



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4517 1-800-852-3345 Ext. 4517
Fax: 603-271-3827 TDD Access: 1-800-735-2964



FIS 16 178 mac

Jeffrey A. Meyers
Commissioner

Marcella Jordan Bobinsky
Acting Director

October 19, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court, and

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Handwritten signature and date 11/18/16
Approved by Fiscal Committee Date

REQUESTED ACTION

- 1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section to accept and expend federal funds in the amount of \$183,333.00 from the Centers for Disease Control and Prevention (CDC) to fund the Zika Surveillance, Intervention and Referral Program, effective date of approval by the Fiscal Committee and Governor and Council through June 30, 2017 and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2017 will be included in the future operating budgets for SFY 2018 and SFY 2019. 100% Federal Funds
2. Pursuant to the provisions of NH 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 a full time temporary (Class 059) position at the following level: one Public Health Nurse Coordinator utilizing funds from the Centers for Disease Control and Prevention's Zika Surveillance, Intervention and Referral grant effective upon date of approval by the Fiscal Committee and Governor and Council, through June 30, 2017. The attached letter from Division of Personnel approved the establishment of this position.

05-95-90-902010-50230000-HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUR OF COMMUNITY & HEALTH SERVICES, Zika Pregnancy Surveillance

SFY 17

Table with 5 columns: Class/Object, Class Title, Current Modified Budget, Increase (Decrease) Amount, Revised Modified Budget. Row 1: 000-403801, Federal Funds, \$0, \$183,333, \$183,333

020-500200	Current Expenses	\$0	\$1,200	\$1,200
039-500188	Telecommunications	\$0	\$525	\$525
030-500301	Equipment	\$0	\$2,500	\$2,500
041-500801	Audit Fund Set Aside	\$0	\$200	\$200
059-500117	Full Time Temporary	\$0	\$50,583	\$50,583
060-500601	Benefits	\$0	\$40,206	\$40,206
070-500707	In State Travel	\$0	\$500	\$500
080-500717	Out of State Travel	\$0	\$2,256	\$2,256
102-500731	Contracts for Program Services	\$0	\$85,363	\$85,363
Total Expenses		\$0	\$183,333	\$183,333

EXPLANATION

Funds were awarded by the Centers for Disease Control and Prevention to establish, enhance, and maintain rapid population-based surveillance of microcephaly and other adverse outcomes possibly linked to Zika virus infection during pregnancy. In New Hampshire, a birth defects registry existed under Dartmouth Hitchcock Medical Center (serving as a proxy for the Department of Health and Human Services, Division of Public Health Services) under RSA 141-J until July 1, 2016, when it was shut down after funds were no longer provided by a grant from the Centers for Disease Control and Prevention. As such, there is currently no source of information on the occurrence of birth defects in infants born in New Hampshire. Funds from this award will be used to establish microcephaly and other Zika related birth defects surveillance within the Maternal and Child Health Section. Birth defects surveillance data is vital to have in order to understand the impact of Zika as a public health issue, especially as the virus begins to circulate in the United States. One initiative will be working with the Division of Vital Records within the Secretary of State's Office to add additional variables specific to Zika, such as head circumference, on the birth certificate. Another will be to hire a Public Health Nurse Coordinator who will review data, conduct clinical investigations of suspected adverse birth outcomes associated with the Zika virus, provide referral services to affected families and link them up with services, and develop and distribute educational materials targeted toward pregnant women and prenatal and pediatric healthcare providers. This position will work directly in the Maternal and Child Health Section, but will coordinate with the Zika related activities taking place within the Division of Public Health Services and the Department of Health and Human Services as a whole.

Funds are budgeted for Current Expenses (Class 20) for supply costs associated with the new position.

Funds are budgeted for Telecommunications (Class 39) for telecommunication costs.

Funds are budgeted for Equipment (Class 030) for purchase of a laptop, docking station, and a conference phone.

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

Funds are budgeted for Full Time Temporary Personnel and Benefits (Class 059 and 060) if approved in item 2, to support a Public Health Nurse Coordinator for oversight and implementation of the program.

Funds are budgeted for In-State Travel (Class 070) to cover travel expenses the Public Health Nurse Coordinator incurs while performing his/her duties.

Funds are budgeted for Out-of-State Travel (Class 080) to cover travel expenses of Public Health Nurse Coordinator to attend one CDC mandated Zika focused meeting in Atlanta, GA, and for one professional development conference, as needed.

Funds are budgeted in Contracts for Program Services (Class 102) to fund two contracts. One contract is to enable and support a birth defects registry web based site, specific to Zika, which will host the surveillance data. The second will be to fund Vital Records in adding the supplemental data fields on the birth certificate through the New Hampshire Vital Records Information Network (NHVVRIN). NHVVRIN is a secure web-based birth certificate system used by all birth registrars in the state.

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

- 1) List of personnel involved:
Full-Time Public Health Nurse Coordinator, LG 23, Position #9T2887

- 2) Nature, need and duration:

The Public Health Nurse Coordinator will have responsibility for the administrative and programmatic operations of the Zika Surveillance, Intervention and Referral Program within the Maternal and Child Health Section.

- 3) Relationship to existing agency programs:

The activities will be coordinated with the current and future Zika related endeavors within the Division of Public Health Services and the Department of Health and Human Services as a whole.

- 4) Has similar program been requested of the Legislature and denied?

No

- 5) Why wasn't funding included in the agency's budget request?

These funds were awarded July 30, 2016. It was not known that these funds would be available at the time the agency established its SFY 2016-2017 biennial budget.

- 6) Can portions of the grant funds be utilized for other purposes?

Federal funds allocated to the state cannot be used for other purposes.

7) Estimate the funds required to continue this position:

<u>Position (Salary & Benefits)</u>	<u>FY 2017</u>
Public Health Nurse Coordinator	\$90,789

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: Statewide

Source of funds: These funds are 100% Federal from the Centers for Disease Control and Prevention to fund the Zika Surveillance, Intervention and Referral Program. Attached are the Division of Personnel authorization, Notice of Grant Award and Award History. Notice of these funds was received on July 30, 2016. They were not added to the operating budget because these are new funds 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,



Marcella Jordan Bobinsky, MPH
Acting Director



Approved by: Jeffrey A. Meyers
Commissioner

JAM/MAB/rs

AWARD HISTORY
Zika Pregnancy Sureveillance - NU50DD000009

budget period 08/01/16 - 07/31/21 NGA(200,000/12*11)	183,333
Expended through 6/30/16	-
Unobligated Balance Unable to Spend	
Award Balance 8/01/16	183,333
SFY 17 Appropriation **	-
OYR	<u>-</u>
Available to Accept in SFY 17	183,333
Amount Requested this Action	<u><u>183,333</u></u>

SFY 17 Appropriation
50230000 403801
Zika Preparedness

Current	OYR	Total	This Action	Revised Budget
-		-	183,333	183,333
<u>-</u>	<u>-</u>	<u>-</u>	<u>183,333</u>	<u>183,333</u>

1. DATE ISSUED MM/DD/YYYY 07/30/2016
 2. CFDA NO. 93.073
 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 NU50DD000009-01-00
 Formerly

5. ACTION TYPE New

6. PROJECT PERIOD MM/DD/YYYY
 From 08/01/2016 Through 07/31/2021

7. BUDGET PERIOD MM/DD/YYYY
 From 08/01/2016 Through 07/31/2021

NOTICE OF AWARD
 AUTHORIZATION (Legislation/Regulations)
 [AWARD AUTHORITY NOT DEFINED FOR DD16-1603]

8. TITLE OF PROJECT (OR PROGRAM)
 Surveillance, intervention and referral to services for infants with microcephaly or other adverse outcomes linked with the Zika virus

9a. GRANTEE NAME AND ADDRESS
 New Hampshire Department of Health and Human Services
 29 Hazen Dr
 Concord, NH 03301-6503

9b. GRANTEE PROJECT DIRECTOR
 Ms. Marcella Bobinsky
 129 PLEASANT ST
 CONCORD, NH 03301-3852
 Phone: 603-271-4110

10a. GRANTEE AUTHORIZING OFFICIAL
 Ms. Delores Cooper
 129 PLEASANT ST
 CONCORD, NH 03301-3852
 Phone: 603-271-4613

10b. FEDERAL PROJECT OFFICER
 William Paradies
 Centers for Disease Control and Prevention
 CCHP/NCBDDD/DBDDD/BDB
 Atlanta, GA 30333
 Phone: 404-498-3919

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only	<input type="checkbox"/>
II Total project costs including grant funds and all other financial participation	<input type="checkbox"/>
a. Salaries and Wages	50,583.00
b. Fringe Benefits	40,206.00
c. Total Personnel Costs	90,789.00
d. Equipment	0.00
e. Supplies	3,025.00
f. Travel	2,756.00
g. Construction	0.00
h. Other	17,371.00
i. Contractual	86,059.00
j. TOTAL DIRECT COSTS	200,000.00
k. INDIRECT COSTS	0.00
l. TOTAL APPROVED BUDGET	200,000.00
m. Federal Share	200,000.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION			
a. Amount of Federal Financial Assistance (from item 11m)	200,000.00		
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	200,000.00		
13. Total Federal Funds Awarded to Date for Project Period		200,000.00	
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:			
a. DEDUCTION			
b. ADDITIONAL COSTS			
c. MATCHING			
d. OTHER RESEARCH (Add / Deduct Option)			
e. OTHER (See REMARKS)			
<input type="checkbox"/>			
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING 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 this 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: Patricia French, Grants Management Officer

17. OBJ CLASS 41.51	18a. VENDOR CODE 1026000618C3	18b. EIN 026000618	19. DUNS 011040545	20. CONG. DIST. 02
FY-ACCOUNT NO.	DOCUMENT NO.	CFDA	ADMINISTRATIVE CODE	AMT ACTION FIN ASST
21. a. 6-939061A	b. 000009DD16	c. 93.073	d. DD	e. \$100,000.00
22. a. 6-93906FV	b. 000009DD16	c. 93.073	d. DD	e. \$100,000.00
23. a.	b.	c.	d.	f.



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

VICKI V. QUIRAM
Commissioner
(603) 271-3201

SARA J. WILLINGHAM
Director of Personnel
(603) 271-3261

October 11, 2016

Marilyn Doe, Administrator II
Human Resources
Department of Health and Human Services
Concord, NH 03301

Regarding: Request to establish a full-time temporary Public Health Nurse Coordinator,
labor grade 23

Dear Ms. Doe:

The Division of Personnel approves of your request dated September 23, 2016 to establish a full-time temporary Public Health Nurse Coordinator, labor grade 23 for the Division of Public Health Services, Bureau of Population Health and Community Services, Maternal and Child Health Section, and have assigned the position number of 9T2887 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Classification Section with documentation. Thank you.

Very truly yours,

Jennifer J. Elberfeld
Classification & Compensation Administrator

Cc: Sara J. Willingham, Director of Personnel