



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503  
603-271-4612 1-800-852-3345 Ext. 4612  
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Jeffrey A. Meyers  
Acting Commissioner

Marcella Jordan Bobinsky  
Acting Director

January 5, 2016

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

Her Excellency, Governor Margaret Wood Hassan  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Laboratory Services, to accept and expend federal funds in the amount of \$466,012 from the US Centers for Disease Control and Prevention (CDC) to fund the New Hampshire Epidemiology, Laboratory, and Health Information System Capacity Program, effective the date of approval by the Fiscal Committee and Governor and Council through June 30, 2017, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2017 will be included in the future operating budgets for SFY 2018 and SFY 2019. 100% Federal Funds.
2. Pursuant to the provisions of NH RSA 124:15, Positions Restricted, and subject to the approval of item 1 above, authorize the Department of Health and Human Services, Division of Public Health Services, Public Health Laboratories, Epidemiology, Laboratory, and Health Information System Capacity Program to create two positions utilizing funds from the US Centers for Disease Control and Prevention, Epidemiology, Laboratory, and Health Information System Capacity Cooperative Agreement effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2017.

Full-time, temporary (Class 059) position - Microbiologist V, Labor Grade 32  
Full-time, temporary (Class 059) position - Program Specialist IV, Labor Grade 25

05-95-90-903010-5126 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, EBOLA ELC Grant

**SFY 2016**

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-401849	Federal Funds	\$0	\$65,293	\$65,293
Total Revenue		\$0	\$65,293	\$65,293
019-500105	Holiday Pay	\$0	\$1	\$1
020-500200	Current Expense	\$0	\$3,013	\$3,013
030-500311	Equipment	\$0	\$1,000	\$1,000
039-500188	Telecommunications	\$0	\$412	\$412
041-500801	Audit Fund Set Aside	\$0	\$65	\$65
042-500620	Additional Fringe Benefits	\$0	\$4,814	\$4,814
059-500117	Full Time Temp	\$0	\$28,391	\$28,391
060-500602	Benefits	\$0	\$17,455	\$17,455
070-500704	In-State Travel	\$0	\$400	\$400
080-500710	Out-of-State Travel	\$0	\$9,742	\$9,742
<b>Total Expenses</b>		<b>\$0</b>	<b>\$65,293</b>	<b>\$65,293</b>

**SFY 2017**

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
000-40	Federal Funds	\$0	\$400,719	\$400,719
Total Revenue		\$0	\$400,719	\$400,719
019-500105	Holiday Pay	\$0	\$1	\$1
020-500200	Current Expense	\$0	\$5,000	\$5,000
030-500311	Equipment	\$0	\$1,000	\$1,000
039-500188	Telecommunications	\$0	\$1,000	\$1,000
041-500801	Audit Fund Set Aside	\$0	\$401	\$401
042-500620	Additional Fringe Benefits	\$0	\$21,546	\$21,546
057-500535	Books, Periodicals and Subscriptions	\$0	\$200	\$200
059-500117	Full Time Temp	\$0	\$128,486	\$128,486
060-500602	Benefits	\$0	\$76,715	\$76,715
066-500543	Employee Training	\$0	\$700	\$700
070-500704	In-State Travel	\$0	\$3,670	\$3,670
080-500710	Out-of-State Travel	\$0	\$12,000	\$12,000
102-500734	Contracts for Program Services	\$0	\$150,000	\$150,000
<b>Total Expenses</b>		<b>\$0</b>	<b>\$400,719</b>	<b>\$400,719</b>

### EXPLANATION

Federal funds have been awarded by the Centers for Disease Control and Prevention to the Division of Public Health Services for a project entitled: New Hampshire Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), Building Epidemiology, Laboratory, and Health Information Systems capacity. This is a core grant to the Bureau of Infectious Disease Control, Bureau of Laboratory Services, and Bureau of Informatics. Funded activities include core epidemiology; core laboratory services; health information systems; advanced molecular detection; testing and reporting related to foodborne illnesses; hospital acquired infections; West Nile Virus and other mosquito related diseases; Lyme and other diseases transmitted by ticks; parasitic, waterborne, and vaccine preventable diseases; and influenza surveillance, diagnostic testing, and response. As a result of the recent Ebola outbreak, supplemental funding was granted to the Division on March 31, 2015 for infection control and prevention capacity building in healthcare facilities as well laboratory and biosafety. The Division of Public Health Services will use the funding to maintain and enhance epidemiologic and laboratory capacity to respond to and prevent infectious diseases. The funds are to be budgeted as follows:

Funds are budgeted for Full Time Temporary Personnel (Class 059), Holiday Pay (Class 019), and Benefits (Class 060).

Funds are budgeted for Current Expense (Class 020) to purchase office supplies, for copying and printing, and other consumable supplies.

Funds are budgeted for Equipment (Class 030) to purchase a desktop computer and peripherals to support the Microbiologist V and Program Specialist IV.

Funds are budgeted for Telecommunications (Class 039) for voice and data charges, as well as for conference calls.

Funds are budgeted for Audit costs (Class 041) per state requirements.

Funds are budgeted for Additional Fringe Benefits (Class 042) for post-retirement benefits per state requirements.

Funds are budgeted for Books, Periodicals and Subscriptions (Class 057) for reference materials.

Funds are budgeted for Employee Training (Class 066) for program staff to participate in professional improvement training.

Funds are budgeted for In-State Travel (Class 070) for program staff to travel to in-state hospitals and healthcare facilities, to present trainings.

Funds are budgeted for Out-of-State Travel (Class 080) to cover travel expenses for meetings mandated by the funder and for professional development, including the APIC Annual Conference, Annual HAI Grantee Conference, SHEA Annual Conference, and other trainings that may become available.

Funds are budgeted for Contracts for Program Services (Class 102) to contract with professionals in infection control to bring infection prevention trainings to NH healthcare facilities.

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

1) List of personnel involved:

Full-time Microbiologist V, LG 32, Position # 9T2793  
Full-time Program Specialist IV, LG 25, Position# 9T2802

2) Nature, need and duration:

Full-time Microbiologist V, LG 32, Position # 9T2793

This position is essential to the NH Public Health Laboratory ensuring biosafety and biosecurity compliance in the state laboratory as well as assisting hospital laboratories in preparing for safe handling of clinical samples in the event of an Ebola case or other emerging pathogen. This position will serve as the lead biosafety officer for the State of New Hampshire.

Full-time Program Specialist IV, LG 25, Position# 9T2802

This position is essential to the Department's capability to prevent infectious diseases transmission in health care settings. The position will serve as the Healthcare-Associated Infections Prevention Specialist and will provide expertise in infection prevention in order to improve coordination between public health and all healthcare settings, assess infection control readiness for highly pathogenic organisms such as Ebola in NH healthcare facilities, assessing outbreak reporting and response in healthcare facilities, updating state plans, and supporting outbreak and infection control breach investigations to prevent further transmission.

All positions are from the date of hire until the project completion.

3) Relationship to existing agency programs:

ELC Cooperative Agreement has been in place in the State of New Hampshire for a number of years. This specific Ebola funding will supplement the core capacities of epidemiology and laboratory services in DPHS.

4) Has similar program been requested of the Legislature and denied?

No.

5) Why wasn't funding included in the agency's budget request?

Funds were awarded effective March 31, 2015, but the approval from the Division of Personnel to establish all the positions was not finalized and received until November 5, 2015. Due to the timing of the grant award for supplemental funding, the Department did not have the opportunity to include the additional funding in the Agency's budget request.

6) Can portions of the grant funds be utilized for other purposes?

This request is 100% federally funded and can only be used for the purpose of the grant award.

7) Estimate the funds required to continue this position:

Position (Salary & Benefits)	SFY 2016	SFY 2017
Microbiologist V	\$24,985	\$112,002
Program Specialist IV	\$20,861	\$93,199

These funds will not change the program eligibility levels. No new program will be established with the acceptance of these funds.

Area served: Statewide

Source of funds: These funds are 100% Federal from US Centers for Disease Control and Prevention to fund the New Hampshire Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), Building Epidemiology, Laboratory, and Health Information Systems capacity program.

Attached are the Division of Personnel authorization, Notice of Grant Award and Award History.

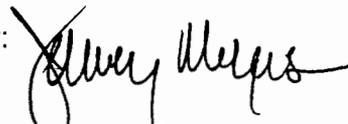
In the event that these Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Marcella Jordan Bobinsky, MPH  
Acting Director

Approved by:



Jeffrey A. Meyers  
Acting Commissioner

MJB/MJH/sjw

**AWARD HISTORY  
NH ELC EBOLA  
3U50CK000427-01S2**

ELC Ebola Supplemental, Grant -01S2 (=942975/36*15)	392,906
<b><u>Expended through 6/30/15</u></b>	-
Unobligated Balance Unable to Spend	-
Award Balance 7/1/15	392,906
SFY 16 Appropriation **	(40,999)
OYR	-
Available to Accept in SFY 16	351,908
Amount Requested this Action	<u>65,293</u>

<b>** SFY 16 Appropriation</b>						
<b>010-090-18350000</b>		<b>Current</b>	<b>OYR</b>	<b>Total</b>	<b>This Action</b>	<b>Revised Budget</b>
NH ELC NON PPHF		789,990	42,925	832,915		832,915
NH ELC PPHF		444,404		444,404		444,404
ELC Ebola - 01S2		-		-	65,293	65,293
<b>Total</b>		<b>1,234,395</b>	<b>42,925</b>	<b>1,277,319</b>	<b>65,293</b>	<b>1,342,612</b>

Adj for Other AU _Allocated	40,999	-	-	40,999	-	40,999
<b>Total</b>	<b>1,275,393</b>	<b>-</b>	<b>42,925</b>	<b>1,318,318</b>	<b>65,293</b>	<b>1,383,611</b>

**AWARD HISTORY  
NH ELC EBOLA  
3U50CK000427-01S2**

ELC Ebola Supplemental,-01S2 (=942975/36*27)	707,231
<b><u>Anticipated expended through 6/30/15</u></b>	(65,293)
Unobligated Balance Unable to Spend	-
Award Balance 7/1/16	641,938
SFY 17 Appropriation **	(40,999)
OYR	<u>-</u>
Available to Accept in SFY 17	600,940
Amount Requested this Action	<u><u>400,719</u></u>

**\*\* SFY 17 Appropriation**

		OYR	Total	This Action	Revised Budget
NH ELC NON PPHF	834,621		834,621		834,621
NH ELC PPHF	444,404		444,404		444,404
ELC Ebola - 01S2	-		-	400,719	400,719
<b>Total</b>	<b>1,279,025</b>	<b>-</b>	<b>1,279,025</b>	<b>400,719</b>	<b>1,679,744</b>

Adj for Other AU _Allocated	<u>40,999</u>	<u>-</u>	<u>-</u>	<u>40,999</u>	<u>-</u>	<u>40,999</u>
<b>Total</b>	<b>1,320,024</b>	<b>-</b>	<b>-</b>	<b>1,320,024</b>	<b>400,719</b>	<b>1,720,743</b>



**Grant Number:** 3U50CK000427-01S2  
**FAIN:** U50CK000427

**Principal Investigator(s):**  
Christine Louise Bean, PHD

**Project Title:** New Hampshire Epidemiology and Laboratory Capacity for Infectious Diseases (ELC), Building Epidemiology, Laboratory, and Health Information Systems Capacity

Dolores Cooper  
DPHS Financial Manager  
29 Hazen Drive  
Concord, NH 033016504

**Budget Period:** 03/31/2015 – 03/30/2018  
**Project Period:** 03/31/2015 – 03/30/2018

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$942,975 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH ST DEPARTMENT OF HEALTH & HUMAN SERVICES in support of the above referenced project. This award is pursuant to the authority of 42 USC 241 31 USC 6305 42 CFR 52 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Mattie B Jackson  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows

**SECTION I – AWARD DATA – 3U50CK000427-01S2**

**Award Calculation (U.S. Dollars)**

<b>Salaries and Wages</b>	<b>\$351,028</b>
<b>Fringe Benefits</b>	<b>\$198,939</b>
<b>Personnel Costs (Subtotal)</b>	<b>\$549,967</b>
<b>Supplies</b>	<b>\$4,179</b>
<b>Travel Costs</b>	<b>\$39,266</b>
<b>Other Costs</b>	<b>\$6,567</b>
<b>Consortium/Contractual Cost</b>	<b>\$220,000</b>

<b>Federal Direct Costs</b>	<b>\$819,979</b>
<b>Federal F&amp;A Costs</b>	<b>\$122,996</b>
<b>Approved Budget</b>	<b>\$942,975</b>
<b>Federal Share</b>	<b>\$942,975</b>
<b>TOTAL FEDERAL AWARD AMOUNT</b>	<b>\$942,975</b>

**AMOUNT OF THIS ACTION (FEDERAL SHARE) \$942,975**

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

02	\$0
03	\$0
04	\$0
05	\$0

**Fiscal Information:**

**CFDA Number:** 93.815  
**EIN:** 1026000618B3  
**Document Number:** 000427CK15

IC	CAN	2015
CK	93902YZ	\$353,343
CK	93902Z0	\$589,632

<b>SUMMARY TOTAL FEDERAL AWARD AMOUNT YEAR ( 1 )</b>	
<b>GRANT NUMBER</b>	<b>TOTAL FEDERAL AWARD AMOUNT</b>
3U50CK000427-01S2	\$942,975
1U50CK000427-01	\$686,061
3U50CK000427-01S1	\$705,933
<b>TOTAL</b>	<b>\$2,334,969</b>

<b>SUMMARY TOTALS FOR ALL YEARS</b>		
<b>YR</b>	<b>THIS AWARD</b>	<b>CUMULATIVE TOTALS</b>
1	\$942,975	\$2,334,969
2	\$0	\$1,351,994
3	\$0	\$1,351,994
4	\$0	\$1,351,994
5	\$0	\$1,351,994

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

**CDC Administrative Data:**

**PCC: N / OC: 4151 / Processed: JACKSONMB 03/31/2015**

**SECTION II – PAYMENT/HOTLINE INFORMATION – 3U50CK000427-01S2**

For payment information see Payment Information section in Additional Terms and Conditions.



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

**VICKI V. QUIRAM**  
Commissioner  
(603) 271-3201

**SARA J. WILLINGHAM**  
Director of Personnel  
(603) 271-3261

August 17, 2015

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Microbiologist V, labor grade 32

Dear Ms. Doe:

The Division of Personnel approves of your request dated August 5, 2015 to establish a full-time temporary Microbiologist V, labor grade 32 for the Division of Public Health Services, Public Health Laboratories Operations/Bio-Safety, and have assigned the position number of 9T2793 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 signed off on by the Department of Administrative Services Business Office.

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,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel



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

**VICKI V. QUIRAM**  
Commissioner  
(603) 271-3201

**SARA J. WILLINGHAM**  
Director of Personnel  
(603) 271-3261

November 5, 2015

Marilyn Doe, Administrator II  
Human Resources  
Department of Health and Human Services  
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 2, 2015 to establish a full-time temporary Program Specialist IV (Healthcare-Associated Infections Prevention Specialist), labor grade 25 for the Division of Public Health Services, and have assigned the position number of 9T2802 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 signed off on by the Department of Administrative Services Business Office.

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,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel