



Lori A. Shibinette  
Commissioner

Joseph E. Ribsam, Jr.  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*OFFICE OF HUMAN SERVICES*

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February 3, 2021

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court

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

**REQUESTED ACTION**

1. Pursuant to the provisions of RSA 14:30-a, VI, Additional Revenues, authorize the Department of Health and Human Services, Division for Children, Youth and Families to accept and expend the Promoting Safe and Stable Families – Family First Transition Act Grant award in the amount of \$148,290 effective upon date of Fiscal Committee and Governor and Executive Council approval through June 30, 2021, and further authorize the allocation of these funds in the accounts below.

**05-95-42-421010-2957 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS,  
HHS:DIVISION FOR CHILDRE YOUTH & FAMILIES, CHILD PROTECTION, CHILD PROTECTION**

Class/Object	Class Title	Current Authorized Budget	Requested Change	Adjusted Budget
<b>Revenue</b>				
000-403875	Federal Funds	\$ 14,261,754	\$ 114,102	\$ 14,375,856
	General Funds	\$ 22,576,899	\$ -	\$ 22,576,899
Total Revenue:		\$ 36,838,653	\$ 114,102	\$ 36,952,755
<b>Expense</b>				
010-500100	Personal Services Perm	\$ 20,391,613	\$ -	\$ 20,391,613
018-500106	Overtime	\$ 546,000	\$ -	\$ 546,000
020-500200	Current Expenses	\$ 87,001	\$ -	\$ 87,001
022-500255	Rents-Leases Other than State	\$ 15,941	\$ -	\$ 15,941
028-582814	Transfers to General Services	\$ 55,263	\$ -	\$ 55,263
030-500301	Equipment New Replacement	\$ 48,033	\$ -	\$ 48,033
037-500166	Technology - Hardware	\$ -	\$ 3,200	\$ 3,200
038-509038	Technology - software	\$ -	\$ 1,600	\$ 1,600
039-500190	Telecommunications	\$ 286,420	\$ 1,440	\$ 287,860
040-500800	Indirect Costs	\$ 170,130	\$ -	\$ 170,130
041-500801	Audit Fund Set Aside	\$ 13,092	\$ 114	\$ 13,206
042-500620	Additional Fringe Benefits	\$ 587,413	\$ -	\$ 587,413
050-500109	Personal Services Temp	\$ 120,186	\$ -	\$ 120,186
059-500117	Temp Full Time	\$ -	\$ 43,114	\$ 43,114
060-500601	Benefits	\$ 12,041,621	\$ 24,634	\$ 12,066,255
070-500700	In State Travel	\$ 897,259	\$ -	\$ 897,259
080-500710	Out of State Travel	\$ 39,682	\$ -	\$ 39,682
102-500731	Contracts for Program Services	\$ 1,538,999	\$ 40,000	\$ 1,578,999
Total Expense:		\$ 36,838,653	\$ 114,102	\$ 36,952,755

05-95-95-950010-56760000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:COMMISSIONER'S OFFICE, OFFICE OF THE COMMISSIONER, OFFICE OF BUSINESS OPERATIONS

Class/Object	Class Title	Current Authorized Budget	Requested Change	Adjusted Budget
<b>Revenue</b>				
000-403900	Federal Funds	\$ 5,125,149	\$ 34,188	\$ 5,159,337
001-484977	Transfer From Other Agency	\$ 695,400	\$ -	\$ 695,400
009-407085	Agency Income	\$ 54,685,000	\$ -	\$ 54,685,000
	General Funds	\$ 18,241,111	\$ -	\$ 18,241,111
Total Revenue:		\$ 78,746,660	\$ 34,188	\$ 78,780,848
<b>Expense</b>				
010-500100	Personal Services Perm	\$ 7,267,261	\$ -	\$ 7,267,261
012-500128	Personal Services Unclassified	\$ 308,905	\$ -	\$ 308,905
018-500106	Overtime	\$ 100,000	\$ -	\$ 100,000
020-500200	Current Expenses	\$ 204,547	\$ -	\$ 204,547
022-500255	Rents-Leases Other than State	\$ 4,256	\$ -	\$ 4,256
026-500251	Organizational Dues	\$ 5,000	\$ -	\$ 5,000
028-582814	Transfers to General Services	\$ 30,064	\$ -	\$ 30,064
030-500301	Equipment New Replacement	\$ 9,168	\$ -	\$ 9,168
037-500166	Technology - Hardware	\$ -	\$ 1,600	\$ 1,600
038-509038	Technology - software	\$ -	\$ 800	\$ 800
039-500190	Telecommunications	\$ 1,517,515	\$ -	\$ 1,517,515
041-500801	Audit Fund Set Aside	\$ 4,327	\$ 34	\$ 4,361
042-500620	Additional Fringe Benefits	\$ 76,923	\$ -	\$ 76,923
050-500109	Personal Services Temp	\$ 157,050	\$ -	\$ 157,050
057-500531	Books Periodicals Subscriptions	\$ 229	\$ -	\$ 229
059-500117	Temp Full Time	\$ -	\$ 19,784	\$ 19,784
060-500601	Benefits	\$ 4,126,566	\$ 11,970	\$ 4,138,536
066-500543	Employee Training	\$ 104	\$ -	\$ 104
070-500700	In State Travel	\$ 23,883	\$ -	\$ 23,883
080-500710	Out of State Travel	\$ 11,286	\$ -	\$ 11,286
102-500731	Contracts for Program Services	\$ 547,440	\$ -	\$ 547,440
103-500737	Contracts for Op Services	\$ 64,252,136	\$ -	\$ 64,252,136
501-500425	Payments to Clients	\$ 100,000	\$ -	\$ 100,000
Total Expense:		\$ 78,746,660	\$ 34,188	\$ 78,780,848
Total Request		\$ 115,585,313	\$ 148,290	\$ 115,733,603

2. Pursuant to the provisions of RSA 124:15, Positions Restricted, and subject to the approval of Requested Action #1 above, authorize the Department of Health and Human Services, Division for Children, Youth and Families, to establish three (3) full-time temporary (Class 059) positions at the following level: two Program Specialist IV, labor grade 25 and one Program Specialist III, labor grade 23 utilizing funds from the Promoting Safe and Stable Families – Family First Transition Act Grant award effective upon date of approval by Fiscal Committee and Governor and Council, through June 30, 2021.

### EXPLANATION

This request is being made to accept the grant funds associated with the Family First Transition Act, within Section 602, Subtitle F, Title I, Division N of the Further Consolidated Appropriations Act, 2020. Per section 602(c)(3)(a) of the Family First Transition Act, funds may be used for purposes specified in title IVB of the Social Security Act; purposes directly associated with implementing the Family First Prevention Services Act.

The Family First Prevention Services Act (FFPSA) was signed into law as part of the Bipartisan Budget Act of 2018, Public Law (P.L.) 115-123 on February 9, 2018. FFPSA supports the use of evidence-based practices to promote the well-being of children, youth, and families and to prevent unnecessary foster care placements. Currently, DCYF has two Program Specialist IV positions that are responsible for overseeing all of DCYF's community-based service providers and array. The passage of FFPSA requires jurisdictions to have structures and standards in place to ensure appropriate utilization of evidence-based practices. To ensure the same, DCYF intends to enhance its management and oversight of contracted evidence based services to ensure that they are provided with fidelity and meet the needs of children, youth, and families. In efforts to improve the current service array and come into compliance with FFPSA, DCYF is in the midst of completing several large procurements in order to overhaul our service array and provide improved services to families at all stages of involvement with DCYF. Additional staff are not only needed to provide support to the expanding array of services, but also to provide training and service matching support to DCYF's field staff. These staff will also be tasked with providing contracting management and support to new and existing service providers.

Operational since 1997, Bridges is the Statewide Automated Child Welfare Information System (SACWIS), which was transferred from the Oklahoma KIDS child welfare system and modified to fit New Hampshire's needs. Over the years since becoming operational, Bridges expanded its capacity by incorporating functionality as well as establishing interfaces with other key systems within the New Hampshire service delivery ecosystem. These interfaces include the integrated eligibility management system, the enterprise resource planning and financial application, and the NH Department of Education information system. Despite the functional capability of Bridges and its importance in day-to-day operations, 23 years of ongoing maintenance and enhancements have increased fragility and complexity. Additional finance staff are needed to process and otherwise support the need to meet the increasing service array, including making adjustments within Bridges and compliance with FFPSA regulations for claiming federal IV-E funds.

Reducing the reliance on restraint and seclusion of youth within residential care is a key priority for DHHS's redesign of youth residential services. Six Core Strategies to Reduce Seclusion and Restraint Use © has been successfully implemented in other jurisdictions and DHHS anticipated including the model as a contractual requirement for residential care going forward. Funds will be used to contract for Training, Program Overview, and Technical Assistance for youth Residential treatment providers, and potentially two other child serving agencies (SYSC and Hampstead Hospital) in the 6 Core Strategies © which is a Model for reduction of restraint and seclusion to advance the state's compliance with RSA 126-U.

Funds are being budgeted in:

Technology – Hardware (class 037) purchase computer

Technology – Software (class 038) purchase computer software

Telecommunications (class 039) cell phone and associated costs

Audit costs (class 041) per state requirements

Personal Services Temp (class 059) to cover full time staff salary.

Benefits (class 060) benefits for full time staff.

Contracts for program services (class 102) to contract for the 6 Core Strategies which is a Model for reduction of restraint and seclusion and compliance with RSA 126-U

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

1) List of personnel involved:

Temporary Full-Time Program Specialist IV, LG 25, Position #9T3080

Temporary Full-Time Program Specialist IV, LG 25, Position #9T3079

Temporary Full-Time Program Specialist III, LG 23, Position #9T3078

2) Nature, need and duration:

The two Program Specialist IV positions will provide support to the expanding array of services, but also to provide training and service matching support to DCYF's field staff. These staff will also be tasked with providing contracting management and support to new and existing service providers.

The Program Specialist III position will assist to process and otherwise support the need to meet the increasing service array, including making adjustments within Bridges and compliance with FFPSA regulations for claiming federal IV-E funds.

3) Relationship to existing agency programs:

The activities will enhance existing agency programming as well as help align cross Department work.

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 October 1, 2019. It was not known that these funds would be available at the time the agency established its SFY 2020-2021 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:

Position (Salary & Benefits)	FY 2021
Two Program Specialist IV	\$67,748
Program Specialist III	\$31,753

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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.

Area served: Statewide.

Source of Funds: 100% Federal Funds.

Attached are the Division of Personnel authorizations and the Notice of Grant Award.

If Federal Funds become no longer available, General Funds will not be requested to support the program expenditures.

Respectfully submitted,



For

Lori A. Shibinette  
Commissioner



**Recipient Information**

1. **Recipient Name**  
New Hampshire  
129 Pleasant Street

CONCORD, NEW HAMPSHIRE 03301 3857

2. **Congressional District of Recipient**  
\*See Remarks

3. **Payment Account Number and Type**  
\*See Remarks

4. **Employer Identification Number (EIN)**  
XXXXXXXXXXXX

5. **Data Universal Numbering System (DUNS)**  
011040545

6. **Recipient's Unique Entity Identifier**  
\*See Remarks

7. **Project Director or Principal Investigator**  
Michael Doanti

michael.donati@dhhs.nh.gov

8. **Authorized Official**  
\*See Remarks

**Federal Agency Information**

9. **Awarding Agency Contact Information**  
Janice Realeza  
Grants Management Officer  
MGM\_Grantor@grantsolutions.gov  
2158614007

10. **Program Official Contact Information**  
Jerry Milner  
Associate Commissioner  
ACYF - Children's Bureau  
MGM\_Grantor@grantsolutions.gov  
202-205-8618

**Federal Award Information**

11. **Award Number**  
2001NHFFTA

12. **Unique Federal Award Identification Number (FAIN)**  
2001NHFFTA

13. **Statutory Authority**  
Public Law (P.L.) 116-94, Section 602

14. **Federal Award Project Title**  
\*See Remarks

15. **Catalog of Federal Domestic Assistance (CFDA) Number**  
93.556

16. **CFDA Program Title**  
Promoting Safe and Stable Families

17. **Award Action Type**  
New

18. **Is the Award R&D?**  
\*See Remarks

Summary Federal Award		Financial Information
19. <b>Budget Period Start Date</b> 10-01-2019		<b>End Date</b> 09-30-2025
20. <b>Total Amount of Federal Funds Obligated by this Action</b>		\$1,540,802.00
20a. <b>Direct Cost Amount</b>		*See Remarks
20b. <b>Indirect Cost Amount Administrative Offset</b>		*See Remarks
21. <b>Authorized Carryover</b>		*See Remarks
22. <b>Offset</b>		*See Remarks
23. <b>Total Amount of Federal Funds Obligated this budget period</b>		\$1,540,802.00
24. <b>Total Approved Cost Sharing or Matching, where applicable</b>		*See Remarks
25. <b>Total Federal and Non-Federal Approved</b>		*See Remarks
26. <b>Project Period Start Date</b> 10-01-2019 -		<b>End Date</b> 09-30-2025
27. <b>Total Amount of the Federal Award including Approved Cost Sharing or Matching</b>		*See Remarks

28. **Authorized Treatment of Program Income**  
\*See Remarks

29. **Grants Management Officer – Signature**

Janice Realeza  
Grants Management Officer

**Footnotes**



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
54 Regional Drive, Suite 5  
Concord, New Hampshire 03301

**CHARLES M. ARLINGHAUS**  
Commissioner  
(603) 271-3201

**LORRIE A. RUDIS**  
Director of Personnel  
(603) 271-3261

12-30-2020

Stacey Silva – Director of Human Resources  
New Hampshire Department of Health & Human Services  
129 Pleasant Street  
Concord, NH03301

Regarding: Request to establish a full time temporary PROGRAM SPECIALIST III, pay schedule A000 – position #9T3078

Dear Ms. Silva

The Division of Personnel approves your request received on 12/10/2020 for the Department of Health and Human Services to establish position #9T3078 #9T as a full-time temporary PROGRAM SPECIALIST III, LG23; pending approval of funding. This position is being established in repose to the capacity and resources needs identified within the Division for Children, Youth and Families.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

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 Division of Personnel Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov).

Thank you.

Sincerely,

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel  
Laurie Spring, Workforce Development Administrator



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DIVISION OF PERSONNEL  
Department of Administrative Services  
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12-30-2020

Stacey Silva – Director of Human Resources  
New Hampshire Department of Health & Human Services  
129 Pleasant Street  
Concord, NH03301

Regarding: Request to establish a full time temporary PROGRAM SPECIALIST IV, pay schedule A000 – position #9T3079

Dear Ms. Silva

The Division of Personnel approves your request received on 12/10/2020 for the Department of Health and Human Services to establish position #9T3079 as a full-time temporary PROGRAM SPECIALIST IV, LG 25; pending approval of funding. This position is being established in repose to the capacity and resources needs identified within the Division for Children, Youth and Families.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

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 Division of Personnel Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov).

Thank you.

Sincerely,

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel  
Laurie Spring, Workforce Development Administrator



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Director of Personnel  
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12-30-2020

Stacey Silva – Director of Human Resources  
New Hampshire Department of Health & Human Services  
129 Pleasant Street  
Concord, NH03301

Regarding: Request to establish a full time temporary PROGRAM SPECIALIST IV, pay schedule A000 – position #9T3080

Dear Ms. Silva

The Division of Personnel approves your request received on 12/10/2020 for the Department of Health and Human Services to establish position #9T3080 as a full-time temporary PROGRAM SPECIALIST IV, LG 25; pending approval of funding. This position is being established in repose to the capacity and resources needs identified within the Division for Children, Youth and Families.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

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 Division of Personnel Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov).

Thank you.

Sincerely,

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel  
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