



**New Hampshire  
Employment  
Security**

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"We're working to keep New Hampshire working"

**ADMINISTRATIVE OFFICE** 24  
45 SOUTH FRUIT STREET  
CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

December 21, 2016

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court, and

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTIONS**

- Pursuant to RSA 14:30-a, authorize the New Hampshire Employment Security (NHES) to accept and expend \$360,051 out of a total of \$1,099,951 authorized in federal funds from the United States Department of Labor Employment and Training Administration (USDOL/ETA) for the purpose of implementing a new on-line, front-end interface system to establish common registration and case management services across the Dislocated Worker, Employment Service and Unemployment Insurance programs upon Fiscal Committee and Governor and Council approval through June 30, 2017. The remaining \$739,900 in federal funds for the period July 1, 2017 through September 30, 2018 will be incorporated in the NHES 2018-2019 biennium budget submission. 100% Federal Funds. Funding to be budgeted as follows:

02-27-02-270010-80400000 EMPLOYMENT SECURITY		STATE FISCAL YEAR 2017		
Class/Object	Description	Current Appropriation	Requested Change	Revised Appropriation
010/500100	Personal Service-Permanent	10,711,860	23,293	10,735,153
011/501096	Personal Service-Unclassified	222,401	0	222,401
012/501097	Personal Service-Unclassified	98,898	0	98,898
013/501098	Personal Service-Unclassified	276,641	0	276,641
018/500106	Overtime	100,000	0	100,000
019/500105	Holiday Pay	999	0	999
020/500200	Current Expense	484,940	1,230	486,170
022/500248	Rents-Leases	485,840	563	486,403
023/500291	Utilities	550,676	1,597	552,273
024/500225	Maintenance Other Than B&G	159,500	2,404	161,904
026/500251	Organizational Dues	14,970	0	14,970
027/502799	Transfers To OIT	5,187,390	78,069	5,265,459
028/582814	Transfers To General Services	25,001	0	25,001
030/500311	Equipment New/Replacement	30,514	1,763	32,277
035/583514	Shared Services	31,996	0	31,996

NHES is a proud member of America's Workforce Network and NH Works. NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Auxiliary aids and services are available upon request of individuals with disabilities

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037/500168	Technology-Hardware	2,500	45,258	47,758
038/509038	Technology-Software	1,228,247	81,167	1,309,414
039/500180	Telecommunications	422,535	1,048	423,583
040/500800	Indirect Costs	330,603	925	331,528
041/500801	Audit Fund Set Aside	25,000	0	25,000
042/500620	Additional Fringe Benefits	1,000,000	0	1,000,000
046/500464	Consultants	15,000	0	15,000
047/500240	Own Forces Maintenance	6,000	0	6,000
048/500226	Contractual Maintenance, B&G	131,500	399	131,899
049/584935	Transfers to Other Agencies	9,750	38,692	48,442
050/500109	Personal Service-Part Time	950,488	0	950,488
057/500535	Books, Periodicals	16,025	0	16,025
059/500117	Personal Service-Full Time Temp	1,075,881	27,972	1,103,853
060/500602	Benefits	6,987,151	33,465	7,020,616
061/500536	Unemployment Compensation	15,000	0	15,000
062/500538	Workers Compensation	100,000	0	100,000
066/500544	Employee training	10,000	0	10,000
070/500704	In-State Travel	116,911	0	116,911
080/500713	Out-Of State Travel	26,960	20,000	46,960
102/500731	Contracts for Program Services	125,000	0	125,000
103/500739	Contracts for Operations	212,300	2,206	214,506
229/500764	Sheriff Reimbursement	9,000	0	9,000
230/500765	Interpreter Services	18,000	0	18,000
	<b>TOTALS</b>	<b>\$31,215,477</b>	<b>\$360,051</b>	<b>\$31,575,528</b>

<b>02-27-02-270010-80400000 EMPLOYMENT SECURITY</b>	<b>STATE FISCAL YEAR 2017</b>
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Class/Object	Description	Current Appropriation	Requested Change	Revised Appropriation
001/405303	Transfer from Other Agencies	262,840	0	262,840
003/407549	Revolving Fund	3,740,023	0	3,740,023
007/406443	Agency Income	272,072	0	272,072
009/402338	Agency Income	587,051	0	587,051
000/404625	Federal Funds	26,353,491	360,051	26,713,542
	<b>TOTALS</b>	<b>\$31,215,477</b>	<b>\$360,051</b>	<b>\$31,575,528</b>

2. Pursuant to the provisions of RSA 124:15, authorize NHES to establish one (1) full-time temporary, class 059 position for the purpose of providing project management and oversight for period beginning upon Fiscal Committee and Governor and Council approval through June 30, 2017. 100% Federal Funds.

Full-Time Temporary Positions	
Classification:	Program Specialist II
Labor Grade:	21
Annual Salary Rate:	\$41,828
Position Count:	1

### EXPLANATION

The above request is to accept and expend funds from the United States Department of Labor Employment and Training Administration (USDOL/ETA) for the purpose of developing an Employment and Training Integration system. Under the Workforce Innovation and Opportunity Act (WIOA), USDOL/ETA is requiring the integration of workforce programs to include the interoperability of data systems, referred to as a "common front door".

NHES will acquire and implement a new on-line, front-end interface system such as the Workforce Connect platform to establish a common registration and case management across the Dislocated Worker program, Employment Service program and the Unemployment Insurance program as a starting point. The Workforce Connect platform is available through the National Association of State Workforce Agency's (NASWA) Information Technology Support Center of which the Department is a member. It was developed utilizing USDOL/ETA funds and is available to states at no cost for the code. NH will need to adapt the code to work with the existing programs currently being used by the NH Works partners. Upon successful implementation of integrated services among these three programs, the State will assess the applicability for adding Vocational Rehabilitation, Adult Basic Education and/or other NH Works partners to the portal.

NHES anticipates the completion of this project to be within the two-year grant period. However, in the event that unforeseen delays occur, the State will request a no-cost grant extension if needed, and/or utilize WIOA discretionary funds to support the completion of the project to the satisfaction of grant and partner agency expectations. As appropriate the State partners may consider assigning ongoing costs to maintain the upfront portal developed through this project to the NHWorks MOU to ensure equitable shared costs in maintaining and upgrading the system long-term.

NH Works staff recently engaged in a LEAN process the outcome of which was a clear need for a more coordinated and efficient up-front service for customers. Through the LEAN process staff determined that too much time was devoted to providing the same information on resources and series over and over again to individual customers, thereby reducing the time for quality career guidance. An up-front system that provides electronic access to information and services could significantly reduce time and effort for both the customer and the counselor.

Utilizing the Workforce Connect platform (or similar tool) as the main portal into the NH Job Match System will provide access to information on the services available through the participating WIOA partner programs and track shared customers who are provided services by partner agencies. A system with a single sign-on that can be accessed at a NH Works office or other partner agency location (or even a smart phone) will provide consistent and timely information to guide the customer along their career pathway.

Benefits of a single sign-on/registration will not only include convenience and coordination to individuals seeking workforce services, but the information provided will allow us to immediately direct customers to resources specifically suited to their situation. It is anticipated that improved service delivery and employment outcomes for dislocated workers will be realized through more direct referrals between UI/ES and the DW program in support of sector strategies developed at the state and local level. Effective connections to available services will reduce wait times, multiple data collection, expedite access to training and free up time for career counselors to focus on those most in need of individualized services. Over time such a system may also be a useful tool in helping dislocated workers connect to new employment opportunities in a timelier manner i.e., no longer dependent on the individual counselors to make the connections for them or the system as a whole, as

well as assist in better defining individual service needs/career pathways. Additional expected outcomes include prevention of long-term-unemployment and increased early intervention and layoff aversion.

NHES is requesting authorization to accept and expend \$360,051 in federal funds from USDOL/ETA, and to budget the funds as follows:

Class 010 Personal Services, Permanent will be used to support a portion of existing full-time permanent staff involved in overseeing the project.

Class 020 Current Expenses will be used to support the portion of operating costs associated with the positions involved in the project.

Class 022 Rentals will be used to support the portion of operating costs associated with the positions involved in the project.

Class 023 Utilities will be used to support the portion of operating costs associated with the positions involved in the project.

Class 024 Maintenance, Other than Building & Grounds will be used to support the portion of operating costs associated with the positions involved in the project.

Class 027 Transfer to DoIT will be used to support the portion of costs associated with DoIT positions involved in the project.

Class 030 Equipment will be used to support the portion of operating costs associated with positions involved in the project.

Class 037 Technology - Hardware will be used to procure six (6) servers and two (2) monitors for the project.

Class 038 Technology - Software will be used to procure the various licenses and software as well as to amend existing IT vendor contracts in order to provide the computer system enhancements necessary for the project.

Class 039 Telecommunications will be used to support the portion of operating costs associated with the positions involved in the project.

Class 040 Indirect Costs will be used to cover indirect costs incurred under the project.

Class 048 Maintenance, Building & Grounds will be used to support the portion of operating costs associated with the positions involved with the project.

Class 049 Transfers to Other Agencies will be used to support the Department of Resources and Economic Development – Office of Workforce Opportunity's costs involved with the project.

Class 059 Personal Services – Full Time Temporary will be used to support one (1) position responsible for providing project management and oversight.

Class 060 Benefits will be used to cover the benefits cost associated with the positions involved in the project.

Class 080 Out-of-State Travel will be used to cover the travel-related costs associated with the positions involved with the project.

Class 103 Contracts for Operations will be used to support the portion of operating costs associated with the positions involved with the project.

The following information is provided in accordance with the Comptroller's instructional memorandum with respect to the acceptance of federal and other funds by which new positions are established:

1. List of personnel involved:

Classification	Position Count	Labor Grade
Program Specialist II	1	21

2. Nature, need, and duration:

The funds will be used for one (1) full-time temporary position and associated costs. The duration of the temporary position will be upon Fiscal Committee and Governor and Council approval through June 30, 2017.

3. Relationship to existing programs:

This grant will allow for the implementation of a new on-line, front-end interface system to establish common registration and case management services across the existing Dislocated Worker, Employment Service and Unemployment Insurance programs. IT system integration is intended to ensure dislocated workers are connected to services for which they are eligible, and to alleviate the administrative burden on the workforce system in order to free staff time and resources for providing direct services.

4. Has a similar program been requested of the legislature and denied?

No.

5. Why wasn't funding included in NHES's budget request?

These funds were unanticipated at the time the SFY 2018/2019 biennium budget submission. However, NHES is requesting changes to its submitted 2018/2019 biennium budget to include the remaining portion of this grant.

6. Can portions of these funds be utilized [for other purposes]?

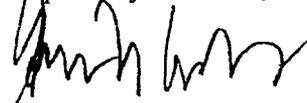
The amount of support required under the provisions of these funds will require all of the funds requested. These funds can only be used for the purpose of this initiative.

7. Estimate the funds required to continue this position(s).

The one (1) full-time temporary position devoted to provide services under the grant will not be continued beyond the project need.

There are no General Funds required with this request. In the event that these funds become no longer available, General funds will not be requested to support these expenditures.

Respectfully submitted,



George N. Copadis  
Commissioner

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING  
ADMINISTRATION (DOL/ETA)

NOTICE OF  
AWARD (NOA)

Under the authority of the *WIOA Sec. 170, National Dislocated Worker Grants*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Reemployment & System Integration Dislocated Worker Grants*.

Name & Address of Awardee:  
NEW HAMPSHIRE EMPLOYMENT SECURITY  
45 SOUTH FRUIT STREET  
CONCORD, NEW HAMPSHIRE 03301-4857

Federal Award Id. No. (FAIN): DW-29807-16-60-A-33  
CFDA #: 17.277- WIOA National Dislocated Worker  
Grants / WIA National Emergency Grants (NEGs)  
Amount: \$1,099,951.00  
EIN: 026000618  
DUNS #: 808590756

Accounting Code: 1630-2016-0501741616BD201601740003165DW093A0000AOWI00AOWI00-A90200-410023-ETA-DEFAULT TASK-

The Period of Performance shall be from October 01, 2016 thru September 30, 2018.  
Total Government's Financial Obligation is \$1,099,951.00 (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:

**Uniform Administrative Requirements, Cost Principles, and Audit Requirements:**

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;

**Other Requirements (Included within this NOA):**

Condition(s) of Award (if applicable)  
Federal Award Terms, including attachments

**Contact Information**

The Federal Project Officer (FPO) assigned to this grant is Douglas Shvonski. Douglas Shvonski will serve as your first line point of contact and can be contacted via e-mail - [shvonski.douglas.j@dol.gov](mailto:shvonski.douglas.j@dol.gov). If your FPO is not available, please call your Regional Office at 617-788-0170 for assistance.

The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statutes(s), grant regulations, guidance, and certifications.

Signature of Approving Official - *AWARDEE*

Signature of Approving Official - *DOL / ETA*

See SF-424 for Signature

No Additional Signature Required



Lynn Fraga, September 29, 2016  
Grant Officer