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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Jeffrey A. Meyers
 Commissioner

Lisa M. Morris
 Director

29 HAZEN DRIVE, CONCORD, NH 03301
 603-271-4524 1-800-852-3345 Ext. 4524
 Fax: 603-271-8705 TDD Access: 1-800-735-2964
 www.dhhs.nh.gov

July 18, 2019

The Honorable Mary Jane Wallner, Chairman
 Fiscal Committee of the General Court, and

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

REQUESTED ACTION

1. Pursuant to the provisions of RSA 124:15, Positions Restricted, and subject to the approval of Requested Action #2 below, authorize the Department of Health and Human Services, Division of Public Health Services, to retroactively amend Fiscal Item #19-034 approved on February 8, 2019 and Governor and Council Item #16 approved on February 20, 2019 to establish full-time temporary (Class 059) positions at the following levels: two Senior Management Analysts (LG 26), one Program Specialist IV (LG 25), one Administrator I (LG 27), one Programs Information Officer (LG23), and one Business Systems Analyst I (LG28) utilizing funds from the Centers for Disease Control and Prevention to fund the Chronic Disease Programs by extending the position end dates from June 30, 2019 to September 30, 2019 effective upon date of approval by the Fiscal Committee and Governor and Council. 100% Federal Funds.

2. Authorize the Department of Health and Human Services, Division of Public Health Services, to retroactively accept and expend federal funds in the amount of \$88,619 from the Centers for Disease Control and Prevention (CDC) to fund the Combined Chronic Disease Program effective upon date of approval by Governor and Council for the period July 1, 2019 through September 30, 2019, and further authorize the funds to be allocated as follows. 100% Federal Funds.

05-95-90-902010-12270000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY SERVICES, COMBINED CHRONIC DISEASE

SFY 2020

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
Revenue				
000-400146	Federal Funds	\$1,325,998	\$88,619	\$1,414,617
Total Revenue		\$1,325,998	\$88,619	\$1,414,617

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
Expenses				
010-500100	Personal Services Perm Class	\$242,047	\$0	\$242,047
020-500200	Current Expenses	\$49,526	\$6,690	\$56,216
026-500251	Organizational Dues	\$1,000	\$0	\$1,000
030-500301	Equipment New Replacement	\$1,900	\$0	\$1,900
037-500174	Technology - Hardware	\$0	\$1,000	\$1,000
038-500175	Technology - Software	\$0	\$500	\$500
039-500188	Telecommunications	\$140	\$0	\$140
041-500801	Audit Funds Set Aside	\$1,243	\$89	\$1,332
042-500620	Additional Fringe Benefits	\$15,608	\$2,201	\$17,809
046-500464	Consultants	\$100	\$0	\$100
059-500117	Temp Full Time	\$0	\$18,864	\$18,864
060-500601	Benefits	\$151,857	\$11,912	\$163,769
066-500543	Employee Training	\$2,200	\$1,250	\$3,450
070-500709	In State Travel Reimbursement	\$3,500	\$375	\$3,875
080-500719	Out-of-State Travel Reimbursement	\$10,000	\$4,500	\$14,500
102-500731	Contracts for Program Services	\$846,877	\$41,238	\$888,115
Total Expenses		\$1,325,998	\$88,619	\$1,414,617

EXPLANATION

Retroactive approval is requested to fund full-time temporary positions as of July 1, 2019. The funding and authority for these positions expired on June 30, 2019. This funding was not appropriated under the Continuing Resolution because this grant was awarded subsequent to the agency budget request.

Improving the Health of Americans through Prevention of Diabetes and Heart Disease and Stroke is a federal grant awarded by Centers for Disease Control and Prevention (CDC). These additional funds were not added to the SFY19 operating budget because the award was not announced at the time the budget was developed, and it provides greater funding than anticipated. An increase in funds carries an increase in workload and greater responsibility to evaluate progress and demonstrate outcomes, thus the request for additional staff. Where the federal funders allow, positions are shared across multiple grants, in order to increase efficiency and coordination within the Section.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 9:16-a, "Transfers authorized", RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized", or both, and all Emergency requests pursuant to "Chapter 145, subparagraph I, (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire":

1. Is the action required of this request a result of the Continuing Resolution for FY 2020?

Yes, while this program is included in the SFY 18-19 budget, there were additional funds awarded during SFY 2019, which was subsequent to the agency budget request. As a result of the additional funding, several positions were created through an accept and expend request

approved by Fiscal Committee and Governor & Council on February 8, 2019 and February 20, 2019. As such this additional funding is not part of the 3/12th base that the Continuing Resolution is calculated from. This action represents 3/12th of one year of the additional grant funding.

2. If this request is retroactive what is the significance and importance of the action being effective from an earlier date?

This retroactive request is necessary to support the cost of staff salary and benefits.

3. Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)

Yes, this was previously approved by the Fiscal Committee on February 8, 2019 (FIS 19-034) and the Governor and Executive Council on February 20, 2019 (Item #16), both effective through June 30, 2019.

4. Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?

It was included in the FY2018-2019 budget and this item is seeking an increase in the approved amount.

5. Is this program in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied?

Yes, the Combined Chronic Disease Program was in total included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for the department.

6. Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.)

The Chronic Disease Prevention and Screening Section (CDPSS) established and filled the following full-time temporary positions: Programs Information Officer, labor grade 23, Senior Management Analyst, labor grade 26, and Business Systems Analyst, labor grade 28. The CDPSS also established and filled a clinical consultant through the approval of the Governor and Executive Council on April 17, 2019 (Item #22). Lastly, the CDPSS established and are in the recruitment process for the following full-time temporary positions: Senior Management Analyst, labor grade 26, Program Specialist IV, labor grade 25, and Administrator I, labor grade 27.

7. What would be the effect should this program be discontinued or not initiated as a result of this request being denied?

If this program should be discontinued or not initiated, then the CDPSS would not be able to focus on the prevention and management of diabetes, heart disease, obesity, cancer and alternatives to pain management strategies to improve appropriate prescribing/reduction of over-prescribing of opioids, which is vital work given the opioid crisis in the State. As a result, NH health care providers would not be trained on the benefits and ways to refer patients to available programs and resources to improve the prevention and management of chronic diseases through self-management programs and referrals to available programs and community resources. Also as a result, the CDPSS would not be able to provide ongoing programmatic expertise to reduce the burden of chronic diseases on public health and

healthcare systems. Furthermore, if the program was not approved, staff would be laid off and consultants would be let go; all of whom are currently working and anticipating being paid.

The Chronic Disease Prevention and Screening Section in the Division of Public Health Services focuses on prevention and management of diabetes, heart disease, obesity, cancer, and oral disease. New to the section is a focus on pain management strategies such as alternatives to pain medication and appropriate prescribing/reduction of over-prescribing of opioids, vital work given the opioid crisis in the State. The Section also provides ongoing programmatic expertise and epidemiological support related to cancer cluster investigations in the State.

Goals in the Section include improved management of chronic diseases through increased participation in self-management programs and integrating pharmacists and community health workers into healthcare teams. Healthcare providers will be trained on the benefits and ways to refer patients to available programs and community resources. The Section partners with Agency and Department Programs to reach the populations in most need of these services with the goal of reducing the burden on the public health and healthcare systems. One example is the Section's partnership with the Medicaid Program to reduce the cost of diabetes to the State. Another goal of the section is to increase its capacity to analyze and report on chronic disease data as well as evaluate the effectiveness of its interventions, and continuously make improvements to better support the needs of NH citizens.

Funds will be budgeted as follows:

- Funds are budgeted for Current Expenses (Class 020) for purchase of: office supplies, copying, and printing; promotional costs to exhibit at conferences and professional meetings; and distribution of surveys and reports.
- Funds are budgeted for Technology Hardware (Class 037) for the purchase of 2 laptops for new staff.
- Funds are budgeted for Technology Software (Class 038) for the purchase of software needed to use new computers, such as Adobe Pro and Microsoft Office Suite.
- Funds are budgeted for Audit Cost Set Aside (Class 041) per state requirements.
- Funds are budgeted for Additional Fringe Benefits (Class 042) per state requirements.
- Funds are budgeted for Temp Full Time (Class 059) for new, temporary positions listed below.
- Funds are budgeted for Benefits (Class 060) for six new employees listed below.
- Funds are budgeted for Employee Training (Class 066) for training on chronic disease prevention and management related topics.
- Funds are budgeted for In-State Travel (Class 070) to cover travel expenses staff incurs while performing their duties, new staff will increase required travel.
- Funds are budgeted for Out-of-State Travel (Class 080) to cover travel expenses for meetings mandated by the funder, and for professional development.
- Funds are budgeted in Contracts for Program Services (Class 102) to fund contracts for data analysis, community health worker capacity building, continuing professional (clinicians and public health professionals) education to increase referrals to diabetes and heart disease programs, quality improvement in health systems, and a clinical consultant to provide expertise to state staff.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

- 1) List of personnel involved:
 - a. Full-Time Senior Management Analyst, LG 26 (9T2956)
 - b. Full-Time Program Specialist IV, LG 25 (9T2955)
 - c. Full-Time Senior Management Analyst, LG 26 (9T2958)
 - d. Full-Time Administrator I, LG 27 (9T2960)
 - e. Full-Time Programs Information Officer, LG 23 (9T2959)
 - f. Full-Time Business Systems Analyst I, LG 28 (9T2961)

- 2) Nature, need and duration:
 - a. The Senior Management Analyst (9T2956) is responsible for evaluating the impact, including cost effectiveness, of diabetes and heart disease interventions in New Hampshire. They serve as a liaison with the evaluation team from the Centers for Disease Control and Prevention (CDC). CDC recommends at least 10% of the award be dedicated to evaluation. Filling this position will help the program fulfill this recommendation. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.
 - b. The Program Specialist IV (9T2955) is responsible for planning and implementing heart disease and diabetes interventions. On the technical review of the grant application, CDC indicated there could be insufficient staffing to carry out the required activities, thus, the request to establish this position. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.
 - c. The Senior Management Analyst (9T2958) is an Evaluator for Oral Health and Cancer programs, responsible for evaluating the impact, including cost effectiveness, of oral health and cancer interventions in New Hampshire. CDC recommends at least 10% of the awards be dedicated to evaluation. Filling this position will help the program fulfill this recommendation. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.
 - d. The Administrator I (9T2960) is a Cancer Director for the Section: This position will oversee the three different components of the state's cancer grant which include the Comprehensive Cancer Control Program, Breast and Cervical Cancer Program and the Cancer Registry Program. They will be a resource on projects related to exposure environmental health hazards and planning community response to potential concerns about cancer clusters. This position is essential to lessen the burden on the Chronic Disease Section Administrator to allow them to support all of the Chronic Disease Program areas, ensure federal grant requirements are met, and lead strategic initiatives on behalf of the Division. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five

years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.

- e. The Programs Information Officer (9T2959) is a Health Communications expert for the Chronic Disease Screening Section. This position will lead chronic disease communication efforts, reaching internal and external stakeholders as well as the general public; development of materials, planning of professional education events; press releases, social media, evaluation of communication interventions. The position is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.
 - f. The Business Systems Analyst is a Senior Epidemiologist (9T2961) for the Chronic Disease Screening Section. This will be an experienced Epidemiologist that will oversee collection, analysis, interpretation and dissemination of chronic disease data and available to analyze complex data sets. They serve as a liaison with CDC and Health Resources and Services Administration (HRSA) experts and collaborate with health information technology and data analysts and a mentor for junior level Epidemiologists in the Division. The position is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.
- 3) Relationship to existing agency programs: These positions will be a part of the Chronic Disease Prevention and Screening Section and will work collaboratively across the Section and with other Division and Department programs to expand the reach and impact of interventions to improve the health of adults with and at risk for Chronic Disease.
 - 4) Has similar program been requested of the Legislature and denied?
No
 - 5) Why wasn't funding included in the agency's budget request?
These funds were requested in DHHS's budget for the FY20-FY21 biennium.
 - 6) Can portions of the grant funds be utilized for other purposes?
No. Federal funds allocated to the state cannot be used for other purposes.
 - 7) Estimate the funds required to continue this position:

Position (Salary & Benefits)	SFY2021	SFY2022
Senior Management Analyst, LG 26	\$93,146	\$93,146
Program Specialist IV, LG 25	\$89,905	\$89,905
Senior Management Analyst, LG 26	\$93,146	\$93,146
Administrator I, LG 27	\$96,457	\$96,457
Programs Information Officer, LG 23	\$84,029	\$84,029
Business Systems Analyst I, LG 28	\$112,266	\$112,266

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 be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds. Funds will be used to expand on existing chronic disease programming.

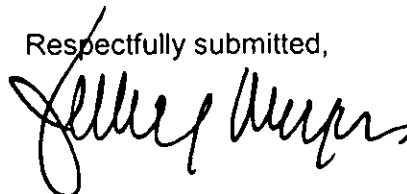
Area served: statewide

The Honorable Mary Jane Wallner, Chairman, and
His Excellency, Governor Christopher T. Sununu
July 18, 2019
Page 7 of 7

Source of funds: These funds are 100% Federal from the Centers for Disease Control and Prevention (CDC). Attached is the Notice of Grant Award, award history, and approval letters from the Division of Personnel. Notice of these funds was received on August 21, 2018

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey A. Meyers". The signature is written in a cursive, flowing style.

Jeffrey A. Meyers
Commissioner

1. DATE ISSUED MM/DD/YYYY 06/10/2019		1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 93.426 - Improving the Health of Americans through Prevention and Management of Diabetes and Heart Disease and Stroke-Financed in part by 2018 Prevention and Public Health			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. 5 NU58DP006515-02-00 Formerly		5. TYPE OF AWARD Other	
4a. FAIN NU58DP006515		5a. ACTION TYPE Non-Competing Continuation	
6. PROJECT PERIOD MM/DD/YYYY From 09/30/2018		Through 06/29/2023	
7. BUDGET PERIOD MM/DD/YYYY From 06/30/2019		Through 06/29/2020	

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
CDC Office of Financial Resources

1600 Clifton Road
Atlanta, GA 30329

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
301(a) and 317(k)(2) of the Public Health Service Act, [42 U.S.C. Section
241(a) and 247b(k)(2)], as amended.

8. TITLE OF PROJECT (OR PROGRAM) Prevention and Management of Diabetes and Heart Disease in NH	
9a. GRANTEE NAME AND ADDRESS HEALTH AND HUMAN SERVICES, NEW HAMPSHIRE DEPT OF 129 PLEASANT ST CONCORD, NH 03301-3852	9b. GRANTEE PROJECT DIRECTOR Mrs. WHITNEY HAMMOND 29 HAZEN DR CONCORD, NH 03301-6504 Phone: 603-271-4859
10a. GRANTEE AUTHORIZING OFFICIAL Ms. Richele Swanson 29 Hazen Drive Concord, NH 03301-3852 Phone: 603-271-4813	10b. FEDERAL PROJECT OFFICER Ms. DIANE MANHEIM 4775 Buford Highway DHDSP Chamblee, GA 30341 Phone: 770-488-6302

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11a)	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods	
		c. Less Cumulative Prior Award(s) This Budget Period	
		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	
		13. Total Federal Funds Awarded to Date for Project Period	
a. Salaries and Wages	334,943.00	1,701,566.00	
b. Fringe Benefits	210,853.00	0.00	
c. Total Personnel Costs	545,796.00	0.00	
d. Equipment	0.00	1,701,566.00	
e. Supplies	25,812.00	3,003,786.00	
f. Travel	28,800.00		
g. Construction	0.00		
h. Other	108,871.00		
i. Contractual	837,000.00		
j. TOTAL DIRECT COSTS	1,546,879.00		
k. INDIRECT COSTS	154,667.00		
l. TOTAL APPROVED BUDGET	1,701,566.00		
m. Federal Share	1,701,566.00		
n. Non-Federal Share	0.00		

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 3		d. 6	
b. 4		e. 7	
c. 5		f. 8	
15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:			
a. DEDUCTION			
b. ADDITIONAL COSTS			
c. MATCHING			
d. OTHER RESEARCH (Add / Deduct Option)			
e. OTHER (See REMARKS)			
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDOING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:			
a. The grant program legislation.			
b. The grant program regulations.			
c. The award notice including terms and conditions, if any, noted below under REMARKS.			
d. Federal administrative requirements, cost principles and other requirements applicable to this grant.			
In the event there are conflicting or otherwise inconsistent policies applicable to this grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.			

REMARKS (Other Terms and Conditions Attached - Yes No)

GRANTS MANAGEMENT OFFICIAL:
Rhonda Lettner, Grants Management Officer
2939 Brandywine Road
Atlanta, GA 30341
Phone: 7704888852

17. OBJ CLASS 41.51	18a. VENDOR CODE 1026000618C3	18b. EIN 026000618	19. DUNS 011040545	20. CONG. DIST. 02
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 9-93908ZD	b. 18NU58DP006515	c. DP	d. 550,783.00	e. 75-X-0948
22. a. 9-93908ZX	b. 18NU58DP006515	c. DP	d. 550,783.00	e. 75-X-0948
23. a.	b.	c.	d.	e.

**AWARD HISTORY
COMBINED CHRONIC DISEASE - SFY 20**

A		
B		
A	Combined Chronic Disease NU58DP006515	
B	Award Ending 6/29/2020	1,701,566
C		
D	Unobligated Balance Unable to Spend	<u> </u>
E	Award Balance 7/1/19	\$ 1,701,566
F	SFY 20 Appropriation **	(324,322)
G	Balance Forward - Less Amt Charged to Prior Year	<u> </u>
H	Available to Accept in SFY 19	1,377,244
I	Amount Requested this Action	<u><u>88,619</u></u>

**** SFY 19 Appropriation**

	010-090-12270000	Current	OYR	Total	This Action	Revised Budget
J	COMBINED CHRONIC DISEASE	285,650		285,650	88,619	374,269
	Allocated Cost for Combined Chronic Disease	38,672		38,672		38,672

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

Jeffrey A. Meyers
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29 HAZEN DRIVE, CONCORD, NH 03301
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January 10, 2019

G&C Approval Date: 2/20/2019
G&C Item Number: 16

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court, and

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

[Signature]
Approved by Fiscal Committee 2/8/19
Date

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, to accept and expend federal funds in the amount of \$354,470 from the Centers for Disease Control and Prevention (CDC) to fund the Combined Chronic Disease Program effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2019; and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2019 will be included in the operating budgets for SFY 2020 and SFY 2021. 100% Federal Funds.

05-95-90-902010-1227 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS,
HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF POPULATION HEALTH AND COMMUNITY
SERVICES, COMBINED CHRONIC DISEASE

SFY 2019

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037-500174	Technology - Hardware	\$0	\$4,000	\$4,000
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046-500464	Consultants	\$100	\$0	\$100
059-500117	Temp Full Time	\$0	\$75,454	\$75,454
060-500601	Benefits	\$151,857	\$47,648	\$199,505
066-500543	Employee Training	\$2,200	\$5,000	\$7,200
070-500709	In State Travel Reimbursement	\$3,500	\$1,500	\$5,000
080-500719	Out-of-State Travel Reimbursement	\$10,000	\$18,000	\$28,000
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EXPLANATION

Improving the Health of Americans through Prevention of Diabetes and Heart Disease and Stroke is a federal grant awarded by Centers for Disease Control and Prevention (CDC). Funds were not added to the SFY19 operating budget because the award was not announced at the time the budget was developed, and it provides greater funding than anticipated. An increase in funds carries an increase in workload and greater responsibility to evaluate progress and demonstrate outcomes, thus the request for additional staff. Where the federal funders allow, positions are shared across multiple grants, in order to increase efficiency and coordination within the Section.

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Funds will be budgeted as follows:

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- o Funds are budgeted for In-State Travel (Class 070) to cover travel expenses staff incurs while performing their duties, new staff will increase required travel.
- o Funds are budgeted for Out-of-State Travel (Class 080) to cover travel expenses for meetings mandated by the funder, and for professional development.
- o Funds are budgeted in Contracts for Program Services (Class 102) to fund contracts for data analysis, community health worker capacity building, continuing professional (clinicians and public health professionals) education to increase referrals to diabetes and heart disease programs, quality improvement in health systems, and a clinical consultant to provide expertise to state staff.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1) List of personnel involved:

- a. Full-Time Senior Management Analyst, LG 26 (9T2956)
- b. Full-Time Program Specialist IV, LG 25 (9T2955)
- c. Full-Time Senior Management Analyst, LG 26 (9T2958)
- d. Full-Time Administrator I, LG 27 (9T2960)
- e. Full-Time Programs Information Officer, LG 23 (9T2959)
- f. Full-Time Business Systems Analyst I, LG 28 (9T2961)

2) Nature, need and duration:

a. The Senior Management Analyst (9T2956) is responsible for evaluating the impact, including cost effectiveness, of diabetes and heart disease interventions in New Hampshire. They serve as a liaison with the evaluation team from the Centers for Disease Control and Prevention (CDC). CDC recommends at least 10% of the award be dedicated to evaluation. Filling this position will help the program fulfill this recommendation. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.

b. The Program Specialist IV (9T2955) is responsible for planning and implementing heart disease and diabetes interventions. On the technical review of the grant application, CDC indicated there could be insufficient staffing to carry out the required activities, thus, the request to establish this position. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.

c. The Senior Management Analyst (9T2958) is an Evaluator for Oral Health and Cancer programs, responsible for evaluating the impact, including cost effectiveness, of oral health and cancer interventions in New Hampshire. CDC recommends at least 10% of the awards be dedicated to evaluation. Filling this position will help the program fulfill this recommendation. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.

d. The Administrator I (9T2960) is a Cancer Director for the Section. This position will oversee the three different components of the state's cancer grant which include the Comprehensive Cancer Control Program, Breast and Cervical Cancer Program and the Cancer Registry Program. They will be a resource on projects related to exposure environmental health hazards and planning community response to potential concerns about cancer clusters. This position is essential to lessen the burden on the Chronic Disease Section Administrator to allow them to support all of the Chronic Disease Program areas, ensure federal grant requirements are met, and lead strategic initiatives on behalf of the Division. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.

e. The Programs Information Officer (9T2959) is a Health Communications expert for the Chronic Disease Screening Section. This position will lead chronic disease communication efforts, reaching internal and external stakeholders as well as the general public; development of materials, planning of professional education events; press releases,

social media, evaluation of communication interventions. The position is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards:

f. The Business Systems Analyst is a Senior Epidemiologist (9T2961) for the Chronic Disease Screening Section. This will be an experienced Epidemiologist that will oversee collection, analysis, interpretation and dissemination of chronic disease data and available to analyze complex data sets. They serve as a liaison with CDC and Health Resources and Services Administration (HRSA) experts and collaborate with health information technology and data analysts and a mentor for junior level Epidemiologists in the Division. The position is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.

-
- 3) Relationship to existing agency programs: These positions will be a part of the Chronic Disease Prevention and Screening Section and will work collaboratively across the Section and with other Division and Department programs to expand the reach and impact of interventions to improve the health of adults with and at risk for Chronic Disease.
- 4) Has similar program been requested of the Legislature and denied?
 No
- 5) Why wasn't funding included in the agency's budget request?
 Notice of these funds was received on August 21, 2018. They were not added to the operating budget because the State received an increase in funds compared to last fiscal year and that detail was not available at the time the budget was developed.
- 6) Can portions of the grant funds be utilized for other purposes?
 No. Federal funds allocated to the state cannot be used for other purposes.
- 7) Estimate the funds required to continue this position:

Position (Salary & Benefits)	SFY2020	SFY2021
Senior Management Analyst, LG 26	\$93,146	\$93,146
Program Specialist IV, LG 25	\$89,905	\$89,905
Senior Management Analyst, LG 26	\$93,146	\$93,146
Administrator I, LG 27	\$96,457	\$96,457
Programs Information Officer, LG 23	\$84,029	\$84,029
Business Systems Analyst I, LG. 28	\$112,266	\$112,266

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 be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

The Honorable Mary Jane Wallner, Chairman, and
His Excellency, Governor Christopher T. Sununu
January 10, 2019
Page 6

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds. Funds will be used to expand on existing chronic disease programming.

Area served: statewide

Source of funds: These funds are 100% Federal from the Centers for Disease Control and Prevention (CDC). Attached is the Notice of Grant Award, award history, and approval letters from the Division of Personnel. Notice of these funds was received on August 21, 2018. They were not added to the operating budget because the State received an increase in funds compared to last fiscal year and that detail was not available at the time the budget was developed.

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

Respectfully submitted,



Jeffrey A. Meyers
Commissioner



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

December 6, 2018

Marilyn G. Doe, Administrator
Bureau of Human Resources
Department of Health & Human Services
129 Pleasant St.
Concord, NH 03301

Regarding: Request to establish a full-time temporary Administrator I, labor grade 27

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 28, 2018 to establish a full-time temporary Administrator I, labor grade 27 in the Division of Public Health Services, Bureau of Population Health and Community Services, and have assigned the position number of 9T2960 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

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 Classification Section with documentation. Thank you.

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

December 19, 2018

Marilyn G. Doe, Administrator
Bureau of Human Resources
Department of Health & Human Services
129 Pleasant St.
Concord, NH 03301

Regarding: Request to establish a full-time temporary Programs Information Officer, LG 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 28, 2018 to establish a full-time temporary Programs Information Officer, LG 23 in the Division of Public Health Services, Bureau of Population Health and Community Services, and have assigned the position number of 9T2959 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

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 Classification Section with documentation. Thank you.

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

December 7, 2018

Marilyn G. Doe, Administrator
Bureau of Human Resources
Department of Health & Human Services
129 Pleasant St.
Concord, NH 03301

Regarding: Request to establish a full-time temporary Senior Management Analyst, labor grade 26

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 27, 2018 to establish a full-time temporary Senior Management Analyst, labor grade 26 in the Division of Public Health Services, Bureau of Population Health and Community Services, and have assigned the position number of 9T2958 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

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 Classification Section with documentation. Thank you.

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex - 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

December 3, 2018

Marilyn G. Doe, Administrator
Bureau of Human Resources
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 5, 2018 to establish a full-time temporary Program Specialist, labor grade 25 in the Division of Public Health Service, Bureau of Population Health and Community Service, Chronic Disease Prevention & Screening Section, and have assigned the position number of 9T2955 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

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 Classification Section with documentation. Thank you.

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

January 4, 2019

Marilyn G. Doe, Administrator
Bureau of Human Resources
NH Department of Health & Human Services
129 Pleasant St.
Concord, NH 03301

Regarding: Request to establish a full-time temporary Business Systems Analyst I, labor grade 28

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 28, 2018 to establish a full-time temporary Business Systems Analyst I, labor grade 28 in the Division of Public Health Services Bureau of Population and Community Services, and have assigned the position number of 9T2961 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

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 Classification Section with documentation. Thank you.

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

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

December 3, 2018

Marilyn G. Doe, Administrator
Bureau of Human Resources
Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Regarding: Request to establish a full-time temporary Senior Management Analyst, labor grade 26

Dear Ms. Doe:

The Division of Personnel approves of your request dated November 7, 2018 to establish a full-time temporary Senior Management Analyst, labor grade 26 in the Division of Public Health Service, Bureau of Population Health and Community Service, Chronic Disease Prevention & Screening Section, and have assigned the position number of 9T2956 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

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 Classification Section with documentation. Thank you.

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel

**AWARD HISTORY
COMBINED CHRONIC DISEASE**

A	Combined Chronic Disease NU58DP004821	218,180
B	Award Ending 9/29/18	
A	Combined Chronic Disease NU58DP006515	1,392,190
B	Award Ending 6/29/2019	
C		
D	Unobligated Balance Unable to Spend	<u> </u>
E	Award Balance 7/1/18	\$ 1,610,370
F	SFY 19 Appropriation **	(1,185,109)
G	Balance Forward - Less Amt Charged to Prior Year	<u>(70,791)</u>
H	Available to Accept in SFY 19	354,470
I	Amount Requested this Action	<u>354,470</u>

** SFY 19 Appropriation

	010-090-12270000	Current	OYR	Total	This Action	Revised Budget
J	COMBINED CHRONIC DISEASE	1,142,595	321,120	1,463,715	-	1,463,715
	Allocated Cost for Combined Chronic Disease	42,514		42,514		42,514

1. DATE ISSUED MM/DD/YYYY 8/21/2018	2. CFDA NO. 93.426	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 NUS8DP006515-01-00 Formerly	5. ACTION TYPE New	
6. PROJECT PERIOD From MM/DD/YYYY 09/30/2018	Through MM/DD/YYYY 06/29/2023	
7. BUDGET PERIOD From MM/DD/YYYY 09/30/2018	Through MM/DD/YYYY 06/29/2019	
8. TITLE OF PROJECT (OR PROGRAM) Prevention and Management of Diabetes and Heart Disease in NH.		

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
CDC Office of Financial Resources
2920 Brandywine Road
Atlanta, GA 30341

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulations)
301(a) and 317(k)(2) of the Public Health Service Act, [42 U.S.C. Section
241(a) and 247b(k)(2)], as amended.

9a. GRANTEE NAME AND ADDRESS HEALTH AND HUMAN SERVICES, NEW HAMPSHIRE DEPT OF Alternate Name: New Hampshire Department of Health and Human Services 129 PLEASANT ST CONCORD, NH 03301-3852	9b. GRANTEE PROJECT DIRECTOR Mrs. WHITNEY HAMMOND 29 HAZEN DR CONCORD, NH 03301-6504 Phone: 603-271-4959
10a. GRANTEE AUTHORIZING OFFICIAL Mrs. Monica DeRico 29 Hazen Drive Public Health Services Concord, NH 03301-6510 Phone: 603-271-4535	10b. FEDERAL PROJECT OFFICER Ms. Debra Sanchez-Torres 1500 Clifton Rd Atlanta, GA 30333 Phone: 770.488.1097

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)	
Financial Assistance from the Federal Awarding Agency Only	
Total project costs including grant funds and all other financial participation <input type="checkbox"/>	
a. Salaries and Wages	212,191.00
b. Fringe Benefits	136,683.00
c. Total Personnel Costs	348,874.00
d. Equipment	0.00
e. Supplies	30,695.00
f. Travel	23,806.00
g. Construction	0.00
h. Other	109,011.00
i. Contractual	801,000.00
j. TOTAL DIRECT COSTS	1,313,386.00
k. INDIRECT COSTS	78,804.00
l. TOTAL APPROVED BUDGET	1,392,190.00
m. Federal Share	1,392,190.00
n. Non-Federal Share	1,392,190.00

12. AWARD COMPUTATION			
a. Amount of Federal Financial Assistance (from Item 11a)	1,392,190.00		
b. Less Unobligated Balance From Prior Budget Periods	0.00		
c. Less Cumulative Prior Award(s) This Budget Period	0.00		
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	1,392,190.00		
13. Total Federal Funds Awarded to Date for Project Period		1,392,190.00	
14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2	1,392,190.00	d. 5	1,392,190.00
b. 3	1,392,190.00	e. 6	
c. 4	1,392,190.00	f. 7	
15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:			
a. DEDUCTION			
b. ADDITIONAL COSTS			
c. MATCHING			
d. OTHER RESEARCH (AIN / Debit Offset)			
e. OTHER (See AEMARS)			
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:			
a. The grant program legislation.			
b. The grant program regulations.			
c. The award notice including terms and conditions, if any, noted below under REMARKS.			
d. Federal administrative requirements, cost principles and cost requirements applicable to the grant.			
In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.			

REMARKS (Other Terms and Conditions Attached - Yes No)

GRANTS MANAGEMENT OFFICIAL: Stephanie Latham

17. OBJ CLASS 41.51	18a. VENDOR CODE 1026000618C3	18b. EIN 026000618	19. DUNS 011040545	20. CONG. DIST. 02
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 8-939ZQZH	b. 18NU58DP006515	c. DP	d. \$696,095.00	e. 75-18-0948
22. a. 8-939ZRJF	b. 18NU58DP006515	c. DP	d. \$696,095.00	e. 75-18-0948
23. a.	b.	c.	d.	e.

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 08/21/2018
GRANT NO. 1 NU58DP006515-01-00	

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