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New Hampshire Department of
**BUSINESS AND
 ECONOMIC AFFAIRS**



July 2, 2020

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

REQUESTED ACTION

Authorize the Department of Business and Economic Affairs, Division of Economic Development to **RETROACTIVELY** accept and expend \$59,366.00 from the United States Department of Defense to support the existing federal funds portion of the budget for the New Hampshire Procurement Technical Assistance Program (NH PTAC), effective upon Governor and Executive Council approval for the period July 1, 2020 through June 30, 2021. **100% Federal Funds**

Funding to be budgeted in FY2021 as follows:

03-22-22-220510-14500000					
PROCUREMENT & GOVT CONTRACTS					
CLASS	DESCRIPTION	ACCOUNT	FY 2021 CURRENT BUDGET	REQUESTED ACTION	FY 2021 REVISED BUDGET
Revenue					
00S	General Funds	000010	(\$126,997)		(\$126,997)
000	Federal Funds	404760	(\$297,073)	(\$59,366)	(\$356,439)
		TOTALS	(\$424,070)	(\$59,366)	(\$483,436)
Expense					
10	Personal Services	500100	\$211,149		\$211,149
20	Current Expenses	500200	\$5,300		\$5,300
26	Organizational Dues	500251	\$2,000	\$610	\$2,610
27	Transfers to OIT	507442	\$16,697		\$16,697
38	Technology-software	500177	\$50	\$3,150	\$3,200
39	Telecommunications	500188	\$3,200	\$100	\$3,300
40	Indirect Costs	500800	\$24,000	\$7,000	\$31,000
41	Audit Fund Set Aside	500801	\$295	\$45	\$340
50	Personal Services Temp	500109	\$22,244	\$43,819	\$66,063
60	Benefits	500612	\$115,635	\$4,642	\$120,277
70	In State Travel	500704	\$4,000		\$4,000
80	Out of State Travel	500710	\$19,500		\$19,500
		TOTALS	\$424,070	\$59,366	\$483,436

100 North Main Street, Suite 100
 Concord, New Hampshire 03301

603.271.2341

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The New Hampshire Procurement Technical Assistance Center (NH PTAC), a cooperative agreement program of the Division of Economic Development and Defense Logistics Agency (DLA), has received an increase in its annual grant from DLA.

NH PTAC provides technical assistance to New Hampshire companies (clients) navigating the complexities of government contracting. In federal FY18, federal contracts and subcontracts in New Hampshire were valued at over \$2.7 billion, with \$730+ million awarded to small businesses.

Effective March 1, 2019, the United States Department of Defense (DoD), desiring that nationwide PTACs be expanded, increased the matching contribution from a 50/50 basis to a 60/40 basis, contingent upon non-DoD contributions remaining level. The consequence was a 25% increase in the DoD funding available to NH PTAC, with no additional match required. This more favorable contribution ratio has continued, and was included in the current National Defense Authorization Act.

NH PTAC's cooperative agreement contains certain performance metrics and goals. With the increase in funding, DoD required a commensurate increase in some of those goals. In order to meet the increased goal for counseling hours, NH PTAC added a part-time counselor (Program Specialist IV, Labor Grade 25) to the staff in February 2020. The primary purpose of the additional federal funding is to maintain this position.

Although adding this position carries some ongoing support expenses, including software licenses, and telecommunications services, sufficient DoD funds are available to fully support these expenses.

The following appropriations are being requested for Fiscal Year 2021:

Class	Description	Amount	Purpose
26	Organizational Dues	\$610	Increase in APTAC dues due to increased funding. Dues are calculated as a fixed percentage of total program budget.
38	Technology-Software	\$3,150	Ongoing support for software as service added in FY 20
39	Telecommunications	\$100	Expected additional expenditures to support the part-time position
40	Indirect Costs	\$7,000	Increase due to increased federal funding.
41	Audit Fund Set Aside	\$45	Reflects increase in Federal funds
50	Personal Services-Temp	\$43,819	Expected additional expenditures to support a current part-time position
60	Benefits	\$4,642	Expected additional expenditures to support the part-time position, correction for staff benefit change

In the event that Federal Funds are no longer available, General Funds will not be requested to support these expenditures.

Respectfully submitted,



Taylor Caswell
 Commissioner

1. AGREEMENT NO
SP4800-20-2-2068

2. THIS AGREEMENT INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS VERSION 1.3, ISSUED SEPTEMBER 2019. Located at <https://www.dla.mil/smallBusiness/PTAP/Resources>

3. FUNDING OPPORTUNITY NO: DLA-202001 A & B

4. ISSUED BY DoDAAC SP4800 Defense Logistics Agency Office of Small Business Programs 8725 John J. Kingman Road, Suite 1127 Ft. Belvoir, VA 22060-6221	5. ADMINISTERED BY DoDAAC S2206A DCMA Boston 495 Summer Street, Room 627 Boston, MA 02210-2138
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6. RECIPIENT DUNS 787504158 CAGE Code 013M1 New Hampshire Department of Business & Economic Affairs 1 Eagle Square Suite 100 Concord, NH 03301-4991	7a. PAYMENT WILL BE MADE BY DoDAAC HQ0337 Defense Finance & Accounting Service Columbus PO Box 182317 Columbus, OH 43218-2317
7b. ADVANCE PAYMENT <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT AUTHORIZED	

8. ACCOUNTING AND APPROPRIATION DATA AA 9700100 5100 001 7000215 4100 S33189	9. FEDERAL FUNDS OBLIGATED \$334,145.00
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10. PERIOD OF PERFORMANCE STARTS 5/1/2020 ENDS 4/30/2021	11. PERIOD OF PERFORMANCE IS Base
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12a. BUDGET	12b. GOVERNMENT'S SHARE
Personnel: \$302,090.00	\$334,145.00 or 60%
Fringe Benefits: \$134,496.00	
Travel: \$23,830.00	12c. RECIPIENT'S SHARE
Equipment: \$0.00	
Supplies: \$4,044.00	\$224,681.00 or 40%
Contractual: \$2,500.00	
Other: \$41,598.00	
Indirect Costs: \$50,268.00	
TOTAL: \$558,826.00	

13. THE SERVICE AREA IS

THIS PTAC SERVICES THE STATE OF NEW HAMPSHIRE IN ITS ENTIRETY

This is a Probationary Award and is issued with Special Conditions
(Refer to Page 3 of 3).

14a. SIGNATURE OF RECIPIENT 	15a. UNITED STATES OF AMERICA (SIGNATURE OF GRANTS OFFICER) ROSS.NATALIE.C.104 9986110 Digitally signed by ROSS.NATALIE.C.1049986110 Date: 2020.03.19 15:35:26 -04'00'		
14b. NAME & TITLE OF SIGNER Taylor Caswell Commissioner	14c. DATE SIGNED 3/18/2020	15b. NAME & EMAIL OF GRANTS OFFICER Natalie C. Ross natalie.ross@dla.mil	15c. DATE SIGNED 03/19/2020

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16. PROGRAM PLANS INCLUDE THE ESTABLISHMENT OF FACILITIES IN THE PLACE(S) LISTED
(the location in the first block is the principal place of performance)

Concord, NH	Main

ANY CHANGE TO FACILITY LOCATIONS IN THIS BLOCK IS A SIGNIFICANT DEVELOPMENT THAT THE RECIPIENT IS REQUIRED TO REPORT TO THE GRANTS OFFICER AS SOON AS IT IS KNOWN

17. INDIRECT (F&A) COST RATES APPROVED FOR USE ARE LISTED

INSTITUTION	RATE	BASE	LOCATIONS
NH DRED	10.00%	MTDC	ALL

18. SUBAWARDS APPROVED ARE LISTED

DESCRIPTION
Not Applicable

19. THIRD PARTY IN-KIND CONTRIBUTIONS INCLUDED IN THE BUDGET AND APPROVED FOR USE TO MEET COST SHARING REQUIREMENTS ARE LISTED

DONOR	DESCRIPTION	AMOUNT
Great Bay Community College	Computer Lab Rental	\$1,875.00
Nashua Community College	Computer Lab Rental	\$1,200.00
River Valley Community College	Computer Lab Rental	\$900.00
White Mountains Community Collge	Computer Lab Rental	\$300.00
Lakes Region Community College	Computer Lab Rental	\$600.00
Manchester Community College	Computer Lab Rental	\$1,000.00
Total		\$5,875.00

20. ALLOWABLE EXPENDITURES FOR EQUIPMENT AND OTHER CAPITAL ASSETS ARE LISTED (see 2 CFR 200.439)

DESCRIPTION	AMOUNT
None	

Expenditures for equipment and other capital assets, third party in-kind contributions, subawards and indirect (F&A) costs using rates not listed are unallowable without prior approval. Attach additional pages if necessary.

Required reporting periods, forms, format, data elements, frequency, due dates and procedures for interim and final performance reports are in the Procurement Technical Assistance Program General Terms and Conditions Version 1.3, Appendix A, dated September 2019, which is available at -

<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>

Performance goals for the period of performance on page 1 are -

1. Number of new clients

145

2. Hours of counseling time

1375

3. Number of participated events

36

PROBATIONARY STATUS

"Due to the recipient's recent history of marginal performance, this award is issued with the following special conditions that will persist throughout the period of performance:

1. The recipient must conduct and report a minimum of 1,345 hours of counseling during the period of performance. This represents approximately 500 hours of counseling for each Full-Time Counselor, 300 hours of counseling for the Part-Time Counselor and 45 hours for the Program Manager.
2. The recipient must use Block 11 of the DLA 1806 form to report the oversight actions taken to ensure counseling is reported accurately in the quarterly performance report.
3. The cost per counseling hour achieved must not exceed \$406.41. The cost per counseling hour is calculated as follows: total cost incurred divided by counseling hours achieved.

"Failure to make reasonable progress toward achieving goals may result in termination of the award."

PROGRAM AUTHORITY, CFDA AND PURPOSE

Authority - Title 10, United States Code, Chapter 142

CFDA 12.002 - Procurement Technical Assistance For Business Firms

Recipients serve as a resource for information and training related to contracting opportunities with DoD, other Federal agencies, and State and local governments. This is not a research and development (R&D) program.