STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES
Bureau of Drug and Alcohol Services

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate Commissioner

105 PLEASANT STREET, CONCORD, NH 03301
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FIS 13 290 37
HJT

November 21, 2013

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

Approved by Fiscal Committee 1/10/14 Date

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

REQUESTED ACTION

100% federal funds

Pursuant to RSA 14:30-a, VI, Acceptance of Non-General Funds, authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Drug & Alcohol Services to accept and expend federal funds in the amount of $198,000 from the Substance Abuse and Mental Health Services Administration to fund the State Epidemiological Outcomes Workgroups (SEOW) effective date of Governor and Council approval through September 29, 2014, and further authorize the funds to be allocated as follows:

05-95-49-491510-2988 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS HHS: COMMISSIONER, DIV OF COMM BASED CARE SVC, BUREAU OF DRUG & ALCOHOL SVCS, PREVENTION SERVICES

Class/Object	Class Title	Current Authorized Budget	Current Request	Revised Modified Budget
SFY 2014				
000-400338	Federal Funds	$2,002	$0	$2,002
000-404600	Federal Funds	$2,337,015	$131,667	$2,468,682
003-407314	Revolving Funds	$25,000	$0	$25,000
007-403412	Agency Income	$75,400	$0	$75,400
XXX-XXXXXX	General Funds	$376,522	$0	$376,522
Total Revenue		$2,815,939	$131,667	$2,947,606
010-500100	Personal Services	$174,106	$0	$174,106
020-500200	Current Expenses	$14,240	$1,000	$15,240
030-500301	Equipment	$3,001	$0	$3,001
038-500175	Technology-Software	$1	$0	$1
039-500179	Telecommunications	$10,740	$0	$10,740
040-500800	Indirect Expenses	$83,000	$13,000	$96,000
041-500801	Audit Fund Set-Aside	$2,414	$200	$2,614
042-500620	Add'l Fringe Benefits	$27,188	$0	$27,188
049-500294	Transfer to other State Agencies	$50,000	$0	$50,000
060-500601	Benefits	$83,786	$0	$83,786
070-500704	In-State Travel	$12,825	$1,200	$14,025
080-500710	Out-of-State Travel	$2,000	$2,000	$4,000
102-500731	Contracts for Program Services	$2,327,638	$114,267	$2,441,905
103-502507	Contracts for OP Services	$25,000	$0	$25,000
Total Expenses		$2,815,939	$131,667	$2,947,606

Class/Object	Class Title	Current Authorized Budget	Current Request	Revised Modified Budget
SFY 2015				
000-400338	Federal Funds	$0	$0	$0
000-404600	Federal Funds	$2,413,919	$66,333	$2,480,252
003-407314	Revolving Funds	$25,000	$0	$25,000
007-403412	Agency Income	$0	$0	$0
XXX-XXXXXX	General Funds	$486,003	$0	$486,003
Total Revenue		$2,924,922	$66,333	$2,991,255
010-500100	Personal Services	$176,161	$0	$176,161
020-500200	Current Expenses	$14,485	$500	$14,985
030-500301	Equipment	$1	$0	$1
038-500175	Technology-Software	$1	$0	$1
039-500179	Telecommunications	$10,945	$0	$10,945
040-500800	Indirect Expenses	$83,000	$6,800	$89,800
041-500801	Audit Fund Set-Aside	$2,414	$100	$2,514
042-500620	Add'l Fringe Benefits	$27,913	$0	$27,913
049-500294	Transfer to other State Agencies	$50,000	$0	$50,000
060-500601	Benefits	$88,074	$0	$88,074
070-500704	In-State Travel	$13,290	$500	$13,790
080-500710	Out-of-State Travel	$2,000	$1,000	$3,000
102-500731	Contracts for Program Services	$2,431,638	$57,433	$2,489,071
103-502507	Contracts for OP Services	$25,000	$0	$25,000
Total Expenses		$2,924,922	$66,333	$2,991,255

EXPLANATION

The Department of Health and Human Services, Division of Community Based Care Services, Bureau of Drug & Alcohol Services seeks approval to accept and expend Strategic Prevention Framework Partnerships for Success II supplemental funding program in the amount of $198,000 to enhance and expand the New Hampshire State Epidemiological Outcomes Workgroup in its efforts to reduce the misuse of alcohol and other drugs.

This Initiative will allow the Bureau of Drug & Alcohol Services to expand and formalize the work of the State Epidemiological Outcomes Workshop to serve the data analysis and interpretation needs of five constituencies working to reduce underage drinking among 12 to 20 year olds and to reduce prescription drug misuse among 12 to 25 year olds. These constituencies include the NH Governor's Commission on Alcohol and Drug Abuse Prevention, Intervention and Treatment; the NH Division of Public Health Services' Web Based Interactive System for Direction and Outcome Measures (WISDOM) data monitoring and provider performance system; the prevention programming funded by the Bureau of Drug and Alcohol Services; the six core community sectors of the state's Regional Public Health Network System; and the data interests of the individual members of the State Epidemiological Outcomes Workgroup. The State Epidemiological Outcomes Workgroup is comprised of data specialists from a cross-section of state agencies and state-level stakeholders including Behavioral Health; Department of Safety; Public Health; Department of Education; The University of New Hampshire; and the National Alliance on Mental Illness.

The goals of this project are to improve utilization across multiple state agencies and to enhance state level indicators in the development of the State Epidemiological Outcomes Workgroup manual of the functions, membership, processes and products. This will include a State Epidemiological Outcomes Workgroup Action Plan for SFY 2014-2017 in part to fulfill the data utilization recommendations of the state's five year strategic plan to address substance misuse. The action plan will include:

- Assessing challenges and gaps identified by other state system data sources.

- Work with other state system data sources and stewards to develop recommendations for enhancements and improvements to data collection, analysis and/or utilization to meet the state plan recommendations relative to improved data relative to prevalence rates of alcohol and drug abuse in other state systems, financial impact of those individuals in other state systems as a result of alcohol or drug abuse, strategies being implemented to address alcohol or other drug misuse in state system populations, and outcomes of such services.

- Convene and maintain a community of practice with other state system data stewards to craft these recommendations and to begin the implementation process.

- The development of a SEOW manual for future operations, structure and activities. The contractor will include an action plan for the collection, analysis and utilization of qualitative data to inform state and regional efforts. To complete this action plan the contractor will:

    - Assist in the development and dissemination of a standardized method of conducting appreciative inquiry data collection, including a curriculum to train state and community members.
    - Develop and disseminate guidance in the analysis and utilization of appreciative inquiry data to inform quality improvement in the implementation of state and regional strategic plans.

If these funds are not approved the scope of work proposed for the State Epidemiological Outcomes Workgroup will not be achieved, thereby impacting data collection, analysis and/or utilization across multiple state agencies.

The federal award for the State Epidemiological Outcomes Workgroup was unknown at the time the state budget was prepared and approved.

Funds are budgeted for Current Expenses (Class 020) for office supplies, advertising, copying, postage, and miscellaneous supplies.

Funds are budgeted for Indirect Costs (Class 040) to offset administrative costs associated with the grant.

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

Funds are budgeted for In-State Travel (Class 070) to cover in–state travel expenses staff incur while performing their job.

Funds are budgeted for Out-of-State Travel (Class 080) to cover out-of-state travel expenses staff incurs while attending mandatory national trainings required by the Substance Abuse and Mental Health Services Administration.

Funds are budgeted for Contracts for Program Services (Class 102) to carry out the primary scope of work listed in this narrative.

Area served: Statewide.

Source of Funds: 100% Federal Substance Abuse and Mental Health Services Administration.

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

Respectfully submitted,

Nancy L. Rollins
Associate Commissioner

Approved by:

Nicholas A. Toumpas
Commissioner
NH Department of Health and Human Services

Enclosures

Division of Community Based Care Services
Bureau of Drug & Alcohol Services

New Hampshire Partnerships for Success Initiatives

Fiscal Situation

010-049-29880000

Federal Funds Awarded:

PFS Grant Award - 9/30/12-9/29/13	$1,188,528
PFS Grant Award – 9/30/13-9/29/14	$1,188,528
PFS - SEOW Supplemental Award – 9/30/13-9/29/14	$ 198,000
Total Grant Funds Awarded:	$2,575,056
Less SFY 2013 Expenses:	($ 37,659)
Less SFY 2014 Appropriation:	($1,871,520)
Less SFY 2015 Appropriation:	($ 467,877)
Total:	($2,377,056)
Net Grant Funds Remaining:	$ 198,000
This Request:	$ 198,000

KJO
11/19/13

Copy to Valerie, Jennifer & Steve

Notice of Award

PFS II SEOW Supplements
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Prevention

Issue Date: 09/23/2013

Grant Number: 3U79SP019425-01S4

Program Director:
Valerie Morgan

Project Title: New Hampshire (NH) Bureau of Drug and Alcohol Services (BDAS)

Grantee Address	Business Address
NH STATE DEPT OF HEALTH AND HUMAN SERS Dept Health & Human Services 105 Pleasant Street Concord, NH 033013852	Bureau of Drug and Alcohol Services Director 105 Pleasant St., Main 3rd Floor North Concord, NH 03301

Budget Period: 09/30/2012 – 09/29/2015
Project Period: 09/30/2012 – 09/29/2015

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a supplement in the amount of $198,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to NH STATE DEPT OF HEALTH AND HUMAN SERS in support of the above referenced project. This award is pursuant to the authority of Section 516 of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Eileen Bermudez
For Grants Management Officer
Division of Grants Management

See additional information below

RECEIVED 9-30-13

SECTION I – AWARD DATA – 3U79SP019425-01S4

Award Calculation (U.S. Dollars)	
Salaries and Wages	$164,302
Fringe Benefits	$76,766
Personnel Costs (Subtotal)	$241,068
Supplies	$5,985
Consortium/Contractual Cost	$3,267,100
Travel Costs	$12,004
Other	$237,427
Direct Cost	$3,763,584
Approved Budget	$3,763,584
Federal Share	$3,763,584
Cumulative Prior Awards for this Budget Period	$3,565,584
AMOUNT OF THIS ACTION (FEDERAL SHARE)	$198,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	$3,763,584

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number:	93.243
EIN:	1026000618B3
Document Number:	12SP19425A
Fiscal Year:	2013

IC	CAN	Amount
SP	C96P124	$198,000

SP Administrative Data:
PCC: SPF-PFS / **OC:** 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 3U79SP019425-01S4

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 3U79SP019425-01S4

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

a. The grant program legislation and program regulation cited in this Notice of Award.
b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
d. The HHS Grants Policy Statement.
e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:
Additional Costs

SECTION IV – SP Special Terms and Condition – 3U79SP019425-01S4

REMARKS:

This award approves supplemental funding in the amount of [redacted] and enhances the [redacted] activities of the current State Epidemiological Outcomes Workgroups (SEOWs) funded under the SPF-PFS II grant.

UPDATED SPECIAL TERMS OF AWARD:

This award reflects the second 12 month period 09/30/13 - 09/29/14, the grantee organization may expend $1,386,528 [redacted]. Funding for the final 12 month period is restricted and the grantee organization may not expend more than the amount noted below:

9/30/2014 -9/29/2015: $1,188,528

SPECIAL CONDITIONS OF AWARD:

NONE

STANDARD TERMS OF AWARD:

ALL PREVIOUS TERMS AND CONDITIONS REMAIN IN EFFECT UNTIL SPECIFICALLY APPROVED AND REMOVED BY THE GRANTS MANAGEMENT OFFICER

CONTACTS:
Andrea Harris, Program Official
Phone: (240) 276-2441 **Email**: andrea.harris@samhsa.hhs.gov **Fax**: (240) 276-2595

Andrew Payne, Grants Specialist
Phone: (240) 276-1238 **Email**: Andrew.Payne@samhsa.hhs.gov **Fax**: (240) 276-1430

organization may expend $1,188,528. Funding for each of the subsequent 12 month period(s) are restricted and the grantee organization may not expend more than the amounts noted below:

9/30/2012- 9/29/2013: $1,188,528
9/30/2013 -9/29/2014: $1,188,528
9/30/2014 -9/29/2015: $1,188,528

2. Grant funds are intended for the implementation of evidence-based prevention programs, policies and practices. A total of 85% of the funds must go toward State sub recipient communities of high need in accordance with SAMHSA's guidelines and subsequent to approval from SAMHSA for the implementation of the Partnerships for Success grant. Additionally, the State may use up to 15% of its award (direct and indirect) for administrative, State-level evaluation and epidemiological expenses. This portion of the funds may be used to enhance the State's prevention data infrastructure and the capacity to collect and analyze prevention data.

3. Partnerships for Success representatives are required to attend a minimum of two CSAP Grantee Meetings each year. Grant funds will be used to support attendance of the Project Director, Lead Evaluator, and Epidemiological Workgroup (EPI) Lead.

4. Although grantees are expected to draw from the allocation for State level Administrative funds (i.e.,15%) to establish and maintain a State Epidemiological Workgroup and State-level evaluation, grantees may, following written approval from the Government Project Officer, charge the costs associated with evaluation and epidemiological analyses performed at the community level to the 85% community portion of the grant, including the statewide needs assessment.

5. Grantees are required to expend a minimum of $150,000 each year from the grant or other funds on the State epidemiological workgroup (SEW) activities, including the statewide needs assessment and data system development/maintenance.

6. Partnerships for Success grantees are required to implement evidence-based programs, policies and practices. Grantees will be required to provide sufficient proof interventions used are evidenced based.

SPECIAL CONDITIONS OF AWARD:

BY OCTOBER 31, 2012, grantee must provide a revised detailed budget justification, budget narrative, and SF-424-A corresponding to the approved amount.

By OCTOBER 31, 2012, you must submit your written response regarding the Participant Protection concerns raised by our Initial Review Group (IRG) as stated in your review summary statement. Be sure you have submitted your sample consent forms (i.e., informed consent for participation in treatment services, informed consent for participation in the data collection activities (e.g., GPRA), and informed consent form for disclosure/exchange of confidential information - either grantee releasing confidential information to another party or requesting confidential information from another party). All grant funds are available for this project except for those funds directly related to Participant Protection issues as outlined in the RFA. Currently, only activities that do not directly involve Participant Protection issues (i.e., are clearly severable and independent from those activities that do involve Participant Protection issues) may be conducted under this award. This restriction of funds will only be lifted if the Participant Protection issues are appropriately addressed by the grantee and resolved to the satisfaction of your designated Government Project Officer and approved by the Grants Management Officer, SAMHSA by issuance of a Notice of Award.

BY OCTOBER 31, 2012, you must submit the following:

1. A behavioral health disparities impact statement that includes all sub-populations identified in your proposal.

2. A plan regarding implementation of policies and procedures, including the translation of materials as appropriate, to ensure the cultural and linguistic needs of all sub- populations identified in your proposal.