



**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**STATE OF NEW HAMPSHIRE**  
 121 South Fruit Street  
 Concord, New Hampshire 03301  
 Telephone 603-271-6766 · Fax 603-271-0597

315-1000

**Joseph G. Shoemaker**  
 Technical Division Director

**Peter D. Danles**  
 Executive Director

**Sheri Walsh**  
 Health Division Director

September 12, 2018

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

SEP24'18 14.56 DAS

**REQUESTED ACTION**

Authorize the Office of Professional Licensure and Certification (OPLC), to accept and expend \$99,901 of federal funds from the US Department of Labor to conduct an occupational licensing review and reform analysis on five (5) categories of licensure that encompasses 14 occupations and 33 licenses. The total grant award for \$244,260 is a three year Department of Labor grant award to support OPLC with the occupational licensing review and reform analysis, this request is for the first year, the second and third years are budgeted in the OPLC, SFY's 2020/2021 biennial budget. Effective upon Governor and Council approval through June 30, 2019. **Funding Source: 100% Federal Funds**

**Funds are to be budgeted in SFY2019 in the following account:**

02-21-21-211010-24250000 OPLC-Occupational License Review & Reform

Class	Description	Current Appropriation	Requested Action	SFY 19 Appropriation
000-400338	Federal Funds	0	99,901	99,901
<b>Total Revenue:</b>			<b>99,901</b>	<b>99,901</b>
050-500109	Part-Time Salaries	0	21,523	21,523
060-500602	Benefits	0	1,646	1,646
072-502645	Grants Federal	0	71,842	71,842
040-501587	Indirect Cost	0	4,809	4,809
041-500801	Audit Set Aside	0	81	81
	<b>Totals:</b>		<b>99,901</b>	<b>99,901</b>

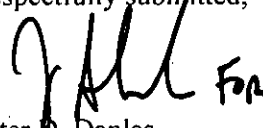
**EXPLANATION**

The federal grant awarded by the US Department of Labor, Employment and Training Administration will allow OPLC to do occupational licensing review and reform with a focus on five categories of licensure that encompasses 14 occupations and 33 licenses. The five categories of licensure will be: Alcohol and Other Drug Use Professionals, Allied Health Professionals, Barbering, Cosmetology, and Esthetics, Licensed Nursing Assistant, and Pharmacy Technician.

Occupational licensing review and reform is crucially important for the economic vitality of the State of New Hampshire, both in the short- and long-term. If NH does not adequately address our occupational licensure issues within these industries, we believe the state will suffer in three ways. 1. NH will not be able to adequately address or alleviate the opioid issue. No matter how much is available for funds, the lack of staff will leave those in need of treatment less able to obtain it. 2. We will not be filling roles to address the aging population in our state. With NH being the second oldest state in the US, having sufficient medical personnel is critical. The jobs are available and more are becoming available that will both assist and employ this population. We have an opportunity to provide better services and extend the working careers for those that wish to do so, but it is more challenging without occupational licensing reform. 3. We squander the opportunity to evaluate and market underemployed populations, which does a disservice to both employers and potential employees. Alleviating licensure barriers, which could fast-track deserving and qualified populations into careers, helps the state, employers, and potential employees alike.

In the event that Federal Funds become no longer available General and/or Agency Income (OPLC FUNDS) will not be requested to support this program.

Respectfully submitted,



Peter D. Danles  
Executive Director, OPLC

U.S. Department of Labor

Employment & Training Administration  
Office of Grants Management  
200 Constitution Avenue, N.W.  
Room N-4716  
Washington, D.C. 20210



Dear Grant Authorized Representatives and Program Contacts:

Congratulations on being awarded the State Occupational Licensing Review and Reform grant! The Employment and Training Administration (ETA) looks forward to working with you throughout the life of your grant. The official grant start date is July 1, 2018, and we wanted to share some important information with you about what to expect in the coming weeks.

ETA staff will be completing a thorough review of your documents to ensure that you are in compliance with the requirements outlined in the Federal Funding Opportunity Announcement including, but not limited to:

- Confirming the DUNS information,
- Ensuring that you are serving the targeted population
- Ensuring activities are allowable, as defined in the FOA;
- Verifying all of the budget documents;
- Confirming the licenses chosen; and,
- Clarifying any other programmatic questions or issues deemed appropriate by the Grant Officer.

While you are awaiting your grant award package, you should also know that you should not make any expenditure until you receive your executed grant award. One important thing to note is related to the purchase of equipment. Grantees must receive prior approval from the DOL/ETA Grant Officer for the purchase and/or lease of any equipment with a per-unit acquisition cost of \$5,000 or more, and a useful life of more than one year (this includes the purchases of ADP equipment). The grant award does not provide approval for equipment even if it is specified in a grantee's Statement of Work (SOW) unless specifically approved in the grant award execution letter by the Grant Officer. To obtain approval, the grantee must submit a detailed equipment purchase list with descriptions to the assigned Federal Project Officer (FPO) for review. The equipment purchase list must include the item name as well as a description of the item, item cost (actual or estimated), estimated useful life of the equipment, and the purpose of the acquisition. We strongly encourage grantees to submit equipment purchase requests as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Once our review of documents is completed, the grant award, also known as the Notice of Award (NOA), will be e-mailed to you. When you receive it, please review it carefully. This document includes vital information such as the regulations and cost principles, Statement of Work, and operating budget under which this grant will be required to comply. In addition, your project narrative is incorporated as the Statement of Work (SOW) in your grant award. If there is a discrepancy between the project narrative or other elements of the awarded application and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail. ETA staff will also include any conditions for grant implementation based on our compliance review. You as the grant recipient have the responsibility to confirm that all costs are allowable before expenditure.

If an Indirect Cost Rate (ICR) or Cost Allocation Plan (CAP) is required, your organization must have or obtain a current approved Agreement/Plan. This Agreement/Plan must remain current during the life of your grant. Grantees must comply with this requirement as outlined in the grant award or no indirect costs will be allowed for the grant. If this provision applies to your organization, please check your package immediately and follow the instructions, outlined in your grant award, titled "Indirect Cost and Cost Allocation Plan" to begin the process of understanding your responsibility in this regard.

Additionally, the grant award contains essential information on how to access funds and create an ETA Payment Management System Account, and contact information for the Federal Project Officer (FPO) assigned to your grant. This assigned person will be your primary contact throughout the entire period of performance. Your FPO will assist you with any questions or issues that you may encounter. In addition to monitoring and oversight, your FPO will initiate modifications to your grant as needed.

If you have any questions about your grant award, please contact Samantha Stowers via email at [stowers.samantha.a@dol.gov](mailto:stowers.samantha.a@dol.gov). Again, congratulations on your State Occupational Licensing Review and Reform grant award.

Signed,

A handwritten signature in black ink, appearing to read "Melissa Abdullah". The signature is written in a cursive, flowing style.

Melissa Abdullah  
Grant Officer



U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION (DOL/ETA)	<b>NOTICE OF                  AWARD (NOA)</b>
Under the authority of the <i>Workforce Innovation and Opportunity Act, P.L. 113-28</i> , this grant or agreement is entered into between the above named <i>Grantor Agency</i> and the following named <i>Awardee</i> , for a project entitled - <b>STATE OCCUPATIONAL LICENSING REVIEW AND REFORM.</b>	

<b>Name &amp; Address of Awardee:</b> State NH Office of Professional Licensure & Certifications 121 South Fruit Street Concord, NEW HAMPSHIRE 03301-2412	<b>Federal Award Id. No. (FAIN):</b> MI-32231-18-60-A-33 <b>CFDA #:</b> 17.207- Employment Service / Wagner-Peyser <b>Funded Activities</b> <b>Amount:</b> \$244,260.00 <b>EIN:</b> 02600618 <b>DUNS #:</b> 081212684
--	--

Accounting Code: 1630-2018-0501791718BD201801790012175OS006A0000AOFAM0AOFAM0-A90310-410010-ETA-DEFAULT TASK-

Payment Management System DOC#: MI322319Z1

<p>The Period of Performance shall be from July 01, 2018 thru June 30, 2021.                  Total Government's Financial Obligation is \$244,260.00 (unless other wise amended).</p> <p>Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.</p> <p>In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:</p> <p><u>Uniform Administrative Requirements, Cost Principles, and Audit Requirements:</u>                  2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule                  2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200;</p> <p><u>Other Requirements (Included within this NOA):</u></p> <p>Condition(s) of Award (if applicable)                  Federal Award Terms, including attachments</p> <p><u>Contact Information</u></p> <p>The Federal Project Officer (FPO) assigned to this grant is Trevor Capon. Trevor Capon will serve as your first line point of contact and can be contacted via e-mail - <a href="mailto:capon.trevor@dol.gov">capon.trevor@dol.gov</a>. If your FPO is not available, please call your Regional Office at 617-788-0170 for assistance.</p>
--

The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statues(s), grant regulations, guidance, and certifications.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

See SF-424 for Signature  
 No Additional Signature Required

MELISSA ABDULLAH, June 27, 2018  
 GRANT Officer