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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF HUMAN SERVICES

Jeffrey A. Meyers  
Commissioner

Christine Tappan  
Associate Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9546 1-800-852-3345 Ext. 9546  
Fax: 603-271-4912 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

September 29, 2017

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

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

FIS 17-180  
Approved by Fiscal Committee  
October 20, 2017

**REQUESTED ACTION**

Pursuant to the provisions of RSA 14:30-a, VI, authorize the Department of Health and Human Services, Division for Children, Youth and Families to accept and expend the Title IV-B, Subpart 2 of the Social Security Act under the Promoting Safe and Stable Families program in the amount of \$181,643 effective upon date of Fiscal Committee and Governor and Executive Council approval through June 30, 2018, and further authorize the allocation of these funds in the accounts below.

**05-95-42-421010-29730000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, CHILD PROTECTION, PROMOTING SAFE-STABLE FAMILIES**

Class/Object	Class Title	Current Authorized Budget	Requested Change	Adjusted Budget
<b>Revenue</b>				
000-404171	Federal Funds	\$ 733,702	\$ 181,643	\$ 915,345
Total Revenue:		\$ 733,702	\$ 181,643	\$ 915,345
<b>Expense</b>				
010-500100	Personal Services Perm	\$ 70,371		\$ 70,371
020-500200	Current Expenses	\$ 2,656	\$ 2,363	\$ 5,019
030-500310	Equipment	\$ 42,001		\$ 42,001
037-500173	Technology	\$ -	\$ 19,300	\$ 19,300
039-500191	Telecommunications	\$ 227	\$ 430	\$ 657
041-500801	Audit Fund Set Aside	\$ 627	\$ 40	\$ 667
050-500109	Personal Services Temp	\$ 51,953	\$ 42,000	\$ 93,953
060-500601	Benefits	\$ 29,754		\$ 29,754
070-500700	In State Travel Reimb	\$ 15,000		\$ 15,000
080-500710	Out Of State Travel Reimb	\$ 20,000		\$ 20,000
102-500731	Contracts For Program Svcs	\$ 501,113	\$ 117,510	\$ 618,623
Total Expense:		\$ 733,702	\$ 181,643	\$ 915,345

**EXPLANATION**

This request is being made to accept the additional grant funds available for SFY 2018 to administer the Title IV-B, Subpart 2 of the Social Security Act under the Promoting Safe and Stable Families program in compliance with conditions set forth in the applicable Program Instructions, terms and conditions, Department regulations, and OMB Circulars. The grant award is higher than anticipated.

DHHS processed a transfer earlier this Fiscal Year moving funds out of Class 050 to meet program needs prior to September 30, 2017. The funds being placed back into Class 050 are to restore funding for Position # TMPPT 1217 which was funded for the FY18-19 biennium.

Funds are being budgeted in current expenses (class 020) to cover program office supplies. Additional funds are being added to Technology (class 037) and Telecommunications (class 039) to cover the cost of laptops and cell phones for program staff. Funds are being budgeted for Audit costs (Class 041) per state requirements.

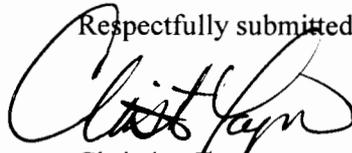
Additional funds are being budgeted in Contracts for Program Services (class 102) to contract with vendors to provide service delivery that ensures the safety, permanency and well-being for the children served.

Area served: Statewide.

Source of Funds: 100% Federal Funds.

If Federal Funds become no longer available, General Funds will not be requested to support the program expenditures.

Respectfully submitted,



Christine Tappan,  
Associate Commissioner

Approved by:



Jeffrey A. Meyers  
Commissioner



FIS 17-180

MICHAEL W. KANE, MPA  
Legislative Budget Assistant  
(603) 271-3161

CHRISTOPHER M. SHEA, MPA  
Deputy Legislative Budget Assistant  
(603) 271-3161

State of New Hampshire

OFFICE OF LEGISLATIVE BUDGET ASSISTANT  
State House, Room 102  
Concord, New Hampshire 03301

STEPHEN C. SMITH, CPA  
Director, Audit Division  
(603) 271-2785

October 20, 2017

Jeffrey A. Meyers, Commissioner  
Department of Health and Human Services  
129 Pleasant Street  
Concord, New Hampshire 03301

Dear Commissioner Meyers,

The Fiscal Committee, pursuant to the provisions of RSA 14:30-a, VI, on October 20, 2017, **amended** and approved the request of the Department of Health and Human Services, Division for Children, Youth and Families, to accept and expend the Title IV-B, Subpart 2 of the Social Security Act under the Promoting Safe and Stable Families program in the amount of \$181,642 in federal funds through June 30, 2018, **by directing the Department to budget additional funds originally allocated to class 30, to class 37 in accordance with the Department of Administrative Services' Budget Development Guide for the 2018-2019 Biennium**, as specified in the request dated September 29, 2017.

Sincerely,

Michael W. Kane  
Legislative Budget Assistant

MWK/pe  
Attachment

Cc: Sheri Rockburn, Chief Financial Officer ✓  
Christine Tappan, Associate Commissioner

**Family Preservation & Caseworker**

1611NHFPCV 1711NHFPCV 1601NHFPS 1701NHFPS TOTAL

Award Ending 9/30/17	41,820		663,920		705,740
Award Ending 9/30/18		40,159		637,664	677,823
Expended Through 6/30/17	(448)	-	(467,771)	-	(468,218)
Available Award Balance	41,372	40,159	196,149	637,664	915,345
Less: SFY 18 Appropriations	41,372	-	196,149	496,180	733,702
Available To Accept	-	40,159	-	141,484	<u>181,643</u>
Amount Requested This Action	-	40,159	-	141,484	<u>181,643</u>

**SFY 18 Appropriations:**

10-042-4210-29730000	2018 Budget	Balance Forwarded	Total	This Action	Revised Budget
Revenue	593,128	140,574	733,702	181,643	915,345
Expense	593,128	140,574	733,702	181,643	915,345



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Grants Management 330 C St., S.W., Washington DC 20201

January 18, 2017

Commissioner  
Division for Children, Youth and Families  
6 Hazen Drive  
Concord, NH 03301

JAN 18 2017

Re: Notice of Grant Award - FY 2017

Dear Grantee:

The grant award listed below is available for obligation beginning 10/01/2016 and ending 09/30/2018 in accordance with your approved application under the Promoting Safe and Stable Families (Caseworker Visitation) program of Title IV-B, Subpart 2, of the Social Security Act. These funds are only to be expended to support monthly caseworker visits under the Promoting Safe and Stable Families program. The grantee must liquidate all obligations incurred under this award and file the final financial report claiming these expenditures no later than 90 days after the end of the funding period.

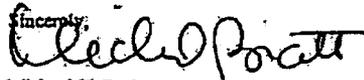
Appropriation	CAN	Allotment	This Action	Cumulative
75-7-1512	2017G996441	40,159	40,159	40,159
EIN:	1-026000616-B3	Fiscal Year:	2017	
Document Number:	G-1711NHFPGV	CFDA #:	93.556	

With the acceptance of this award, you agree to administer this grant in compliance with conditions set forth in the applicable Program Instructions, terms and conditions, Departmental regulations, and OMB Circulars. Further, in accordance with Department of Treasury regulations 31 CFR Part 205, implementing the Cash Management Improvement Act, you agree to limit your request to draw Federal funds to the minimum amount needed and to time the request in accordance with the actual, immediate requirements in carrying out programs funded through this award. Failure to adhere to these requirements may cause the suspension of grant funds.

Funds included in this award will be made available through the DHHS Payment Management System (PMS). Questions pertaining to payments should be directed to DHHS Division of Payment Management, Post Office Box 6021, Rockville, MD 20852; telephone 1-877-614-5533.

Fiscal reporting questions regarding this grant should be directed to Deborah Bell, Administration for Children and Families, (202) 401-4611. The electronic Terms and Conditions to support this program can be found on the website at <https://www.acf.hhs.gov/grants/terms-and-conditions>.

Please transmit a copy of this letter to the office authorized to request funds covered by this award.

Sincerely,  
  
Michael H. Bratt  
Acting Director, Division of Mandatory Grants



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Div. for Children Youth and Families  
State Office

Office of Grants Management 330 C St., S.W., Washington DC 20201

RECEIVED

DEC 05 2016

November 30, 2016

Commissioner  
Division for Children, Youth and Families  
6 Hazen Drive  
Concord, NH 03301

Re: Notice of Grant Award - FY 2017

Dear Grantee:

The grant award listed below is hereby awarded under the Promoting Safe and Stable Families program, Title IV-B, Subpart 2 of the Social Security Act. This award is available for obligation beginning 10/01/2016 and ending 09/30/2018. The grantee must liquidate all obligations incurred under this award no later than 90 days after the end of the funding period.

Appropriation	CAN	Allotment	This Action	Cumulative
75-7-1512	2017G996439	521,254	106,194	106,194
75-7-1512	2017G996470	116,410	20,228	20,228
<b>Total</b>		<b>637,664</b>	<b>126,422</b>	<b>126,422</b>

EIN: 1-026000618-B3  
Document Number: G-1701NHFSS

Fiscal Year: 2017  
CFDA #: 93.556

With the acceptance of this award, you agree to administer this grant in compliance with conditions set forth in the applicable Program Instructions, terms and conditions, Departmental regulations, and OMB Circulars. Further, in accordance with Department of Treasury regulations 31 CFR Part 205, implementing the Cash Management Improvement Act, you agree to limit your request to draw Federal funds to the minimum amount needed and to time the request in accordance with the actual, immediate requirements in carrying out programs funded through this award. Failure to adhere to these requirements may cause the suspension of grant funds.

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Please transmit a copy of this letter to the office authorized to request funds covered by this award notice.

Sincerely,

Michael H. Bratt  
Acting Director, Division of Mandatory Grants