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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF HUMAN SERVICES
DIVISION FOR CHILDREN, YOUTH & FAMILIES

Jeffrey A. Meyers
Commissioner

Christine Tappan
Interim Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
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August 2, 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

[Signature]
Approved by Fiscal Committee 10/2/17
Date

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, Sununu Youth Service Center to accept and expend the Title I Grants from the New Hampshire Department of Education in the amount of \$178,865 effective **retroactively** to July 3, 2017 through June 30, 2018, and further authorize the allocation of these funds in the accounts below.

05-95-42-421510-79190000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, SUNUNU YOUTH SERVICE CENTER, CHAPTER 1 NEGLECTED - DISAD

Class/Object	Class Title	Current Authorized Budget	Requested Change	Adjusted Budget
Revenue				
	Federal Funds	\$ -	\$ -	\$ -
	General Funds	\$ -		\$ -
001-405568	Other Funds	\$ -	\$ 178,865.00	\$ 178,865.00
Total Revenue:		\$ -	\$ 178,865.00	\$ 178,865.00
Expense				
020-0200	Supplies	\$ -	\$ 80,000.00	\$ 80,000.00
026-0251	Memberships	\$ -	\$ 2,000.00	\$ 2,000.00
030-0301	Equipment	\$ -	\$ 16,265.00	\$ 16,265.00
041-0801	Audit Set Aside	\$ -	\$ 2,100.00	\$ 2,100.00
102-0732	Contracts	\$ -	\$ 78,500.00	\$ 78,500.00
Total Expense:		\$ -	\$ 178,865.00	\$ 178,865.00

EXPLANATION

This request is being made **retroactively** due to the grant application being submitted after the budget and to ensure payments are made for summer school programming for teaching staff effective 7/3/2017. This request is being made to ensure the funds for the Summer School Program in the Sununu Youth Service Center (SYSC) are available for SFY 2018. Summer school is needed to ensure safety within the SYSC allowing for needed staff ratios to support the individuals within the residence. Without the summer school programming SYSC cannot adequately meet staff needed due to the Youth Counselor shortage. During the Summer School Program in the SYSC, students will be engaged in studying various subjects to complete and pass high school courses. Summer school serves as a credit recovery program for many of the youth placed at SYSC and allows for less school disruption allowing for ongoing education throughout the year and structured time for the youth. Also, 68% of the youth served hold an IEP and because the summer school program is provided at SYSC, individual conversations with school departments do not need to occur. Currently all courts, families, and JPPO's planned extended summer school for the youth placed at SYSC and SYSC has been providing summer school for the past 10 years through the DOE Title I Grant funds.

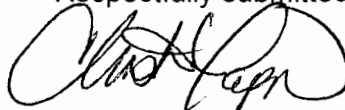
These funds were not requested in the budget as at the time we were unsure if the program would exist with all the pending and proposed SYSC Law Changes. Funding was subject to DOE approval which occurred in June of 2017. 100% of these grant funds are from DOE.

Area served: Statewide.

Source of Funds: 100% Other Funds.

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

Respectfully submitted,



Christine Tappan,
Interim Director

Approved by:



Jeffrey A. Meyers
Commissioner

Title I Part D-1

	Award	Period
Award Ending 8/31/16	74,555	7/1/15 - 8/31/16
Total Expenses	4,336	7/1/15 - 8/31/16
Carry Forwarded	70,219	
Award Ending 8/31/17	<u>108,647</u>	7/1/16 - 8/31/17
Available Balance	178,865	

Virginia M. Barry, Ph.D.
 Commissioner of Education
 Tel. 603-271-3144



Paul K. Leather
 Deputy Commissioner of Education
 Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF EDUCATION
 101 Pleasant Street, Concord, N.H. 03301
 FAX 603-271-1953
 Citizens Services Line 1-800-339-9900

GRANT SUB-AWARD NOTIFICATION

1	Primary Award to/by Grant Program Name: CFDA Number: FAIN and initial date:	To NH Department of Education by US Department of Education Title I State Agency Program for Neglected & Delinquent Children, Part D-1 84.013A S013A150029 on 7/1/15
	SUB-AWARD	
2	Recipient Name, Address and DUNS:	Sununu Center, NH Department of Health and Human Services, 129 Pleasant St, Concord NH 03301. DUNS: 011040545
3	Initial Award Date: Action Number & Type: Date of this Action:	7/1/2015 01 New Award 7/1/15
4	Sub-Award Type: Project Description:	Formula grant. Programs for neglected or delinquent children in state-operated institutions. Sununu Center
5	Performance Period:	Period to complete activities and expend funds: 7/1/15 - 8/31/16 Period to request reimbursement of expended funds: 7/1/15 - 10/31/16 20 USC 1225(b), Tydings Amendment, adds 12 additional months to above dates. Carryover per 20 USC 6639 applies to this ESEA program.
6	Contacts:	Sub-Recipient: NH HHS Commissioner and Mary Calise 603-271-9294 NHDOE Program Administrator: Lynda Thistle Elliott, Ed. D. Lynda.ThistleElliott@DOE.nh.gov 603-271-3841 for program questions. Grants Management System Contact: Matthew Welch Matthew.Welch@DOE.nh.gov 603-271-2752 for payment questions.
7	Sub-Award Amount:	Award of this Action: \$74,555 Previous Cumulative Award Amount: \$ 0 Current Cumulative Award Amount: \$74,555
8	Laws, Regulations and Requirements:	General: 2 CFR 200 (OMB guidance) and 2 CFR 175 (trafficking in persons). USDE: 34 CFR 76 (pass-through grants) and 20 USC § 1681 et seq. (equal educational opportunity). Program Specific: 34 CFR 200 (ESEA), 34 CFR 77 and 82. 20 USC § 6421 et seq. (D-1). Exempt from 34 CFR 76.650-662 (participation of private school students).
9	Maximum Allowed Indirect Cost Rate:	Sub-recipient operates under a US HHS approved cost plan and does not have an approved restricted rate at this time. This program has cap of 8%.
10	Additional Conditions:	Reimbursement not guaranteed unless NHDOE has approved activity. US Executive Order 13513 prohibits text messaging while driving. See http://www.archives.gov/federal-register/executive-orders/2009-obama.html If sub-recipient's prior year's federal revenue exceeded \$25,000,000 AND 80% of total gross revenue, report executive compensation to NHDOE (2 CFR 170).
11	Attachments	Memo on conferences and meetings.

Virginia M. Barry
 Signature of Authorizing Official
 Virginia M. Barry, Ph.D.

New Hampshire Commissioner of Education

8/24/15
 Award Date

EXPLANATION OF BLOCKS ON THIS SUB-AWARD GRANT AWARD NOTIFICATION (GAN)

1. The Primary Award block identifies: the federal agency making the primary award; the Catalog of Federal Domestic Assistance (CFDA) subprogram title and associated subprogram number; the Federal Award Identification Number (FAIN), which typically changes each year; and the signature date on the initial grant primary award to NH Department of Education (NHDOE). As a pass-through agency, NHDOE is authorized to make and manage sub-awards.
2. Sub-Award Recipient: Legal name, physical address and DUNS number of the sub-recipient. For large entities, the organizational unit with primary responsibility for funded activity may be identified. For sub-awards to multiple New Hampshire local education agencies (LEAs), an attachment showing LEA name, DUNS, and sub-award amount may be used. DUNS shown have been provided by the sub-awardee. NHDOE is not responsible for the correctness of DUNS information.
3. Action Number: The cumulative number of steps (including this action) taken by NHDOE to date to establish or modify this sub-award. Action number "01" indicates an Initial (i.e. new) Award.
Action Type: The nature of the action (e.g. New Award, Continuation, Amount Modification, Performance Period Change, etc).
Date of this Action: Effective date of action.
4. Sub-Award Type: Most sub-awards are categorical formula grants. Other types include project grants (generally a one-time grant for a specific purpose), block grants (which allow greater spending discretion), and research and development (R&D) grants.
Project Description: Very brief description of the grant program. (NHDOE will use this for federal reporting.)
5. Performance Period: Date ranges for expending grant funds and requesting reimbursement. Included are any other time-sensitive conditions such as carry-over options.
6. Contacts: The sub-recipient contact (identified by name or position) responsible for the grant administration. At least one NHDOE program contact is identified.
7. Sub-Award Amount: A sub-award may have subsequent modifications that increase or decrease the amount of an award. "Award of this Action" indicates the amount of this action. A dollar amount indicates an increase. "Decrease of \$xxx" or "\$xxx" indicates a reduction in the award. "None" indicates no change in the amount. Previous Cumulative and Current Cumulative amounts are used to reconcile any change. If awards for a list of LEAs are being modified, this block will show the total net increase/decrease and an attachment will show individual sub-recipient changes.
8. Laws, Regulations and Requirements: Sub-recipient must abide by all applicable laws and regulations, including those not listed in block 8. 2 CFR Part 200 applies to all federal awards. 34 CFR 76 applies to all US Department of Education (USDE) awards. 34 CFR 200 applies to all ESEA/NCLB programs. Program specific requirements and exemptions may be listed. Useful web links may be included. 2 CFR 175, award termination for trafficking in persons, applies to all sub-recipients except state agencies and school districts. Some non-program specific regulations are at <http://www2.ed.gov/policy/fund/req/edgarReg/edgar.html>
9. Maximum Allowed Indirect Cost Rate: Identifies rate type - restricted, unrestricted, temporary, or de minimus; and cognizant authority (usually a federal agency) that approved the rate. When the program prohibits supplanting of non-federal funds, a restricted indirect cost rate with a cap of 8% must be used. (See 34 CFR 76.560-580.) For restricted rate programs, the 10% de minimus rate option does not apply to state and local governments or their sub-recipients. Without an approved rate, no indirect (i.e. overhead) expenses may be charged to the grant. LEAs and SAUs rates may be included as an attachment.
10. Terms and Conditions of Award – Requirements of the award that are binding upon the sub-recipient.

Signature of Authorizing Official – This sub-award is binding only when signed and dated by a State of New Hampshire official authorized by the federal government to award funds for this program.

UNITED STATES DEPARTMENT OF EDUCATION
Office of the Chief Financial Officer

MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
 - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.

- A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

12/2014

Virginia M. Barry, Ph.D.
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7/1/16
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