



Lori A. Shibinette  
Commissioner

Patricia M. Tilley  
Director

STATE OF NEW HAMPSHIRE  
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

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July 26, 2021

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

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

**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 funds from the Centers for Disease Control and Prevention (CDC), entitled New Hampshire Initiative to Address COVID-19 Health Disparities under the Consolidated Appropriations Act, 2021 (P.L. 116-260), which contained the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260, Section 2, Division M, Title III) in the amount of \$22,651,483 effective upon Fiscal Committee and Governor and Council approvals through June 30, 2023, and further authorize the allocation of these funds in the accounts below. 100% Federal Funds.
2. Contingent upon approval of Requested Action #1, pursuant to RSA 124:15, authorize the Department of Health and Human Services, Division of Public Health Services to create six full-time temporary positions for programmatic, epidemiology and administrative purposes effective upon Fiscal Committee and Governor and Council approvals through June 30, 2023. 100% Federal Funds.

**05-095-090-901010-57710000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF POLICY AND PERFORMANCE, PH COVID-19 HEALTH DISPARITIES**

SFY2022 Class/Object	Class Title	Current Authorized Budget	This Request	Adjusted Budget
Revenue				
000-400146	Federal Funds	\$ -	\$ 22,651,483	\$ 22,651,483
	General Funds	\$ -		\$ -
<b>Total Revenue:</b>		<b>\$ -</b>	<b>\$ 22,651,483</b>	<b>\$ 22,651,483</b>
Expense				
018-500106	Overtime	\$ -	\$ 10,000	\$ 10,000
020-500200	Current Expenses	\$ -	\$ 97,571	\$ 97,571
037-500173	Technology-Hardware	\$ -	\$ 10,200	\$ 10,200
038-500175	Technology-Software	\$ -	\$ 150,400	\$ 150,400
039-500188	Telecommunications	\$ -	\$ 2,400	\$ 2,400
041-500801	Audit Fund Set Aside	\$ -	\$ 24,568	\$ 24,568
042-500620	Post Retirements Benefits	\$ -	\$ 67,547	\$ 67,547
059-500117	Temp Full Time	\$ -	\$ 643,309	\$ 643,309
060-500601	Benefits	\$ -	\$ 536,017	\$ 536,017
066-500543	Employee Training	\$ -	\$ 75,000	\$ 75,000
070-500707	In State Travel Reimb	\$ -	\$ 3,962	\$ 3,962
074-500589	Grants for Pub Asst and Relief	\$ -	\$ 2,100,000	\$ 2,100,000
080-500717	Out of State Travel Reimb	\$ -	\$ 21,092	\$ 21,092
085-588520	Interagency Xfr Out Of Fed Fnds	\$ -	\$ 600,000	\$ 600,000
102-500731	Contracts for Program Services	\$ -	\$ 18,309,417	\$ 18,309,417
<b>Total Expense:</b>		<b>\$ -</b>	<b>\$ 22,651,483</b>	<b>\$ 22,651,483</b>

**EXPLANATION**

This request is being made to accept the additional grant funds available for SFY 2022 and SFY 2023 to administer the New Hampshire Initiative to Address COVID-19 Health Disparities under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 funded through the Centers of Disease Control and Prevention. These funds are to be used to support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises. This funding is to address COVID-19 health disparities among populations at high-risk and underserved, including racial and ethnic minority populations and rural communities.. Monitoring the indicators associated with these activities are intended to assist the State of New Hampshire to: reduce COVID-19 related health disparities; improve and increase equitable testing and contact tracing; and improve health department capacity and services to address COVID related health disparities. This grant will enable the State of New Hampshire to address health disparities among racial/ethnic minority groups and in rural communities. The notice of funds awarded was received May 27, 2021.

The funds are to be budgeted as follows:

- Class 018 The funds will be used to pay overtime expense if needed.
- Class 020 The funds will be used to pay for current expense items, such as office supplies, printing board books, postage, personal protection supplies, marketing & communications, support for Town Health Officers via stipends.

- Class 037 The funds will be used to pay for computer hardware, including laptops and peripherals for funded staff, web server to establish local on premises REDCap application, MySQL database server and SMTP email server.
- Class 038 The funds will be used to pay for computer software to increase and support assistive technology that will enhance the department's ability to communicate with Limited English Proficiency (LEP), Deaf hard of hearing, blind and people with low vision as well as Tableau software and other minor software subscriptions.
- Class 039 The funds will be used to pay for mobile phones for staff.
- Class 041 The funds will be used to pay for audit fund set aside.
- Class 042 The funds will be used to pay for post-retirement expense.
- Class 059 The funds will be used to pay for full time temporary positions –

**Public Health Equity Policy Manager**- - Administrator who will be hired to oversee the daily operations and provide supervisory oversight of the COVID Health Disparity Grant within Division of Public Health Services. This position will also have oversight over the DPHS Bureau of Public Health Policy and Equity. The role responsibilities include programmatic and technical aspects of the project, administrative oversight and supervision, budget management, and assuring that the program meets its project goals. This position is also responsible for planning, implementing and completing project tasks, developing and monitoring the work plan activities, preparing reports, and developing and maintaining partnerships with key stakeholders.

**The Business Administrator- Finance**- will plan and develop Department of Health and Human Services business management policies and procedures, including fiscal, budgetary, purchasing, and personnel operations. This position will be assigned to Financial Services within Division of Public Health Services to ensure appropriate staffing within the Financial Services team to support grant-related activities.

**The Grant Coordinator and Contract Specialist**- will be responsible for establishing grant-related contracts; managing and conducting contract monitoring visits with external stakeholders to ensure scope of service activities align and are being accomplished in compliance with grant requirements; and preparing and submitting narrative reports and those related to the grant budget, performance measures, and work plan activities.

**The Communications Strategy Specialist**- will coordinate with the DHHS Public Information Office to use public health data and analyses to plan, create, deliver, and evaluate the effectiveness of communications products (e.g., case studies, scientific data briefs, social media content, other program-specific mass-reach health communications) to ensure compliance with state and federal laws, grant requirements, and program plans; develop, maintain, and ensure quality improvement of a communications plan and utilize web-based, portal-based, and traditional media to communicate with target audiences; and manage internal and external staff working on related media activities.

**The Community Engagement Specialist**- will coordinate and implement all grant activities involving Community Health Workers (CHW), including evaluation and reporting; convene and leverage an existing cross-sector advisory council to facilitate collaboration across sectors, partners, and systems to support the CHW workforce and its grant-related activities..

**The Health Disparity Epidemiologist**- will oversee and monitor implementation of the Disparities Data Collection Program, which will assist providers in collecting and reporting better demographic identifier datasets, and complete disparity-related analyses; initiate and oversee quality improvement activities within the DPHS Bureau of Public Health Statistics and Informatics to ensure data quality; and participate in the development of grant-related reports and presentations.

- Class 060 The funds will be used to pay for benefits on above positions.
- Class 066 The funds will be used to pay for health supports for Department of Health and Human Services staff via internal resources through Employee Assistance Program to support and provide resources to address the impacts of COVID-19 response on DHHS front line staff and contractors.
- Class 070 The funds will be used to pay for in-state travel for meetings, training, site visits and technical assistance as needed.
- Class 074 The funds will be used to support and expand the Department's Early Childhood Initiatives including: home visiting, supporting parental education, supporting programs that connect families to provide economic supports navigation by connecting them to state benefits such as medical coverage, child care coverage, and SNAP to address food insecurity, economic & housing instability, stressors of social isolation and depression and substance misuse.
- Class 080 The funds will be used to pay for out-of-state travel for staff to attend a national or regional professional conference.
- Class 085 The funds will be used to support infection prevention and control education with the NH Department of Corrections. This work will help correctional facilities mitigate transmission of COVID-19 and other infectious diseases within their setting. The funds will also support a Specialty Services Coordinator in the Bureau of Emergency Medical Services who will oversee, coordinate, and assist in education for specialty programs around mobile integrated healthcare (MIH) that will address work in rural critical access hospitals to increase access to transportation for patients.
- Class 102 The funds will be used to expand the Community Health Worker (CHW) workforce in various sectors across NH including the public health networks, federally qualified health centers, family resource centers, etc. to address health disparities in New Hampshire; improve data collection and analysis; improve rural transportation access; increase health communication access to the people of New Hampshire; and support Critical Access Hospitals to address comorbidities due to COVID-19.

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

1. List of personnel involved: Approximately 6 Temporary full time positions; 1 Business Administrator II, 1 Program Planner III, 3 Program Specialists IVs and 1 Administrator IV.
2. Nature, Need, and Duration: The positions will provide for the increased needs caused by the COVID-19 public health event. The positions will be needed while the event is ongoing.
3. Relationship to existing agency programs: This is a new public health event.
4. Has a similar program been requested of the legislature and denied? No
5. Why wasn't funding included in the agency's budget request? At the time of budget submission COVID-19 was not a known public health event.
6. Can portions of the grant funds be utilized? All grant dollars are being used for this request.
7. Estimate the funds required to continue this position(s):

Positions (Salary & Benefits)	<u>FY 2022</u>	<u>FY 2023</u>
Administrator IV	\$123,957	\$145,514
Program Planner III	\$96,739	\$96,739
Program Specialist IV	\$96,739	\$96,739
Program Specialist IV	\$96,739	\$96,739
Program Specialist IV	\$96,739	\$96,739

The Honorable Ken Weyler, Chairman  
His Excellency, Governor Christopher T. Sununu  
Page 5 of 5

Business Administrator II

\$94,001

\$94,001

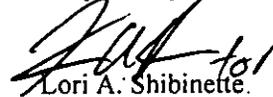
In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information: The funds are provided for a specified purpose by the FDA as defined in the Notice of Grant Award and cannot be used to offset general funds.

Area served: Statewide

Source of Funds: 100% Federal funds from the Centers for Disease Control.

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

Respectfully submitted,



Lori A. Shibilet  
Commissioner



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 1 NH75OT000031-01-00

FAIN# NH75OT000031

Federal Award Date: 05/27/2021

Recipient Information

1. Recipient Name

New Hampshire Department of Health and Human Services
129 Pleasant St
Public Health Services-DUP
Concord, NH 03301-3852

2. Congressional District of Recipient
02

3. Payment System Identifier (ID)
1026000618B3

4. Employer Identification Number (EIN)
026000618

5. Data Universal Numbering System (DUNS)
011040545

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Dr. Sai S Cherala
sai.s.cherala@dhhs.nh.gov
603-217-4110

8. Authorized Official

Ms. Richelle Swanson
DPHS Financial Manager
richelle.swanson@dhhs.nh.gov
603-271-4613

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Jami Edwards
Grants Management Specialist
qkl2@cdc.gov
4044982058

10. Program Official Contact Information

Ms. Christine Graef
khx2@cdc.gov
404-498-0442

Federal Award Information

11. Award Number

1 NH75OT000031-01-00

12. Unique Federal Award Identification Number (FAIN)

NH75OT000031

13. Statutory Authority

317(K)(2) OF PHSA 42USC 247B(K)(2)

14. Federal Award Project Title

New Hampshire Initiative to Address COVID-19 Health Disparities

15. Assistance Listing Number

93.391

16. Assistance Listing Program Title

Activities to Support State, Tribal, Local and Territorial (STLT) Health Department Response to Public Health or Healthcare Crises

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 06/01/2021 - End Date 05/31/2023

20. Total Amount of Federal Funds Obligated by this Action \$24,568,498.00

20a. Direct Cost Amount \$21,175,314.00

20b. Indirect Cost Amount \$3,393,184.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$24,568,498.00

26. Project Period Start Date 06/01/2021 - End Date 05/31/2023

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period Not Available

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Ms. Shirley K Byrd
Grants Management Officer

30. Remarks



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 1 NH75OT000031-01-00

FAIN# NH75OT000031

Federal Award Date: 05/27/2021

<p><b>Recipient Information</b></p> <p><b>Recipient Name</b>          New Hampshire Department of Health and Human Services          129 Pleasant St          Public Health Services-DUP          Concord, NH 03301-3852</p> <p><b>Congressional District of Recipient</b>          02</p> <p><b>Payment Account Number and Type</b>          1026000618B3</p> <p><b>Employer Identification Number (EIN) Data</b>          026000618</p> <p><b>Universal Numbering System (DUNS)</b>          011040545</p> <p><b>Recipient's Unique Entity Identifier</b>          Not Available</p>
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<p><b>31. Assistance Type</b>          Project Grant</p> <p><b>32. Type of Award</b>          Other</p>
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<b>33. Approved Budget (Excludes Direct Assistance)</b>	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$737,883.00
b. Fringe Benefits	\$583,367.00
c. Total Personnel Costs	\$1,321,250.00
d. Equipment	\$154,200.00
e. Supplies	\$25,971.00
f. Travel	\$25,054.00
g. Construction	\$0.00
h. Other	\$472,059.00
i. Contractual	\$19,176,780.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$21,175,314.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$3,393,184.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$24,568,498.00</b>
m. Federal Share	\$24,568,498.00
n. Non-Federal Share	\$0.00

<b>34. Accounting Classification Codes</b>					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9390H06	21NH75OT000031C5	OT	41.51	\$24,568,498.00	75-2122-0140



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 1 NH75OT000031-01-00

FAIN# NH75OT000031

Federal Award Date: 05/27/2021

**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

New Hampshire Department of Health and Human Services

1 NH75OT000031-01-00

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1. OT21-2103 Terms and Conditions

Recipient: New Hampshire Division of Public Health Services

**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 CDC-RFA-OT21-2103, entitled National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities, and application dated April 30, 2021, 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 \$24,568,498 is approved for a two year performance and budget period, which is June 1, 2021 through May 31, 2023. All future 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.

**Component/Project Funding:** The NOFO provides for the funding of multiple components under this award. The approved component funding levels for this notice of award are:

NOFO Component	Amount
Base funding	\$12,628,834
State Rural Carveout	\$11,939,664

**Coronavirus Disease 2019 (COVID-19) Funds:** A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplement Appropriations Act, 2021 (P.L. 116-260) and/or the American Rescue Plan of 2021 [P.L. 117-2] agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

**Financial Assistance Mechanism: Grant**

**Budget Revision Requirement:** By July 1, 2021, 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.

Equipment

- Provide more detailed budget breakdown on requested items.

Other

- Provide additional justification for Health Officer stipends and Health Supports for DHHS staff.

**Pre-Award Costs:** Pre-award costs dating back to March 15, 2021 – and directly related to the COVID-19 outbreak response are allowable.

**FUNDING RESTRICTIONS AND LIMITATIONS**

**Indirect Costs**

Indirect costs are approved based on the recipient's approved Cost Allocation Plan dated September 30, 2019.

**REPORTING REQUIREMENTS**

**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS):** 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  
John McGee, Grants Management Specialist  
Centers for Disease Control and Prevention  
Global Health Services Branch  
2939 Flowers Road  
Atlanta, GA 30341  
Email: [qsj4@cdc.gov](mailto:qsj4@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 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.

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.

#### **PROGRAM OR FUNDING SPECIFIC CLOSEOUT REQUIREMENTS**

The final programmatic report format required is the following.

**Final Performance Progress and Evaluation Report:** This report should include the information specified in the NOFO and is submitted 90 days following the end of the period of performance via [www.grantsolutions.gov](http://www.grantsolutions.gov). At a minimum, the report will include the following:

- Statement of progress made toward the achievement of originally stated aims.
- Description of results (positive or negative) considered significant.
- List of publications resulting from the project, with plans, if any, for further publication.

Additional guidance may be provided by the GMS and found at:

<https://www.cdc.gov/grants/alreadyhavegrant/Reporting.html>

#### **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.

**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.

**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.



*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

8/3/2021

Laurie Spring –Assistant Director of Human Resources  
New Hampshire Department of Health & Human Services  
129 Pleasant Street  
Concord, NH03301

Regarding request to establish a full time temporary Administrator IV, LG 33, #9T3115

Dear Ms. Spring:

The Division of Personnel approves your request received on 7/27/2021 for the Department of Health and Human Services to establish position #9T3115 as a full-time temporary Administrator IV, LG 33; pending approval of funding. This position is being established as a Bureau Chief within the Bureau of Public Health. It will oversee the Health Equity COVID Health Disparity Grant, public health equity, rural health and primary care, performance improvement, Therapeutic Cannabis Program and Prescription Drug Monitoring Program. The position will coordinate interdepartmental initiatives that impact populations and programs served by the Bureau.

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



*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

6/24/2021

Laurie Spring –Assistant Director of Human Resources  
New Hampshire Department of Health & Human Services  
129 Pleasant Street  
Concord, NH03301

Regarding request to establish a full time temporary Finance Business Administrator, LG 24, #9T3106

Dear Ms. Spring:

The Division of Personnel approves your request received on 6/24/2021 for the Department of Health and Human Services to establish position #9T3106 as a full-time temporary Finance Business Administrator, LG 24; pending approval of funding. This position is being established to plan and develop business management policies and produces for fiscal, budgetary, purchasing, and operations; under the COVID Health Disparity Grant within the Bureau of Public Health Systems, Policy & Performance.

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,

A handwritten signature in black ink that reads "Marianne Rechy".

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel



*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

6/24/2021

Laurie Spring –Assistant 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 Planner III, LG 25, #9T3107

Dear Ms. Spring:

The Division of Personnel approves your request received on 6/24/2021 for the Department of Health and Human Services to establish position #9T3107 as a full-time temporary Program Planner III, LG 25; pending approval of funding. This position is being established as a Health Disparities Epidemiologist; under the COVID Health Disparity Grant within the Bureau of Public Health Systems, Policy & Performance.

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



*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

6/24/2021

Laurie Spring –Assistant 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, LG 25, #9T3108

Dear Ms. Spring:

The Division of Personnel approves your request received on 6/24/2021 for the Department of Health and Human Services to establish position #9T3108 as a full-time temporary Program Specialist IV, LG 25; pending approval of funding. This position is being established as a Health Disparities Communication Engagement Specialist; under the COVID Health Disparity Grant within the Bureau of Public Health Systems, Policy & Performance.

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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Director of Personnel  
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6/24/2021

Laurie Spring –Assistant 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, LG 25, #9T3109

Dear Ms. Spring:

The Division of Personnel approves your request received on 6/24/2021 for the Department of Health and Human Services to establish position #9T3109 as a full-time temporary Program Specialist IV, LG 25; pending approval of funding. This position is being established as a Health Disparities Communication Stagey Specialist; under the COVID Health Disparity Grant within the Bureau of Public Health Systems, Policy & Performance.

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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6/24/2021

Laurie Spring –Assistant 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, LG 25, #9T3110

Dear Ms. Spring:

The Division of Personnel approves your request received on 6/24/2021 for the Department of Health and Human Services to establish position #9T3110 as a full-time temporary Program Specialist IV, LG 25; pending approval of funding. This position is being established as a Health Disparities Grants Coordinator and Contracts Specialist; under the COVID Health Disparity Grant within the Bureau of Public Health Systems, Policy & Performance.

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