

		Fiscal Year 2013
Class	Description	New Appropriation
020	Current Expense	\$1,400
030	Equipment	\$500
041	Audit Set Aside	\$410
046	Consultants	\$395,965
050	Personal Services Part Time Temp	\$9,353
060	Benefits	\$895
062	Workers Comp	\$1,167
	Total Appropriation	\$409,690
	Source of Funds	
000	Federal Funds	\$409,690

EXPLANATION

The New Hampshire Insurance Department has received a federal grant to support a plan management partnership with the federally-facilitated health benefit exchange that will be established for New Hampshire. The purpose of the partnership is to preserve the state's insurance regulatory authority, to the greatest extent possible, with respect to insurance plans sold on the exchange. The Level One Establishment Grant is made available pursuant to Public Law 111-148 and Public Law 111-152 (The Patient Protection and Affordable Care Act). Grant funds will be used to establish new procedures and work flows necessary to continue the State's traditional regulatory authority as applied to the health insurance sold through the Exchange, including such areas as licensure, solvency review, form and rate review, review of marketing, consumer complaints and determination of network adequacy.

The acceptance of the grant funds, in the amount of \$409,690, available for expenditure during Fiscal 2013 is requested.

1. Class 020 – Current Expenses – FY13 - \$1,400. These funds are required in order to provide general supplies to the part-time employee.
2. Class 030 – Equipment (new/replacement) – FY13 - \$500. These funds are required to purchase necessary computer systems, software, and technical support for the new part time position.
3. Class 041 – Audit set aside – FY13 - \$410. These funds are required in order to meet audit costs associated with the grant program.
4. Class 046 – Consultants – FY13 - \$395,965. These funds are required to hire consultants to plan, develop and implement a Plan Management partnership health benefit exchange.
5. Class 050 – Personal Services – PT Temp – FY13 - \$9,353. These funds are set aside in order to pay the part time employee to administer the grant program.
6. Class 060 – Benefits – FY13 - \$895. These funds are necessary for the payroll contributions for a part-time employee.
7. Class 062 – Workers Compensation – FY13 - \$1,167. These funds are necessary for the insurance support of the new 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 creates 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 December 1, 2010. A copy of the director's approval is attached.
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 June 30, 2013.
3. Relationship to existing agency program: This grant will provide enhancements to current Insurance Department functions by funding the planning, development and design of a partnership health benefit exchange to preserve the state's insurance regulatory

3. Relationship to existing agency program: This grant will provide enhancements to current Insurance Department functions by funding the planning, development and design of a partnership health benefit exchange to preserve the state's insurance regulatory authority, to the greatest extent possible, for insurance plans sold on the exchange.

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 February 15, 2013 notification of the federal government's funding of this grant has prompted this Insurance Department request, and is the reason for not including funding for this activity in the department's budget request for FY 2013.

6. Can portions of the grant funds be utilized? 100% of 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 it will terminate at the end of the grant period.

FISCAL SITUATION

U.S. Department of Health and Human Services Appropriation	\$894,406.00
FY2013 Requested Appropriation	\$409,690.00
FY2014 Reserved Funds	<u>\$484,716.00</u>
Total Appropriations	\$894,406.00

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,



Roger A. Sevigny
Enclosures

SUPPLEMENTAL JOB DESCRIPTION

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. Elberfeld
MR

12-1-10

Division of Personnel

Date Approved

1. DATE ISSUED MM/DD/YYYY 02/15/2013	2. CFDA NO. 93.525	3. ASSISTANCE TYPE Cooperative Agreement
1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded		
4. GRANT NO. 1 HBEIB130153-01-00 Formerly	5. ACTION TYPE New	
6. PROJECT PERIOD From MM/DD/YYYY 02/15/2013	Through MM/DD/YYYY 02/14/2014	
7. BUDGET PERIOD From MM/DD/YYYY 02/15/2013	Through MM/DD/YYYY 02/14/2014	

Department of Health and Human Services
Centers for Medicare & Medicaid Services
Office of Acquisitions and Grants Management
7500 Security Boulevard
Baltimore, MD 21244-1850

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulations)
Section 1311 of the Affordable Care Act, Health Insurance Exchange

8. TITLE OF PROJECT (OR PROGRAM) Cooperative Agreement funding opportunity: Cooperative Agreement to Support Establishment of the Aff	
9a. GRANTEE NAME AND ADDRESS State of New Hampshire Insurance Department 21 S Fruit St Concord, NH 03301-2428	9b. GRANTEE PROJECT DIRECTOR Mr. Alexander Feldvebel 21 S Fruit St Ste 14 Concord, NH 03301-2428 Phone: 603-271-2261
10a. GRANTEE AUTHORIZING OFFICIAL Mr. Alexander Feldvebel 21 S Fruit St Ste 14 Concord, NH 03301-2428 Phone: 603-271-2261	10b. FEDERAL PROJECT OFFICER Ms. Susan Lumsden 300 Independence Ave Sw Rm 738-G Washington, DC 20201-0004 Phone: 301-492-0000

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes HHS Direct Assistance)		12. AWARD COMPUTATION FOR GRANT	
I HHS Grant Funds Only		a. Amount of HHS Financial Assistance (from item 11 m) 894,406.00	
II Total project costs including grant funds and all other financial participation <input checked="" type="checkbox"/>		b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and Wages	23,383.00	c. Less Cumulative Prior Award(s) This Budget Period 0.00	
b. Fringe Benefits	5,154.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 894,406.00	
c. Total Personnel Costs	28,537.00	13. Total Federal Funds Awarded to Date for Project Period 894,406.00	
d. Equipment	500.00	14. RECOMMENDED FUTURE SUPPORT	
e. Supplies	0.00	(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel	0.00	YEAR	TOTAL DIRECT COSTS
g. Construction	0.00	a 2	d 5
h. Other	4,384.00	b 3	e 6
i. Contractual	860,985.00	c 4	f 7
j. TOTAL DIRECT COSTS	894,406.00	15. PROGRAM INCOME SUBJECT TO 46 CFR PART 14, SUBPART F, OR 46 CFR 92.20, SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
k. INDIRECT COSTS	0.00	<input type="checkbox"/> DEDUCTION <input type="checkbox"/> ADDITIONAL COSTS <input type="checkbox"/> MATCHING <input type="checkbox"/> OTHER RESEARCH (Add / Deduct Option) <input type="checkbox"/> OTHER (See REMARKS)	
l. TOTAL APPROVED BUDGET	894,406.00	<input checked="" type="checkbox"/>	
m. Federal Share	894,406.00	16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, HHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
n. Non-Federal Share	0.00	<input type="checkbox"/> The grant program legislation cited above <input type="checkbox"/> The grant program regulations cited above <input type="checkbox"/> The award notice including terms and conditions, if any, noted below under REMARKS <input type="checkbox"/> HHS Grants Policy Statement including subparts in effect as of the beginning date of the budget period <input type="checkbox"/> 48 CFR Part 14 and 48 CFR 92.20 as applicable	

REMARKS (Other Terms and Conditions Attached - Yes No)
Please see Standard Terms and Conditions.

GRANTS MANAGEMENT OFFICER, Michelle Feagins, Grants Management Officer

17. OBJ CLASS	4115	18a. VENDOR CODE	1026000618M1	18b. EIN	026000618	19. DUNS	808591051	20. CONG. DIST.	02
FY-ACCOUNT NO.		DOCUMENT NO.		ADMINISTRATIVE CODE		AMT ACTION FIN ASST		APPROPRIATION	
21 a	3-5992638	b.	HBEIE0153A	c.	SEPI	d.	\$894,406.00	e.	7530115
22. a		b.		c.		d.		e.	
23. a		b.		c.		d.		e.	

