



New Hampshire Department of
**BUSINESS AND
ECONOMIC AFFAIRS**

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~~APPROVED BY FISCAL COMMITTEE~~

~~NOV-08-2019~~



October 16, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Business and Economic Affairs, Division of Economic Development to accept and expend \$113,832.00 from the United States Department of Defense to support the existing federal funds portion of the budget for the New Hampshire Procurement Technical Assistance Program (NH-PTAC), effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2020 to benefit New Hampshire businesses. **100% Federal Funds**
2. Pursuant to RSA 124:15, authorize the Department of Business and Economic Affairs, Division of Economic Development to create two new Class 050 part-time positions effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2020.

Funding to be budgeted as follows:

03-22-22-220510-14500000					
PROCUREMENT & GOVT CONTRACTS					
Class	Description	Account	FY 2020 Current Budget	Requested Action	FY 2020 Revised Budget
Revenue					
00S	General Funds	000010	(123,780.00)		(123,780.00)
000	Federal Funds	404760	(270,736.00)	(113,832.00)	(384,584.00)
		Totals	(394,516.00)	(113,832.00)	(508,348.00)
Expense					
10	Personal Services -	500100	208,164.00		208,164.00
20	Current Expenses	500200	5,300.00	6,264.00	11,564.00
26	Organizational Dues	500251	2,000.00	3,880.00	5,880.00
27	Transfers to OIT	507442	16,986.00	4,339.00	21,325.00
38	Technology-software	500177		5,994.00	5,994.00
39	Telecommunications	500188	3,200.00	625.00	3,825.00
40	Indirect Costs	500800	24,000.00	51,372.00	75,372.00
41	Audit Fund Set Aside	500801	295.00		295.00

50	Personal Services Temp	500109	0.00	34,973.00	34,973.00
60	Benefits	500612	111,071.00	2,693.00	113,764.00
70	In State Travel	500704	4,000.00	2,000.00	6,000.00
80	Out of State Travel	500710	19,500.00	1,692.00	21,192.00
Totals			\$394,516.00	113,832.00	\$508,348.00

EXPLANATION

The New Hampshire Procurement Technical Assistance Center (NH PTAC), a cooperative agreement program of the Division of Economic Development and Defense Logistics Agency (DLA), has received an increase in its annual grant from DLA.

NH PTAC provides technical assistance to New Hampshire companies (clients) navigating the complexities of government contracting. In federal FY18, federal contracts and subcontracts in New Hampshire were valued at over \$2.7 billion, with \$730+ million awarded to small businesses.

Effective March 1, 2019, the United States Department of Defense (DoD), desiring that nationwide PTACs be expanded, increased the matching contribution from a 50/50 basis to a 60/40 basis, contingent upon non-DoD contributions remaining level. The consequence was a 25% increase in the DoD funding available to NH PTAC, with no additional match required. It is anticipated that this more favorable contribution ratio will continue into the future, and is included in the current National Defense Authorization Act.

NH PTAC's cooperative agreement contains certain performance metrics and goals. With the increase in funding, DoD required a commensurate increase in some of those goals. In order to meet the increased goal for counseling hours, NH PTAC will seek to add a part-time counselor (Program Specialist IV, Labor Grade 25) to the staff as soon as possible.

NH PTAC will also seek to add a part-time Accountant I (Grade 16), which will free the Administrator II and one of the current Program Specialist IVs from grant accounting duties.

Although adding these positions will carry additional one-time, and some ongoing support expenses, including IT equipment, software licenses, and telecommunications services, sufficient DoD funds are available to fully support these expenses. BEA has established a new indirect rate, which results in a significant budget increase.

The following appropriations are being requested for Fiscal Year 2020:

Class	Description	Amount	Purpose
20	Current Expenses	\$6,264	Expected additional expenditures to support two part-time positions
26	Organizational Dues	\$3,880	Expected additional expenditures to support two part-time positions
27	Transfers to DoIT	\$4,339	Expected additional expenditures to support two part-time positions
38	Technology-Software	\$5,994	Expected additional expenditures to support two part-time positions
39	Telecommunications	\$625	Expected additional expenditures to support two part-time positions
40	Indirect Costs	\$51,372	Expected additional expenditures to support two part-time positions
50	Personal Services-Temp	\$34,973	Expected additional expenditures to support two part-time positions

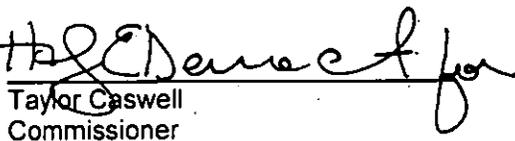
60	Benefits	\$2,693	Expected additional expenditures to support two part-time positions
70	In State Travel	\$2,000	Expected additional expenditures to support two part-time positions
80	Out of State Travel	\$1,692	Expected additional expenditures to support two part-time positions

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

1. **List the personnel involved:** Class 050 – a part-time Program Specialist IV and a part-time Accountant I
2. **Nature, need, and duration:** The part-time Program Specialist IV will provide assistance to meet the increased goal for counseling hours and the part-time Accountant I will assist in grant accounting duties. Both part-time positions will be in effect for a period effective upon Governor and Executive Council approval through June 30, 2020.
3. **Relationship to existing agency programs:** This is continued funding for the New Hampshire Procurement Technical Assistance Program.
4. **Has a similar program been requested of the legislature and denied?** No similar program has been requested or denied.
5. **Why wasn't funding included in the agency's budget request?** This project was not included in the Department's budget request because the funds were not available at the time the budget was crafted, nor were the funds expected to be available with any degree of certainty.
6. **Can portions of the grant funds be utilized?** No portion of these grant funds can be used for any other purpose.
7. **Estimate the funds required to continue this position:** It is estimated that it will cost \$37,666 the two part-time positions.

In the event that Federal Funds are no longer available, General Funds will not be requested to support these expenditures.

Respectfully submitted,

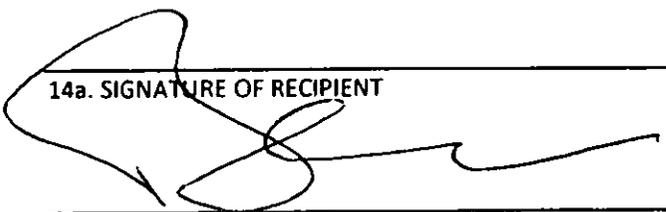

 Taylor Caswell
 Commissioner

COST SHARING COOPERATIVE AGREEMENT

1. AGREEMENT NO SP4800-19-2-1968		2. THIS AGREEMENT INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS IN FUNDING OPPORTUNITY NO. DLA-201901 A-B	
3. FUNDING OPPORTUNITY URL		http://www.dla.mil/SmallBusiness/PTAP/Resources/	
4. ISSUED BY DoDAAC SP4800 Defense Logistics Agency Office of Small Business Programs 8725 John J. Kingman Road, Suite 1127 Ft. Belvoir, VA 22060-6221		5. ADMINISTERED BY DoDAAC S2206A ONR Boston Boston Regional Office 495 Summer Street Boston, MA 02210-2138	
6. RECIPIENT DUNS 787504158 CAGE Code 013M1 New Hampshire Department of Resources & Economic Development 1 Eagle Square Suite 100 Concord, NH 03301-4991		7a. PAYMENT WILL BE MADE BY DoDAAC HQ0337 Defense Finance & Accounting Service PO BOX 182317 Columbus, OH 43218-2317	
8. ACCOUNTING AND APPROPRIATION DATA AA 9790100 5100 001 7000215 4100 S33189		7b. ADVANCE PAYMENT <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT AUTHORIZED	
10. PERIOD OF PERFORMANCE STARTS 3/1/2019 ENDS 2/29/2020		9. FEDERAL FUNDS OBLIGATED \$384,584.00	
12a. BUDGET		11. PERIOD OF PERFORMANCE IS Option Period 2	
Personnel: \$321,677.00		12b. GOVERNMENT'S SHARE	
Fringe Benefits: \$169,202.00		\$ 384,584.00 or 60.00%	
Travel: \$28,808.00			
Equipment: \$0.00			
Supplies: \$8,868.00		12c. RECIPIENT'S SHARE	
Contractual: \$0.00		\$ 256,430.00 or 40.00%	
Other: \$54,720.00			
Indirect Costs: \$57,739.00			
TOTAL: \$641,014.00			

13. THE SERVICE AREA IS

THIS PTAC SERVICES THE ENTIRE STATE OF NEW HAMPSHIRE

14a. SIGNATURE OF RECIPIENT 		15a. UNITED STATES OF AMERICA (SIGNATURE OF GRANTS OFFICER) ROSS.NATALIE.C.10499 Digitally signed by ROSS.NATALIE.C.1049986110 86110 Date: 2019.02.11 13:18:30 -05'00'	
14b. NAME & TITLE OF SIGNER Taylor Caswell Commissioner	14c. DATE SIGNED 2/8/19	15b. NAME & EMAIL OF GRANTS OFFICER Natalie C. Ross natalie.ross@dla.mil	15c. DATE SIGNED 02/11/2019

16. PROGRAM PLANS INCLUDE THE ESTABLISHMENT OF FACILITIES IN THE PLACE(S) LISTED
(the location in the first block is the principal place of performance)

Concord, NH	Main

ANY CHANGE TO FACILITY LOCATIONS IN THIS BLOCK IS A SIGNIFICANT DEVELOPMENT THAT THE RECIPIENT IS REQUIRED TO REPORT TO THE GRANTS OFFICER AS SOON AS IT IS KNOWN

17. INDIRECT (F&A) COST RATES APPROVED FOR USE ARE LISTED

INSTITUTION	RATE	BASE	LOCATIONS
State of NH DRED	10.00%	MTDC Less Pass Throughs	All

18. SUBAWARDS APPROVED ARE LISTED

DESCRIPTION
Not Applicable

19. THIRD PARTY IN-KIND CONTRIBUTIONS INCLUDED IN THE BUDGET AND APPROVED FOR USE TO MEET COST SHARING REQUIREMENTS ARE LISTED

DONOR	DESCRIPTION	AMOUNT
Greater Bay Community College	Computer Lab Rental	\$1,875.00
River Valley Community College	54720	\$900.00
Manchester Community College	Computer Lab Rental	\$1,000.00
Nashua Community College	Computer Lab Rental	\$1,200.00
Lakes Region Community College	Computer Lab Rental	\$600.00
White Mountains Community	Computer Lab Rental	\$300.00
Total		\$5,875.00

20. ALLOWABLE EXPENDITURES FOR EQUIPMENT AND OTHER CAPITAL ASSETS ARE LISTED (see 2 CFR 200.439)

DESCRIPTION	AMOUNT
None	

Expenditures for equipment and other capital assets, third party in-kind contributions, subawards and indirect (F&A) costs using rates not listed are unallowable without prior approval. Attach additional pages if necessary.

Required reporting periods, forms, format, data elements, frequency, due dates and procedures for interim and final performance reports are in the Procurement Technical Assistance Program General Terms and Conditions Version 1.2, Appendix A, dated July 2018, which is available at -

<http://www.dia.mil/SmallBusiness/PTAP/Resources/>

Performance goals for the period of performance on page 1 are -

1. Number of new clients	145
2. Hours of counseling time	1500
3. Number of participated events	35

PROGRAM AUTHORITY, CFDA AND PURPOSE

Authority - Title 10, United States Code, Chapter 142

CFDA 12.002 - Procurement Technical Assistance For Business Firms

Recipients serve as a resource for information and training related to contracting opportunities with DoD, other Federal agencies, and State and local governments. This is not a research and development (R&D) program.