



Lori A. Shibanette  
Commissioner

Deborah D. Scheetz  
Director

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**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF LONG TERM SUPPORTS AND SERVICES**

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5034 1-800-852-3345 Ext. 5034  
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March 31, 2020

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**

Pursuant to the provisions of RSA 14:30-a, VI, authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to accept and expend Families First Coronavirus Response Act, Older Americans Act Title III Grant funds from the Administration for Community Living in the amount of \$1,200,000 effective upon date of Governor and Executive Council approval, through June 30, 2020, and further authorize the funds to be allocated as follows. 100% Federal Funds.

**05-95-48-481010-78720000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: ELDERLY & ADULT SVCS DIV, GRANTS FOR SOCIAL SVC PROG, ADM ON AGING**

Class/Object	Class Title	Current Authorized Budget	Increase/ (Decrease) Amount	Revised Modified Budget
<b>SFY 2020</b>				
000-408175	Federal Funds	\$1,659,721	\$0	\$1,659,721
000-408177	III C1 Congregate Meals	\$1,376,979	\$400,000	\$1,776,979
000-408178	III C2 Home Del Meals	\$5,369,718	\$800,000	\$6,169,718
	General Funds	<u>\$6,684,826</u>	<u>\$0</u>	<u>\$6,684,826</u>
Total Revenue		<u>\$15,091,244</u>	<u>\$1,200,000</u>	<u>\$16,291,244</u>
010-500100	Personal Svcs-Perm	\$787,348	\$0	\$787,348
012-500128	Personal Services-Unclass	\$98,885	\$0	\$99,885
020-500200	Current Expenses	\$20,797	\$0	\$20,797
022-500255	Rents-Leases Other Than	\$2,022	\$0	\$2,022
039-500188	Telecommunications	\$1,101	\$0	\$1,101
040-500800	Indirect Costs	\$3,000	\$0	\$3,000
041-500801	Audit Fund Set Aside	\$7,254	\$1,200	\$8,454
042-500620	Additional Fringe Benefits	\$27,647	\$0	\$27,647
049-584902	Transfer to Other State	\$66,636	\$0	\$66,636
060-500602	Benefits	\$425,601	\$0	\$425,601

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066-500546	Employee Training	\$676	\$0	\$676
070-500704	In-State Travel Reimb	\$6,921	\$0	\$6,921
072-509073	Grants-Federal	\$39,674	\$0	\$39,674
080-500713	Out of State Travel	\$7,221	\$0	\$7,221
102-500731	Contracts for Program Svcs	\$0	\$1,198,800	\$1,198,800
211-500757	Property and Casualty Ins	\$741	\$0	\$741
502-500891	Payments to Providers	\$1,578,947	\$0	\$1,578,947
512-500352	Transportation of Clients	\$1,935,629	\$0	\$1,935,629
540-500382	Social Service Contracts	\$1,708,269	\$0	\$1,708,269
541-500383	Meals – Home Del & Cong	\$2,469,316	\$0	\$2,469,316
544-500386	Meals – Home Delivered	\$5,183,547	\$0	\$5,183,547
570-500928	Family Care Giver	<u>\$720,012</u>	<u>\$0</u>	<u>\$720,012</u>
Total Expense		\$15,091,244	\$1,200,000	\$16,291,244

#### EXPLANATION

The Department of Health and Human Services, Division of Long Term Supports and Services, seeks approval to accept and expend Families First Coronavirus Response Act (FFCRA), Older Americans Act Title III Home Delivered and Congregate Meals federal grant funds in the amount of \$1,200,000 from the Administration for Community Living (ACL). A copy of the grant award is attached. Funds will be used to support older isolated and frail adults in order to assist them to continue living as independently as possible; safely, and with dignity.

Class 041 Audit fund set aside expense.  
Class 102 Contract payments to providers.

Area served: Statewide.

Source of Funds: 100% Federal from the Administration for Community Living.

In the event that federal funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully submitted,

  
Lori A. Shibinette  
Commissioner

**Fiscal Situation**

**Division for Long Term Supports and Services  
Bureau for Elderly & Adult Services**

**010-095-048-481010-78720000  
Admin on Aging**

<b>SFY 2020 Adjusted Authorized</b>	<b>\$15,091,244</b>
<b>Families First Coronavirus Response Act – Congregate Meals</b>	<b>\$ 400,000</b>
<b>Families First Coronavirus Response Act – Home Delivered Meals</b>	<b><u>\$ 800,000</u></b>
<b>Revised SFY2020 Adjusted Authorized</b>	<b><u>\$16,291,244</u></b>



Notice of Award

Title of Program: (CMC2) Families First Coronavirus Response Act, Older Americans Act Title III - Congregate Meals  
Award Authority: P.L. 114-144 (OAA)

Grantee:  
New Hampshire  
Dept of Health and Human Services  
Office of Family Services Elderly & Adult Services  
Director  
129 Pleasant St.  
CONCORD, NEW HAMPSHIRE 03301

Date: March 20, 2020

Grant No.: 2001NHCMC2-00  
Award Instrument: Grant (Formula)  
Project Period: 03-20-2020 - 09-30-2021  
Budget Period: 03-20-2020 - 09-30-2021

EIN: 1026000618B1  
DUNS#: 011040545

CFDA: 93.045

Object Class Code: 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-2021-0142	2020,299CVCM	\$400,000.00	\$400,000.00
	Total	\$400,000.00	\$400,000.00

**ACL Contact Information:**

Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

  
Tanielle Chandler  
ACL Grants Officer

**Terms and Conditions:**

1. This formula grant award is issued under the authority of the Families First Coronavirus Response Act for activities authorized under Subparts 1 and 2 of Part C, of Title III of the Older Americans Act of 1965, as amended through P.L. 114-144, enacted April 19, 2016. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Please visit ACL's website at <https://www.acl.gov/grants/managing-grant> to view some of these terms and conditions such as:

- SAM.gov / DUNS Requirement

**ACL Title of Program: Families First Coronavirus Response Act, Older Americans Act Title III - Congregate Meals**

**Grant No.: 2001NHCMC2-00**

**Date: March 20, 2020**

- National Policies including Trafficking Victims Protection Act, Whistleblower Protections, and DOMA: Implementation of Same-Sex Spouses/Marriages
- Federal Funding Accountability and Transparency Act (FFATA)
- Federal Awardee Performance and Integrity Information System (FAPIS)

2. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved state plan(s) and will comply with the terms and conditions and other requirements of this award.

3. SF-425 Financial Reporting: Grantee is required to submit SF-425s on a semi-annual basis. Beginning with this FFY2020 grant, the SF-425 and the "AoA Title III supplemental form to the SF-425" shall be submitted using the HHS' Payment Management System (PMS). The "AoA Title III supplemental form to the SF-425" should be attached to the SF-425 in PMS. PMS website is located at: <https://pms.psc.gov>. Reports are due within 30 days for the periods ending March 31 and September 30 (i.e., due April 30 and October 30), through September 30, 2021, a final PMS drawdown and a final SF-425 are due within 90 days after September 30, 2021 (i.e., due December 30, 2021). If a final SF-425 report will be submitted December 30, 2021, a semi-annual report is not required to be filed for report ending September 30, 2021.

4. Federal participation cannot exceed 75% of the total State and Area plan administration costs. The remaining 25% represents the State and local matching share.

5. Federal participation requirements under sections 304(d)(1)(D) (85% of total III-B, C-1, and C-2 service costs) and 309(b)(2) (1/3 of the 15% State matching share) of the OAA shall not apply to funds received under this grant award.

6. Federal Cash Reporting: On the SF-425 form, lines 10 a. through c. are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30, 4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.

**Remarks:**

1. The grant award for this program to your state under the approved plan of the state agency has been approved for the project period listed above. The period for liquidation of the obligations is through December 30, 2021.

2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your PSC Account Liaison; 1-877-614-5533; [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov).



Notice of Award

Title of Program: (HDC2) Families First Coronavirus Response Act, Older Americans Act Title III - Home-Delivered Meals  
Award Authority: P.L. 114-144 (OAA)

Grantee:  
New Hampshire  
Dept of Health and Human Services  
Office of Family Services Elderly & Adult Services  
Director  
129, Pleasant St.  
CONCORD, NEW HAMPSHIRE 03301

Date: March 20, 2020

Grant No.: 2001NHHDC2-00  
Award Instrument: Grant (Formula)  
Project Period: 03-20-2020 - 09-30-2021  
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EIN: 1026000618B1  
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