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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT of NATURAL and CULTURAL RESOURCES**  
**DIVISION OF FORESTS AND LANDS**

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August 20, 2020

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Natural and Cultural Resources, Division of Forests and Lands, Natural Heritage Bureau, to budget and expend prior year carry forward funds from the Natural Heritage Bureau account in the amount of \$30,310, replacing the general funds appropriated for Position #18740, Environmentalist III, effective upon Governor and Executive Council approval through June 30, 2021. 100% Other Funds (Agency Income)

Funding to be budgeted in Fiscal Year 2021 as follows:

**03-035-035-351010-21030000, Natural Heritage – Agency Income**

| Class-Account | Description                   | Current FY21 Adjusted Authorized | Requested Action General Funds | Requested Action Other Funds | Revised FY21 Adjusted Authorized |
|---------------|-------------------------------|----------------------------------|--------------------------------|------------------------------|----------------------------------|
| 00S-000010    | General Funds                 | (\$147,229)                      | \$30,310                       | \$0                          | (\$116,919)                      |
| 001-484975    | Transfers From Other Agency   | (\$84,305)                       | \$0                            | \$0                          | (\$84,305)                       |
| 004-408189    | Intra Agency Transfers        | (\$214,108)                      | \$0                            | \$0                          | (\$214,108)                      |
| 009-402010    | Agency Income                 | (\$29,473)                       | \$0                            | (\$30,310)                   | (\$59,783)                       |
|               | <b>Total Revenue</b>          | <b>(\$475,115)</b>               | <b>\$30,310</b>                | <b>(\$30,310)</b>            | <b>(\$475,115)</b>               |
| 010-500100    | Personal Services Perm Class  | \$264,497                        | (\$22,626)                     | \$22,626                     | \$264,497                        |
| 020-500200    | Current Expenses              | \$7,000                          | \$0                            | \$0                          | \$7,000                          |
| 026-500251    | Organizational Dues           | \$1,000                          | \$0                            | \$0                          | \$1,000                          |
| 029-500290    | Intra-Agency Transfers        | \$8,369                          | \$0                            | \$0                          | \$8,369                          |
| 030-500311    | Equipment New Replacement     | \$500                            | \$0                            | \$0                          | \$500                            |
| 039-500190    | Telecommunications            | \$1,000                          | \$0                            | \$0                          | \$1,000                          |
| 040-500800    | Indirect Costs                | \$1,928                          | \$0                            | \$0                          | \$1,928                          |
| 050-500109    | Personal Service Temp Appoint | \$35,000                         | \$0                            | \$0                          | \$35,000                         |
| 060-500602    | Benefits                      | \$137,621                        | (\$7,684)                      | \$7,684                      | \$137,621                        |
| 070-500705    | In State Travel Reimbursement | \$8,200                          | \$0                            | \$0                          | \$8,200                          |
| 080-500710    | Out of State Travel Reimburse | \$6,000                          | \$0                            | \$0                          | \$6,000                          |
| 103-500737    | Contracts of OP Services      | \$4,000                          | \$0                            | \$0                          | \$4,000                          |
|               | <b>Total Expenses</b>         | <b>\$475,115</b>                 | <b>(\$30,310)</b>              | <b>\$30,310</b>              | <b>\$475,115</b>                 |

## EXPLANATION

The Department of Natural and Cultural Resources (DNCR), Natural Heritage Bureau (NHB) is requesting to lapse general funds appropriated for salary and benefits of the Environmentalist III NHB data manager (Position #18740) and appropriate other funds to be used in place of the lapsed General Funds. The amount lapsed represents the total amount appropriated for 22 of the 26 pay periods remaining in FY21, as the position is vacant as of July 30.

Currently, the position is funded with a mix comprised of 60% Other Funds and 40% General Funds. The Other Funds portion includes funding from agency income, Intra-agency transfer funding and the Conservation Plate Fund per RSA 261:97-b. Growth in income has resulted in a balance of available funds. Appropriating these available funds will allow the Natural Heritage Bureau (NHB) to relieve the General Fund and seek approval to proceed with filling this mission critical position.

The NHB data manager position is responsible for providing information about rare, threatened or endangered species to landowners, towns, and businesses who need to check for impacts to these species when obtaining DES permits. The data manager ensures that the complex software used for environmental screenings of impacts to rare, threatened and endangered species processes accurate information. This allows the timely and accurate generation of DataCheck results letter. Additionally, this position resolves software or data processing issues within the complex system. If this position is not filled, this could lead to a delay in when DES applicants receive their DataCheck letters. The DataCheck letters provide information to individuals on avoiding and reducing impacts to rare, threatened and endangered species. If an endangered species is negatively impacted during a project, this could be considered a "take" which could be a violation of the federal Endangered Species Act.

NHB is a primarily self-funded bureau and is supported by federal grants that require matching nonfederal funds; this position is a key source of match for those federal grants. If this position is not filled, NHB would not be able to perform certain federal grant-related tasks. Lastly, this position generates revenue for NHB through fees associated with sharing data, if this position remains unfilled NHB would not be able to generate essential revenue for the bureau.

Respectfully submitted,



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Sarah L. Stewart  
Commissioner