



17 Mar

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

Jeffrey A. Meyers
Commissioner

Lisa M. Morris
Director

January 15, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court

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

Handwritten signature and date 2/8/19
Approved by: Fiscal Committee Date

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Health and Human Services, Division of Public Health Services, to accept and expend federal funds in the amount of \$282,829 from the Centers for Disease Control and Prevention and the Environmental Protection Agency to fund the Healthy Homes and Lead Poisoning Prevention Program effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2019, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2019 will be included in the operating budgets for SFY 2020 and SFY 2021. 100% Federal Funds.

05-95-90-901510-79640000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH PROTECTION, LEAD PREVENTION

SFY 2019

Table with 5 columns: Class/Object, Class Title, Current Modified Budget, Increase (Decrease) Amount, Revised Modified Budget. Rows include Federal Funds, Personnel Services Perm, Current Expenses, etc.

060-500601	Benefits	\$237,751	\$998	\$238,749
066-500543	Employee Training	\$2,500	\$2,000	\$4,500
070-500700	In-State Travel	\$2,730	\$3,000	\$5,730
080-500710	Out Of State Travel	\$10,900	\$10,000	\$20,900
102-500731	Contracts for Program Services	\$175,591	\$200,000	\$375,591
229-500764	Sheriff Fees	\$600	\$0	\$600
<b>Total Expenses</b>		<b>\$1,013,272</b>	<b>\$282,829</b>	<b>\$1,296,101</b>

2. Pursuant to the provisions of 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, to establish one temporary part-time (Class 050) Public Health Nurse Coordinator utilizing funds from the Centers for Disease Control and Prevention to fund the Healthy Homes and Lead Poisoning Prevention Program, effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2019.

#### EXPLANATION

The Healthy Homes and Lead Poisoning Prevention Program (HHLPPP) is a state program responsible for enforcing RSA 130-A Lead Paint Poisoning Prevention and Control and He-P Lead Poisoning Prevention and Control Rules that protects children under the age of six from lead poisoning. The HHLPPP is responsible for statewide surveillance, nurse case management, environmental investigations, licensing and compliance of lead professionals and outreach and education. The HHLPPP is funded through a combination of federal funding from the Centers for Disease Control and Prevention (CDC) and the Environmental Protection Agency (EPA) and New Hampshire state general funds. These additional federal funds will be spent in multiple classes as outlined below.

**Funds are budgeted for Current Expense (Class 20)** to be used for routine expenses incurred in the day-to-day support of program operations that includes office and licensing supplies, radiation dosimetry, copying, printing, graphic services design, outreach and education and support of the lease for a multi-function printer/copier/scanner/fax machine.

**Funds are budgeted for a Membership (Class 026)** to the American Evaluation Society and the National Environmental Health Association.

**Funds are budgeted for Equipment (Class 30)** to purchase equipment for the program that includes a paper shredder (for private health information), and a standing workstation.

**Funds are budgeted for Technology - Hardware (Class 37)** to purchase computers for the program Epidemiologist and Nurse Care Coordinator.

**Funds are budgeted for Technology - Software (Class 38)** for the program Epidemiologist and the Nurse Care Coordinator to purchase software that includes SAS and Microsoft Office Suite.

**Funds are budgeted for Telecommunications (Class 39)** for telecommunications expenses.

**Funds are budgeted for Audit Set Aside (Class 041)** per state requirements.

**Funds are budgeted in Personal Services Temporary Other (Class 050)** to support a part time Nursing Care Coordinator outlined in our federal work plan funded by the Centers for Disease Control and Prevention (CDC).

**Funds are budgeted in Benefits (Class 060)** related to the Class 050 Care Coordinator position above.

**Funds are budgeted in Employee Training (Class 66)** to register staff for professional development training courses through State of New Hampshire Bureau of Education and Training.

**Funds are budgeted in In-State Travel (Class 70)** for program staff to travel in-state to support programmatic activities that would include home visiting, investigations, meetings, contractor compliance audits, outreach and education.

**Funds are budgeted in Out of State Travel (Class 80)** for program staff to attend regional and national training included in the grant requirements and to maintain best practices. Conferences include the CDC Lead School (location TBD), mandatory CDC Program Manager Meeting (Atlanta, GA), National Environmental Health Association 2017 AEC & HUD Healthy Homes Conference (Nashville, TN), and the Council of State and Territorial Epidemiologist (Raleigh, NC).

**Funds are budgeted in Contracts for Program Services (Class 102)** to amend existing contracts with the Community Health Institute, Abacus Services and the thirteen Public Health Regions to support outreach and education, primary prevention and surveillance technologies.

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

- 1) List of personnel involved: one temporary part-time Public Health Nurse Coordinator, LG 23 (TMPPT5731)
- 2) Nature, need and duration: The Public Health Nurse Coordinator (TMPPT5731) is responsible for providing care coordination and nurse case management services in accordance with RSA 130-A *Lead Paint Poisoning Prevention and Control*. This position is funded by the Centers for Disease Control and Prevention (CDC) and is responsible for reviewing daily surveillance data to identify those children with blood lead elevations between 3-9.9 micrograms per deciliter and sending notification letters to parents and property owners as required by RSA 130-A:6 and providing nurse case management services to those children with elevated blood leads above the State's action limit. Filling this position will help the program meet our obligations to the CDC under our federal funding and to meet the increased workload resulting from recent changes to RSA 130-A. Funds for this position have been added to the state FY 2020-21 budget and is needed for at least the five years of grant funding (through June 2023) and beyond, should CDC provide a continuation of the awards.
- 3) Relationship to existing agency programs: This position will be a part of the Healthy Homes and Lead Poisoning Prevention.

- 4) Has similar program been requested of the Legislature and denied?  
No
- 5) Why wasn't funding included in the agency's budget request?  
Notice of these funds was received on August 22 and August 24, 2018. They were not added to the operating budget because the State received an increase in funds compared to last fiscal year and that detail was not available at the time the budget was developed.
- 6) Can portions of the grant funds be utilized for other purposes?  
No. Federal funds allocated to the state cannot be used for other purposes.
- 7) Estimate the funds required to continue this position:

Position (Salary & Benefits)	SFY2020	SFY2021
PH Nurse Coordinator, LG 23	\$39,599	\$39,599

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information:

These funds may not be used to offset General Funds as they are specifically granted to the State for the purpose of providing the services described above.

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

Area served: State of New Hampshire

Source of funds: These funds are 100% Federal from the Centers for Disease Control and Prevention (CDC) and the Environmental Protection Agency to fund the Healthy Homes and Lead Poisoning Prevention Program. Attached is the Notice of Grant Award and award history. Notices of these funds were received between August 22 and August 24, 2018 from the CDC and the EPA. They were not added to the operating budget because these grant funds were recently granted to the State and were not anticipated at the time the budget was developed.

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

Respectfully Submitted,



Jeffrey A. Meyers  
Commissioner

**AWARD HISTORY  
LEAD PREVENTION**

A	CDC LEAD NUE1EH001271	
B	Award Ending 9/29/2018	629,916
A	CDC LEAD NUE2EH001408	
B	Award Ending 9/29/2019 (500000/12*9)	375,000
A	EPA LEAD/PB99151215	
B	Award Ending 9/30/2018	500,000
A	EPA LEAD/PB99151215	
B	Award Ending 9/30/2019	412,500
C	Expended through 6/30/18	(553,753)
D	Unobligated Balance Unable to Spend	<u>-</u>
E	Award Balance 7/1/18	\$ 1,363,663
F	SFY 19 Appropriation **	(739,366)
G	Balance Forward	<u>(42,917)</u>
H	Available to Accept in SFY 19	581,380
I	Amount Requested this Action	<u><u>282,829</u></u>

**\*\* SFY 19 Appropriation**

	010-090-79640000	Current	OYR	Total	This Action	Revised Budget
J-	LEAD PREVENTION	626,300	42,917	669,217	282,829	952,046
	Total	<u>626,300</u>	<u>-</u>	<u>669,217</u>	<u>282,829</u>	<u>952,046</u>
	Allocated Cost for Lead Prevention	113,066		113,066		113,066

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b> <b>Assistance Amendment</b>	<b>GRANT NUMBER (FAIN):</b> 99151215 <b>MODIFICATION NUMBER:</b> 3 <b>PROGRAM CODE:</b> PB	<b>DATE OF AWARD</b> 07/20/2018
		<b>TYPE OF ACTION</b> Augmentation: Increase	<b>MAILING DATE</b> 07/27/2018
		<b>PAYMENT METHOD:</b> ASAP	<b>ACH#</b> 10136
<b>RECIPIENT TYPE:</b> State	<b>Send Payment Request to:</b> U.S. EPA Las Vegas Finance Center 4220 South Maryland Parkway, Building C, Room 503 Las Vegas, NV 89119 LVFC-grants@epa.gov		
<b>RECIPIENT:</b> New Hampshire D.H.H.S. 29 Hazen Drive-Health and Welfare Building Concord, NH 03301-8504 EIN: 02-6000618	<b>PAYEE:</b> New Hampshire D.H.H.S. 29 Hazen Drive-Health and Welfare Building Concord, NH 03301-8504		
<b>PROJECT MANAGER</b> Beverly Drouin 29 Hazen Drive-Health and Welfare Building Concord, NH 03301-8504 E-Mail: beverly.drouin@dhhs.nh.gov Phone: 603-271-8128	<b>EPA PROJECT OFFICER</b> Jonathan Britt 5 Post Office Square, Suite 100, OES05-4 Boston, MA 02109-3912 E-Mail: Britt.Jonathan@epa.gov Phone: 617-918-1563	<b>EPA GRANT SPECIALIST</b> Brian Tocci Grants Management Office, OARM05-5 E-Mail: Tocci.Brian@epa.gov Phone: 617-918-1979	
<b>PROJECT TITLE AND EXPLANATION OF CHANGES</b> Lead 404(g) Training and Certification  Amendment #3 approves an incremental increase in Federal Funds in the amount of \$40,000. Total EPA Amount Awarded to Date is now \$500,000. The General Administrative Terms and Conditions (#1) have been updated to reflect the most recent bundled changes (effective 10/2/2017). Administrative Term and Condition #2 (DBE Utilization) has been updated. Administrative Term and Condition #4 (Project Extensions) has been updated. All other Terms and Conditions remain unchanged, and in full force and effect.			
<b>BUDGET PERIOD</b> 10/01/2016 - 09/30/2018	<b>PROJECT PERIOD</b> 10/01/2016 - 09/30/2018	<b>TOTAL BUDGET PERIOD COST</b> \$500,000.00	<b>TOTAL PROJECT PERIOD COST</b> \$500,000.00
<b>NOTICE OF AWARD</b>			
Based on your Application dated 06/01/2016 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$40,000. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$500,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.			
<b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>		<b>AWARD APPROVAL OFFICE</b>	
<b>ORGANIZATION / ADDRESS</b> EPA New England 5 Post Office Square, Suite 100 Boston, MA 02109-3912		<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 1  5 Post Office Square, Suite 100 Boston, MA 02109-3912	
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>			
Digital signature applied by EPA Award Official Arthur Johnson - Acting Director, Office of Administration and Resource Management			<b>DATE</b> 07/20/2018

## EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 460,000	\$ 40,000	\$ 500,000
EPA In-Kind Amount	\$ 0	\$	\$ 0
Unexpended Prior Year Balance	\$ 0	\$	\$ 0
Other Federal Funds	\$ 0	\$	\$ 0
Recipient Contribution	\$ 0	\$	\$ 0
State Contribution	\$ 0	\$	\$ 0
Local Contribution	\$ 0	\$	\$ 0
Other Contribution	\$ 0	\$	\$ 0
Allowable Project Cost	\$ 460,000	\$ 40,000	\$ 500,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.707 - State Lead Program Grants	Toxic Substances Control Act: Sec. 404(g)	2 CFR 200 2 CFR 1500 40 CFR 33 and 40 CFR 35 Subpart A

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
	180101G040	18	E1	01V4	000C10	4183			40,000
									40,000

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$167,413
2. Fringe Benefits	\$108,032
3. Travel	\$3,300
4. Equipment	\$0
5. Supplies	\$17,421
6. Contractual	\$120,000
7. Construction	\$0
8. Other	\$83,834
9. Total Direct Charges	\$500,000
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient 0.00 % Federal 100.00 %.)	\$500,000
12. Total Approved Assistance Amount	\$500,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$40,000
15. Total EPA Amount Awarded To Date	\$500,000

## **Administrative Conditions**

The General Administrative Terms and Conditions (#1) have been updated to reflect the most recent bundled changes (effective 10/2/2017). Term and Condition #2 has been updated. Term and Condition #4 has been updated. All other Terms and Conditions remain unchanged, and in full force and effect.

### **1. GENERAL ADMINISTRATIVE TERMS AND CONDITIONS**

The recipient agrees to comply with the current EPA general terms and conditions available at:

<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-2-2017-or-later>

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at:

<http://www.epa.gov/grants/grant-terms-and-conditions>.

### **2. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES**

#### **GENERAL COMPLIANCE, 40 CFR, Part 33**

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

#### **MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E**

MBE/WBE reporting is required in annual reports. Reporting is required for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category that exceed the threshold amount of \$150,000, including amendments and/or modifications.

Based on EPA's review of the planned budget, this award meets the conditions above and is subject to the Disadvantaged Business Enterprise (DBE) Program reporting requirements. However, if recipient believes this award does not meet these conditions, it must provide **Larry Wells** with a justification and budget detail within 21 days of the award date clearly demonstrating that, based on the planned budget, this award is not subject to the DBE reporting requirements.

The recipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" report (EPA Form 5700-52A) on an annual basis. All procurement actions are reportable, not just that portion which exceeds \$150,000.

When completing the annual report, recipients are instructed to check the box titled "annual" in section 1B of the form. For the final report, recipients are instructed to check the box indicated for the "last report" of the project in section 1B of the form. Annual reports are due by October 30<sup>th</sup> of each year. Final reports are due by October 30<sup>th</sup> or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the

box in section 5B when completing the form.

MBE/WBE reports should be sent to:

**U.S. Environmental Protection Agency – Region I  
5 Post Office Square – Suite 100 (OARM16-2)  
Boston, MA 02109-3912  
Attn: Mr. Larry Wells, Disadvantaged Business Utilization Program Manager**

The current EPA Form 5700-52A can be found at the EPA Office of Small Business Program's Home Page at [http://www.epa.gov/osbp/dbe\\_reporting.htm](http://www.epa.gov/osbp/dbe_reporting.htm)

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Effort requirements as described in 40 CFR Part 33 Subpart C, and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

**FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D**

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements as described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

**Accepting the Fair Share Objectives/Goals of Another Recipient**

The dollar amount of this assistance agreement, or the total dollar amount of all of the recipient's financial assistance agreements in the current federal fiscal year from EPA is \$250,000, or more. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA by the New Hampshire Department of Environmental Services as follows:

New Hampshire	MBE	WBE
Combined Goals	2.25	8.31%

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as New Hampshire Department of Environmental Services.

**Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404**

The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is **not** accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will

respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

#### **SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C**

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

#### **CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302**

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

#### **BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)**

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

#### **4. EXTENSION OF PROJECT/BUDGET PERIOD EXPIRATION DATE**

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308 (d)(2). Therefore, if a No-Cost Time Extension is necessary to extend the period of availability of funds the recipient must submit a written request to the EPA at least 10 days prior to the budget/project period expiration dates. **The written request must include:** a written justification describing the need for additional time and a revised schedule for project completion including updated milestone target dates for the approved

workplan activities. In addition, if there are overdue reports required by the administrative and programmatic terms and conditions of this assistance agreement, the recipient must ensure that they are submitted along with or prior to submitting the no cost time extension request.

The extension request must be submitted to the EPA Project Officer and EPA Grants Specialist listed on Page 1 of your Award Document.

### **Programmatic Conditions**

All Programmatic Terms and Conditions remain unchanged, and in full force and effect.

1. DATE ISSUED MM/DD/YYYY 09/07/2018  
 2. CFDA NO. 93.197  
 3. ASSISTANCE TYPE Cooperative Agreement

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 Centers for Disease Control and Prevention  
 CDC Office of Financial Resources  
 2920 Brandywine Road  
 Atlanta, GA 30341

1a. SUPERSEDES AWARD NOTICE dated  
 except that any additions or restrictions previously imposed remain  
 in effect unless specifically rescinded

4. GRANT NO. 1 N0E2EH001408-01-00  
 Formerly

5. ACTION TYPE New

6. PROJECT PERIOD MM/DD/YYYY  
 From 09/30/2018 Through 09/29/2020

7. BUDGET PERIOD MM/DD/YYYY  
 From 09/30/2018 Through 09/29/2019

**NOTICE OF AWARD**  
 AUTHORIZATION (Legislation/Regulations)  
 Section 317(k)(3) of the Public Health Service Act, [42 U.S.C. 247b (k)(3)]

8. TITLE OF PROJECT (OR PROGRAM)  
 Strengthening NH's ability to reduce the burden of lead poisoning in young children in high risk communities and populations.

9a. GRANTEE NAME AND ADDRESS  
 HEALTH AND HUMAN SERVICES, NEW HAMPSHIRE DEPT OF  
 29 Hazen Dr  
 NH Department of Health and Human Services  
 Concord, NH 03301-6510

9b. GRANTEE PROJECT DIRECTOR  
 Beverly Drouin  
 129 Pleasant St  
 -DUP5  
 Concord, NH 03301-3852  
 Phone: 603-271-8128

10a. GRANTEE AUTHORIZING OFFICIAL  
 Ms. Lisa M. Morris  
 29 Hazen Drive  
 Concord, NH 03301-6504  
 Phone: 603-271-6413

10b. FEDERAL PROJECT OFFICER  
 Ms. Latoria Whitehead  
 1600 Clifton Rd NE  
 Atlanta, GA 30329-4018  
 Phone: 678-231-3271

**ALL AMOUNTS ARE SHOWN IN USD**

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only	
II Total project costs including grant funds and all other financial participation <input type="checkbox"/>	
a. Salaries and Wages .....	105,509.00
b. Fringe Benefits .....	26,293.00
c. Total Personnel Costs .....	131,802.00
d. Equipment .....	0.00
e. Supplies .....	21,106.00
f. Travel .....	11,590.00
g. Construction .....	0.00
h. Other .....	5,669.00
i. Contractual .....	246,500.00
j. TOTAL DIRECT COSTS	416,667.00
k. INDIRECT COSTS	83,333.00
l. TOTAL APPROVED BUDGET	500,000.00
m. Federal Share	500,000.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from Item 11m)	500,000.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	500,000.00
13. Total Federal Funds Awarded to Date for Project Period	500,000.00

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

<ul style="list-style-type: none"> <li>a. DEDUCTION</li> <li>b. ADDITIONAL COSTS</li> <li>c. MATCHING</li> <li>d. OTHER RESEARCH (Add / Deduct Option)</li> <li>e. OTHER (See REMARKS)</li> </ul>	<b>b</b>
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16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDED AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

- a. The grant program legislation.
- b. The grant program regulations.
- c. This award notice including terms and conditions, if any, noted below under REMARKS.
- d. Federal administrative requirements, cost principles and audit requirements applicable to the grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached -  Yes  No)

GRANTS MANAGEMENT OFFICIAL: Ralph U Robinson

17. OBJ CLASS	41.51	18a. VENDOR CODE	1026000618B3	18b. EIN	026000618	19. DUNS	011040545	20. CONG. DIST.	02
21. a.	8-9390AEU	b.	18NUE2EH001408	c.	EH	d.	\$500,000.00	e.	75-18-0947
22. a.		b.		c.		d.		e.	
23. a.		b.		c.		d.		e.	

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 09/07/2018
GRANT NO. 1 N0E2EH001408-01-00	

Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

## AWARD ATTACHMENTS

HEALTH AND HUMAN SERVICES, NEW HAMPSHIRE DEPT OF

1 NUE2EH001408-01-00

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1. Terms and Conditions
2. Objective Review Summary Statement

**AWARD INFORMATION**

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number EH18-1806, entitled Childhood Lead Poisoning Prevention Projects, State and Local Childhood Lead Poisoning Prevention and Surveillance of Blood Lead Levels in Children, and application dated August 9, 2018, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Approved Funding:** Funding in the amount of \$500,000 is approved for the Year 01 budget period, which is September 30, 2018 through September 29, 2019. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third party in-kind contribution when applicable.

**Note:** Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

**Financial Assistance Mechanism:** Cooperative Agreement

**Substantial Involvement by CDC:** This is a cooperative agreement and CDC will have substantial programmatic involvement after the award is made. Substantial involvement is in addition to all post-award monitoring, technical assistance, and performance reviews undertaken in the normal course of stewardship of federal funds.

CDC program staff will assist, coordinate, or participate in carrying out effort under the award, and recipients agree to the responsibilities therein, as detailed in the NOFO.

**CDC Program Support to Awardees**

CDC will provide Technical Assistance:

- Provide subject matter expertise to support recipients in the development or enhancement and implementation of blood lead surveillance systems.
- Provide subject matter expertise to support recipients in the development or enhancement of evaluation and performance measurement and program effectiveness.
- Provide subject matter expertise to support recipients in the development or enhancement of work plans, program planning, and capacity building.

CDC will support Information Sharing between Recipients:

- Support information sharing of "best practices" and "lessons learned" through required annual recipient meetings and quarterly conference calls, and at other venues, as appropriate.
- Provide access to information-sharing portals (e.g., sharepoint site).

- Promote the use of "Success Stories" and other reports and publications.

CDC will provide Additional Support:

- Provide Healthy Homes and Lead Poisoning Software System (HHPSS) at no cost to support recipients in deployment of the system and migration of data from other systems to HHPSS.
- Review the use of data and information collected to support development, enhancement or implementation of population-based interventions.
- Provide guidance in implementing activities, and will identify major program issues, strategies, and priorities related to the cooperative agreement.
- Promote collaboration with other federal, state, and local health; environmental; and housing agencies by initiating contacts, conference calls, and on-site visits to discuss programmatic issues.
- Provide consultation and technical assistance regarding approaches used to links children to appropriate services.

**Objective Review Statement Response Requirement:** The review comments on the strengths and weaknesses of the proposal are provided as part of this award. A response to the weaknesses in these statements must be submitted to and approved, in writing, by the Grants Management Specialist/Grants Management Officer (GMS/GMO) noted in the CDC Staff Contacts section of this NoA, no later than 30 days from the budget period start date. Failure to submit the required information by the due date, October 31, 2018, will cause delay in programmatic progress and will adversely affect the future funding of this project.

**Budget Revision Requirement:** By October 31, 2018 the recipient must submit a revised budget with a narrative justification. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the CDC Staff Contacts section of this notice before the due date.

**PERSONNEL –**

- Please add the months of service for each position.
- If will be an onboarding period for filling the vacancy, please reduce number of months of service and redirect the cost savings to other approved activities.

**SUPPLIES –**

- Please provide a narrative for the Conference Sponsorships & Registration budget line item.

**TRAVEL –**

- Please Provide daily lodging rates and number of days for each type of trip.

**CONTRACTUAL –**

- Please provide an itemized budget/justification each for the Manchester and the Abacus Services contracts.

**Program Income:** Any program income generated under this grant or cooperative agreement will be used in accordance with the Addition alternative.

**Addition alternative:** Under this alternative, program income is added to the funds committed to the project/program and is used to further eligible project/program objectives.

**Note:** The disposition of program income must have written prior approval from the GMO.

**FUNDING RESTRICTIONS AND LIMITATIONS**

**Indirect Costs:** Indirect costs are approved based on the recipient's approved Cost Allocation Plan dated May 24, 2010.

**REPORTING REQUIREMENTS**

**Performance Progress and Monitoring:** Performance information collection initiated under this grant/cooperative agreement has been approved by the Office of Management and Budget under OMB Number 0920-1132, "Performance Progress and Monitoring Report", Expiration Date 8/31/2019. The components of the PPMR are available for download at: <https://www.cdc.gov/grants/alreadyhavegrant/Reporting.html> .

**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS):** Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
Victoria McBee, Grants Management Specialist  
Centers for Disease Control and Prevention  
OD, Environmental, Occupational Health & Injury Prevention Services Branch  
2960 Brandywine Road, MS E-01  
Atlanta, GA 30318  
Fax: 770-488-2688 (Include "Mandatory Grant Disclosures" in subject line)  
Email: [YIG9@cdc.gov](mailto:YIG9@cdc.gov) (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services  
Office of the Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator  
330 Independence Avenue, SW  
Cohen Building, Room 5527  
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or  
Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

#### **PAYMENT INFORMATION**

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a newly established subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application. All award funds must be tracked and reported separately.

The grant document number identified on the bottom of Page 1 of the Notice of Award must be known in order to draw down funds.

#### **CDC Staff Contacts**

**Grants Management Specialist:** The GMS is the federal staff member responsible for the day-to-day management of grants and cooperative agreements. The GMS is the primary contact of recipients for business and administrative matters pertinent to grant awards.

**GMS Contact:**

Victoria McBee, Grants Management Specialist  
Centers for Disease Control and Prevention (CDC)  
OD, Environmental, Occupational Health & Injury Prevention Services Branch  
2960 Brandywine Road, MS E-01  
Atlanta, GA 30341  
Telephone: 770-488-2825  
Fax: 770-488-2688  
Email: [yig9@cdc.gov](mailto:yig9@cdc.gov)

**Program/Project Officer:** The PO is the federal official responsible for monitoring the programmatic, scientific, and/or technical aspects of grants and cooperative agreements, as well as contributing to the effort of the award under cooperative agreements.

**Programmatic Contact:**

Dr. LaToria Whitehead, Project Officer  
Division of Emergency and Environmental Health Services  
National Center for Environmental Health  
Centers for Disease Control and Prevention (CDC)  
4770 Buford Highway - Mailstop F58  
Atlanta, Georgia 30341  
Phone: 770-488-3633  
E-mail address: [ceq6@cdc.gov](mailto:ceq6@cdc.gov)

**Grants Management Officer:** The GMO is the federal official responsible for the business and other non-programmatic aspects of grant awards. The GMO is the only official authorized to obligate federal funds and is responsible for signing the NoA, including revisions to the NoA that change the terms and conditions. The GMO serves as the counterpart to the business officer of the recipient organization.

**GMO Contact:**

Tiffany Mannings, Grants Management Officer  
Centers for Disease Control and Prevention (CDC)  
OD, Environmental, Occupational Health & Injury Prevention Services Branch  
2960 Brandywine Road, Mail Stop E-01  
Atlanta, GA 30341  
Telephone: 770-488-2515  
Fax: 770-488-2670  
Email: [yuo7@cdc.gov](mailto:yuo7@cdc.gov)

**National Center for Environmental Health**  
**Notice of Funding Opportunity CDC-RFA-EH18-1806**  
**Childhood Lead Poisoning Prevention Projects, State and Local Childhood Lead Poisoning Prevention**  
**and Surveillance of Blood Lead Levels in Children**

**SUMMARY STATEMENT**

**Date Reviewed: August 22, 2018**

**Applicant Name: New Hampshire Department of Health and Human Services**

**Application #: NUE2EH2018000244**

**Score: 89.7 of 100**

**Brief Summary of Application:**

*Summary of Project:*

Childhood lead poisoning continues to be a persistent, environmentally mediated pediatric health problem in New Hampshire (NH). Fifty-five percent of NH's housing stock was built before the 1978 ban on lead in residential paint, and several of NH's communities have as much as 83% of their housing stock built before 1978, according to the 2012-2015 American Community Survey. NH will focus on high-risk communities by using surveillance data to further focus on high risk neighborhoods and property owners that have a history of not maintaining their property, resulting in lead hazards. Strategies the applicant discuss to strengthen the process to Identify Lead Poisoned Children and Link Them to Services include: Hiring a new part-time Care Coordinator responsible for reviewing surveillance data, identifying children with elevated blood lead levels, and making appropriate referrals that include: 1) home visits from a public health nurse, 2) environmental investigations, 3) follow-up visits with the medical providers, 4) early intervention and educational services, 5) family support, and 6) the HUD Lead Hazard Control Grant Program. Strategies discussed by the applicant to implement or improve blood lead surveillance include, but are not limited to updating the "Childhood Lead Screening and Management Guidelines & Quick Guides".

*Other Relevant Comments*

- Provide any additional summary comments, concerns, or recommendations from the application review.

**Reviewers' Comments on Approach**

*Strengths of Section:*

- Childhood lead poisoning continues to be a persistent, environmentally mediated pediatric health problem in New Hampshire (NH). Fifty-five percent of NH's housing stock was built before the 1978 ban on lead in residential paint, and several of NH's communities have as much as 83% of their housing stock built before 1978, according to the 2012-2015 American Community Survey.
- NH will focus on high-risk communities by using surveillance data to further focus on high risk neighborhoods and property owners that have a history of not maintaining their property, resulting in lead hazards.
  1. NH has followed the Center for Disease Control and Prevention's (CDC) recommendations that communities with 27% or more pre-1950 housing stock be considered high-risk for lead poisoning. Additionally, NH has determined that 55% of NH's 234 communities are considered high-risk. To narrow this down further, the Healthy Homes and Lead Poisoning Prevention Program (HHLPPP) has used select social vulnerability factors to identify twenty-one communities that NH considers the "highest risk."
  2. According to the NH Office of Health Equity, 322 refugees were resettled into NH in 2017. Of those, sixty-six were children under the age of sixteen. The majority of these families are settling in Manchester, Nashua, and Concord due to the availability of affordable housing units, public transportation, employment opportunities, and family support. All three cities are considered high-risk for lead poisoning.

3. In 2016, the mean blood lead level for all NH children under the age of six who were tested for lead poisoning was 2.81µg/dL. The highest mean values in 2016 were reported among children aged 36 to 72 months old (3.26µg/dL) and among Black/African Americans (3.51µg/dL). NH's blood lead testing rates are low. Statewide only 52.6% of one year olds and 26.3% of two year olds had their blood lead levels tested in 2016.
- Strategies the applicant discuss to strengthen the process to Identify Lead Poisoned Children and Link Them to Services include: Hiring a new part-time Care Coordinator responsible for reviewing surveillance data, identifying children with elevated blood lead levels, and making appropriate referrals that include: 1) home visits from a public health nurse, 2) environmental investigations, 3) follow-up visits with the medical providers, 4) early intervention and educational services, 5) family support, and 6) the HUD Lead Hazard Control Grant Program; invite Special Education Directors and Special Education Preschool Program Directors from across the state to an outreach and education meeting; sponsor and coordinate an annual Healthy Homes and Lead Poisoning Prevention Conference; and provide parent and property owner educational letters when children with EBL are identified.
  - Strategies discussed by the applicant to implement or improve blood lead surveillance include: Update the Childhood Lead Screening and Management Guidelines & "Quick Guides; host a pediatric medical education event with the NH Chapter of American Academy of Pediatrics; collaborate with the NH Chapter of the American Academy of Pediatrics to offer provider education in high-risk areas; participate in the Immunization and School Nurse Conferences; partner with the NH Office of Medicaid and Dartmouth Hitchcock Healthcare System.
  - A significant focus of this two-year period will be supporting the project's Epidemiologist and an information technology contract with Abacus Services to successfully deploy CDC's new Healthy Homes and Lead Poisoning Surveillance System software to strengthen blood lead surveillance. In November 2016, NH made the decision to allocate resources to replace the aging STELLAR surveillance database with the CDC's new Healthy Homes and Lead Poisoning Surveillance System (HHLPPSS). NH worked with the CDC, the NH Department of Information Technology (DoIT), and an outside contractor, Abacus Service Corporation, to migrate historical blood lead data from STELLAR into the CDC HHLPPSS software. The HHLPPP began to design a workflow for program staff to replace the aging database and has entered the testing phase.
  - The HHLPPP Epidemiologist, Robert Funa, will be responsible for analysis of blood lead surveillance data throughout the grant period. Experienced in SAS, R, and Excel data analysis, Mr. Funa is supported by Epidemiologists from the Environmental Public Health Tracking and the Asthma Control Programs, in addition to the State Epidemiologist, Dr. Benjamin P. Chan.
  - NH's RSA 130-A:3 Lead Paint Poisoning Prevention and Control mandates that NH deliver a comprehensive surveillance report annually to various decision makers throughout the state. Development of this annual surveillance report will be the primary responsibility of Mr. Funa, Epidemiologist. Additionally, the Program subscribes to Constant Contact, an email marketing tool that allows the Health Promotion Advisor to disseminate the report to over 3,500 stakeholders annually and provides in-depth reporting that allows the program to watch the performance of the distribution over time to see who is engaging and who is not. In addition, the surveillance report is posted to the HHLPPP's website and distributed through the Division of Public Health Services' Facebook page. In 2015, the HHLPPP designed an easy to read At-A-Glance document that visually summarized the forty-page surveillance report.
  - Historically, NH has been uploading and reporting childhood blood lead surveillance data to the CDC for over a decade. The HHLPPP plans to continue this practice throughout Years One and Two by uploading childhood blood lead surveillance data on a quarterly basis to the CDC through a secure File Transport Protocol.
  - The applicant demonstrates the capacity to strengthen population-based interventions through: Agencies Supporting the Division of Public Health Services (i.e. Community Health Institute ); Development of thirteen surveillance "Dashboards" for the Regional Public Health Networks (RPHNs); Sub-contract with one Regional Public Health Network in a high risk area and the City of Claremont to implement strategies to increase blood lead testing and reduce lead poisoning among at risk populations; and invite governmental officials to outreach events.
  - The applicant described collaborative relationships with the NH's Lead Coalition, the Cities of Manchester and Nashua local health departments, and local community health officers to address priority childhood lead poisoning prevention challenges and opportunities; the state health department also collaborates with the remaining NH 232 communities.

***Weaknesses of Section:***

- The applicant does not have an existing data-sharing agreements in place with housing and code enforcement. Additionally, the applicant did not discuss a plan to track timeliness and efficacy of follow-up activities.

***Recommendations for Section:***

- As stated in the application, the applicant should pursue data sharing agreements with the NH Housing Finance Authority, and the Cities of Manchester and Nashua HUD Lead Hazard Control Grantees. Additionally, the applicant should develop a case management plan that discusses tracking timeliness and efficacy of follow-up activities.

**Reviewers' Comments on Evaluation and Performance Measurement**

***Strengths of Section:***

- To identify which program components warrant expansion or replication, and those that require improvement, the HHLPPP will look to CHI for assistance in the development and implementation of an Evaluation and Performance Measurement Plan using CDC's Framework for Program Evaluation in Public Health as the foundation. As outlined in the Notice of Funding Opportunity, the Evaluation and Performance Measurement Plan will be completed and submitted to the CDC in the first six months of Year One.
- The applicant provided a work plan consistent with the strategies/activities and outcomes outlined in this NOFO.

***Weaknesses of Section:***

- None

***Recommendations for Section:***

- None

**Reviewers' Comments on Organizational Capacity to Implement the Approach**

***Strengths of Section:***

- The applicant has established experience and organizational capacity to implement the strategies/activities and achieve the outcomes that are outlined in the NOFO. Under this CDC funding opportunity, the HHLPPP will partially fund the existing Program Manager, Health Promotion Advisor, and Epidemiologist and fully fund a newly hired part-time Care Coordinator. Personnel resumes, job descriptions, and organizational charts were included in the application.
- The HHLPPP has current capacity of 8.75 employees funded through a combination of Federal and NH general funds. Current program employees include a Program Manager, Secretary, Paralegal, Health Promotion Advisor, Epidemiologist, two Environmentalists, Data Coordinator, and Nurse Case Manager. Strategies outlined in this Notice of Funding Opportunity align with work and represent activities that staff is familiar with, including surveillance, outreach and education, increasing testing rates, population-based interventions, and linking children with blood lead elevations to necessary services.
- Applicant uses HHLPSS for surveillance data collection efforts and adheres to national data and technology standards to support interoperability of system-to-system data exchange. The automation of laboratory blood lead results received by the HHLPPP supports interoperability of system to system data exchange, including ease of sending quarterly data updates to the CDC for childhood lead and to the NIOSH for adults.

***Weaknesses of Section:***

- The applicant did not provide a plan for filling the vacant/newly created positions.

***Recommendations for Section:***

- If funded, the applicant should provide a plan and timeline for hiring the vacant positions that this project will fund.

**Reviewers' Comments on Budget and Budget Narrative**

***Strengths of Section:***

- The budget is consistent with the strategies/activities outlined in the work plan.

***Weaknesses of Section:***

- None

***Recommendations for Section:***

- None

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Cooperative Agreement</b>	GRANT NUMBER (FAIN): 00A00267	DATE OF AWARD 08/23/2018
		MODIFICATION NUMBER: 0	MAILING DATE 08/30/2018
		PROGRAM CODE: K	PAYMENT METHOD: ASAP
		TYPE OF ACTION New	ACH# 10136
RECIPIENT TYPE: State		Send Payment Request to: U.S. EPA Las Vegas Finance Center 4220 South Maryland Parkway, Building C, Room 503 Las Vegas, NV 89119 LVFC-grants@epa.gov	
RECIPIENT: New Hampshire D.H.H.S. 129 Pleasant Street Concord, NH 03301-3852 EIN: 02-6000618		PAYEE: New Hampshire D.H.H.S. 129 Pleasant Street Concord, NH 03301-3852	
PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST	
Beverly Drouin 129 Pleasant Street Concord, NH 03301-3852 E-Mail: beverly.drouin@dhhs.nh.gov Phone: 603-271-8128	Amanda Brylski 5 Post Office Square, Suite 100, OES05-4 Boston, MA 02109-3912 E-Mail: Brylski.Amanda@epa.gov Phone: 617-918-1758	Brian Tocci Grants Management Office, OAMR05-5 E-Mail: Tocci.Brian@epa.gov Phone: 617-918-1979	
<b>PROJECT TITLE AND DESCRIPTION</b> Office of Enforcement and Compliance Assurance (OECA) Fiscal Year 2019 Lead Enforcement Grant  This agreement supports New Hampshire's program to protect public health from exposure to lead-based paint hazards by overseeing lead-based paint abatement certification courses as well as lead-based paint abatement activities in pre-1978 child-occupied housing. Specifically, the recipient will conduct audits of accredited lead abatement training courses and Toxic Substances Control Act (TSCA) 402/404 compliance inspections. The recipient will also endeavor to return out of compliance firms and individuals into compliance with the Act.			
BUDGET PERIOD 10/01/2018 - 09/30/2019	PROJECT PERIOD 10/01/2018 - 09/30/2019	TOTAL BUDGET PERIOD COST \$50,000.00	TOTAL PROJECT PERIOD COST \$50,000.00
<b>NOTICE OF AWARD</b>  Based on your Application dated 05/25/2018 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$23,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$23,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS		ORGANIZATION / ADDRESS	
EPA New England 5 Post Office Square, Suite 100 Boston, MA 02109-3912		U.S. EPA, Region 1  5 Post Office Square, Suite 100 Boston, MA 02109-3912	
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>			
Digital signature applied by EPA Award Official for Arthur Johnson - Acting Director, Office of Administration and Resource Management  Fred Weeks - Award Official delegate			DATE 08/23/2018

## EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 23,000	\$ 23,000
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$	\$ 0
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 23,000	\$ 23,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.701 - Toxic Substances Compliance Monitoring	Toxic Substances Control Act: Secs. 28(a) & 404(g)	2 CFR 200 2 CFR 1500 40 CFR 33 and 40 CFR 35 Subpart A

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
	180101G057	18	E1	01V4	000E14XLD	4183			23,000
									23,000

## Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$23,478
2. Fringe Benefits	\$17,898
3. Travel	\$756
4. Equipment	\$0
5. Supplies	\$4,543
6. Contractual	\$0
7. Construction	\$0
8. Other	\$3,325
9. Total Direct Charges	\$50,000
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient 0.00 % Federal 100.00 %.)	\$50,000
12. Total Approved Assistance Amount	\$50,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$23,000
15. Total EPA Amount Awarded To Date	\$23,000

## Administrative Conditions

### A. GENERAL ADMINISTRATIVE TERMS AND CONDITIONS

The recipient agrees to comply with the current EPA general terms and conditions available at:

<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-2-2017-or-later>

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at:

<http://www.epa.gov/grants/grant-terms-and-conditions>.

### B. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

#### **GENERAL COMPLIANCE, 40 CFR, Part 33**

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

#### **REPORTING PROVISION**

MBE/WBE reporting is required annually for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category, that exceed the threshold amount of \$150,000, including amendments and/or modifications.

Based on EPA's review of the planned budget, this award does not meet the condition above and is not subject to the reporting requirements of the Disadvantaged Business Enterprise (DBE) Program. However, if during the performance of the award the total of all funds expended for direct procurement by the recipient and procurement under subawards or loans in the "Other" category exceeds \$150,000, annual reports will be required in accordance with the reporting paragraph below and you are required to notify your grant specialist for additional instructions.

The recipient also agrees to request prior approval from EPA for procurements that may activate DBE Program reporting requirements.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Efforts requirements as described in 40 CFR Part 33 Subpart C and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

#### **MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E**

When required, MBE/WBE reports must be submitted annually. The recipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" report (EPA Form 5700-52A) on an annual basis. All procurement actions are reportable, not just that portion which exceeds \$150,000.

When completing the annual report, recipients are instructed to check the box titled "annual" in section 1B of the form. For the final report, recipients are instructed to check the box indicated for the "last report" of the project in

section 1B of the form. Annual reports are due by October 30<sup>th</sup> of each year. Final reports are due by October 30<sup>th</sup> or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

MBE/WBE reports should be sent to:

**U.S. Environmental Protection Agency – Region I**  
**5 Post Office Square – Suite 100 (OARM05-5)**  
**Boston, MA 02109-3912**  
**Attn: Mr. Larry Wells, Disadvantaged Business Utilization Program Manager**

The current EPA Form 5700-52A can be found at the EPA Office of Small Business Program's Home Page at [http://www.epa.gov/osbp/dbe\\_reporting.htm](http://www.epa.gov/osbp/dbe_reporting.htm)

**FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D**

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

**Current Fair Share Objective/Goal**

The dollar amount of this assistance agreement or the total dollar amount of all of the recipient's financial assistance agreements in the current federal fiscal year from EPA is \$250,000, or more. The New Hampshire Department of Environmental Services has negotiated the following, applicable MBE/WBE fair share objectives/goals with EPA as follows:

New Hampshire	MBE	WBE
Combined Goals	2.25%	8.31%

**Negotiating Fair Share Objectives/Goals**

In accordance with 40 CFR, Part 33, Subpart D, established goals/objectives remain in effect for three fiscal years unless there are significant changes to the data supporting the fair share objectives. The recipient is required to follow requirements as outlined in 40 CFR Part 33, Subpart D when renegotiating the fair share objectives/goals.

**SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C**

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

(a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

(b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

(c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

#### **CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302**

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

#### **BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)**

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

#### **C. EXTENSION OF PROJECT/BUDGET PERIOD EXPIRATION DATE**

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308 (d)(2). Therefore, if a No-Cost Time Extension is necessary to extend the period of availability of funds the recipient must submit a written request to the EPA at least 10 days prior to the budget/project period expiration dates. **The written request must include:** a written justification describing the need for additional time and a revised schedule for project completion including updated milestone target dates for the approved workplan activities. In addition, if there are overdue reports required by the administrative and programmatic terms and conditions of this assistance agreement, the recipient must ensure that they are submitted along with or prior to submitting the no cost time extension request.

The extension request must be submitted to the EPA Project Officer and EPA Grants Specialist listed on Page 1 of your Award Document.

### **Programmatic Conditions**

#### **SUBSTANTIAL FEDERAL INVOLVEMENT**

EPA will be substantially involved in the award activities, including, but not limited to: providing technical assistance and programmatic oversight; review/comment on the project's activities, products and semi-annual

reports; providing assistance and coordination with regional outreach and communications; and conducting up to two site visits for project review during the project period.

## **PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT**

### **Performance Reports:**

The recipient shall submit, to the EPA Project Officer, **semi-annual** performance reports (preferably electronic copies), due every 180 days, for the duration of the agreement. In accordance with 2 CFR 200.328, the recipient agrees to include in performance reports submitted under this agreement brief information on each of the following areas:

- 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;
- 2) reasons why anticipated outputs/outcomes were not met;
- 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In accordance with 2 CFR 200.328(2)(d)(1), the recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. In addition, interim performance reports must prominently display the three Essential Elements required for state workplans and reports. They are:

- Essential Element 1 - Strategic Plan Goal
- Essential Element 2 - Strategic Plan Objective
- Essential Element 3 - Workplan Commitments plus time frame

### **Final Performance Report:**

The recipient agrees to submit two copies of the Final Performance Report to the EPA Project Officer. The Final Project Report is due within 90 days after the end of the budget/project period. Final performance reports must prominently display the three Essential Elements required for state workplans and reports. They are:

- Essential Element 1 - Strategic Plan Goal
- Essential Element 2 - Strategic Plan Objective
- Essential Element 3 - Workplan Commitments plus time frame

The report will include any agreed-upon work-product(s) resulting from the project and the following:

- 1) an abstract or overview of the project including completed workplan activities;
- 2) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;
- 3) reasons why anticipated outputs/outcomes were not met;
- 4) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.

5) the methods to be used to effectively disseminate project information and/or continue the benefits of this project (although the project itself may not be continuing);

6) materials generated in connection with project activities (e.g., workshop announcements, newspaper/newsletter announcements, articles or releases, press packets, pamphlets, etc.).

### **QUALITY MANAGEMENT PLAN (QMP)**

Grantees who implement environmental programs that include: 1) direct measurement, sampling or observation activities, 2) environmental modeling, 3) use of existing data, 4) use of survey results, or 5) calculation of environmental outcomes must prepare and implement a Quality Management Plan. If applicable, the grantee shall submit to the EPA Project Officer (PO) an approvable QMP within 45 days of receipt of this agreement. The PO will forward the QMP to the EPA QA staff for review and approval. No data collection/use activities may occur until the QMP has been reviewed and approved by EPA.

A QMP is not required for this Lead Enforcement Grant.

### **CYBERSECURITY CONDITION**

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b)

(1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

### **KEY PERSONNEL**

In the event of a change in key project personnel (e.g., director, project manager, project coordinator, outreach worker), the recipient agrees to inform the Project Officer in writing within 10 days. The key personnel may

include any person whose absence will substantially and/or adversely impact the quality or timeliness of the work. The letter to the Project Officer should explain the reason for the change, detail the organization's plan of action for filling the vacancy and completing project deliverables, and provide the name and telephone number for the interim project contact person. The replacement person **MUST** have the same and current EPA training, certifications, approved safety equipment prior to being charged to the grant.

## **PROJECT REVIEW**

In order to evaluate the adequacy of program progress, the recipient agrees to host two (2) site visits with the Project Officer upon request. The project review will include an overview of the project and project expenditures. The time frame for the project reviews will be negotiated between the recipient (project manager) and the EPA Project Officer.

The recipient is required to attend a yearly Grant Meeting at an EPA Facility (Chelmsford, MA, Narragansett, RI Laboratories or Boston, MA) as designated by the Project Officer.

In accordance with 2 CFR 200.328(2)(d)(1), the recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

## **SEMI-ANNUAL (180 days) REPORTS**

In accordance with 2 CFR 200.328, the recipient is required to submit a semi-annual progress report to their EPA Project Officer with brief information on each of the following areas:

1. A comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;
2. Reasons why anticipated outputs/outcomes were not met;
3. Other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.

The report should be in a format as approved by the Project Officer; the format for the progress report will be sent to the grantee. The reports are to be completed and both mailed to the EPA Project Officer as well as submitted electronically.

## **PARTIAL FUNDING**

EPA is partially funding this budget period and will consider funding the balance of the budget request contingent upon the availability of funds, and EPA priorities. The scope of work may be renegotiated to reflect the amount awarded if additional funds are not available.

## **PROGRAM MEASURES**

Project Officer will define and determine measures as directed by US EPA Headquarters Office of Pollution Prevention and Toxics Substances (OPPT).

## **MANDATORY MEETINGS AND CONFERENCES**

In order to evaluate the adequacy of program progress, the recipient agrees to host **two (2) site visits with the Project Officer** upon request. The project review will include an overview of the project and project expenditures. The time frame for the project reviews will be negotiated between the recipient (project manager) and the EPA Project Officer.

The recipient **will be required** to send representatives to attend the in and/or out of state **Consortium of North East States and Tribes (CONEST) Meetings and New England Lead Coordination Meeting** and National Lead meeting(s) as invited by the Project Officer. The dates, times and locations of these meetings will be communicated to the grantee ahead of time and representatives from the organization must attend all these events.

## **FINAL REPORT**

The recipient agrees to submit a draft final report within 30 days after the end of the project period. Once the draft has been reviewed and approved by the Project Officer, the recipient agrees to submit two (2) copies of the Final Report within 90 days after the end of the project period to the Project Officer in the format which was agreed upon, with information on each of the following areas:

1. An abstract or overview of the project, including completed workplan activities;
2. A comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;
3. Reasons why anticipated outputs/outcomes were not met;
4. Other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.
5. The methods to be used to effectively disseminate project information and/or continue the benefits of this project (although the project itself may not be continuing);
6. Two copies of all tangible materials and final products that were created for the purposes of the funded project (i.e., videos, research findings, curriculum, presentation, etc.) If an exhibit or slide show was created or an item too large and/or expensive to duplicate, photos or transcripts of the product may be substituted.

Failure to submit the final report within 90 days may result in an inability of EPA's Finance Office to process the recipient's final reimbursement request.

After review of the final report, the Project Officer may request additional information from the recipient. Once an acceptable final report has been approved, the Project Officer will keep one copy in the grant file. The Project Officer may share copies of the final report with organizations or other interested parties upon request.

## **GEOSPATIAL DATA STANDARDS**

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at [www.fgdc.gov](http://www.fgdc.gov).