



Lori A. Shibinette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF THE COMMISSIONER

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October 28, 2021

The Honorable Karen Umberger, 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, Long Term Care Ombudsman to accept and expend a grant in the amount of \$99,599.00 from the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for LTC Ombudsman, Award Authority Administration for Community Living, PL 116-136 (CARES Act) under PL 116-131 (OAA) to provide one-time funding to support preventing, preparing for and responding to Coronavirus Disease 2019 (COVID-19) effective upon approval by the Fiscal Committee and Governor and Council through September 30, 2022, and further authorize the allocation of these funds in the accounts below. 100% Federal Funds.
2. Contingent upon approval of Requested Action #1 above, pursuant to RSA 124:15, authorize the Department of Health and Human Services, Long Term Care Ombudsman to create one new part time position for the Ombudsmen program effective upon approval by the Fiscal Committee and the Governor and Executive Council through June 30, 2023. 100% Federal Funds.

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

**05-095-095-952010-66360000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS; HHS:OFFICE OF THE COMMISSION; OFFICE OF PROGRAM SUPPORT; LONG TERM CARE OMBUDSMAN**

Class/Object	Class Title	Current Authorized Budget	This Request	Adjusted Budget
<b>Revenue</b>				
000-404476	Federal Funds	\$ 400,836.00	\$ -	\$ 400,836.00
000-400338	Federal Funds		\$ 99,599.00	\$ 99,599.00
	General Funds	\$ 223,894.00		\$ 223,894.00
Total Revenue:		\$ 624,730.00	\$ 99,599.00	\$ 724,329.00
<b>Expense</b>				
010-500100	Personal Services Perm	\$ 350,470.00	\$ -	\$ 350,470.00
020-500200	Current Expenses	\$ 4,405.00	\$ 20,000.00	\$ 24,405.00
022-500257	Rents-Leases Other Than Sta	\$ 1,551.00	\$ -	\$ 1,551.00
026-500251	Organizational Dues	\$ 400.00	\$ -	\$ 400.00
037-500173	Technology-Hardware		\$ 2,500.00	\$ 2,500.00
039-500180	Telecommunications	\$ 1,000.00	\$ 1,028.00	\$ 2,028.00
041-500801	Audit Fund Set Aside	\$ 402.00	\$ 99.00	\$ 501.00
042-500620	Additional Fringe Ben	\$ 19,142.00	\$ -	\$ 19,142.00
050-500109	Part Time Temp		\$ 65,000.00	\$ 65,000.00
060-500601	Benefits	\$ 192,260.00	\$ 4,972.00	\$ 197,232.00
066-500544	Employee Training	\$ 1,200.00	\$ -	\$ 1,200.00
070-500704	In-State Travel	\$ 30,720.00	\$ 6,000.00	\$ 36,720.00
080-500714	Out of State Travel	\$ 3,200.00	\$ -	\$ 3,200.00
103-502597	Contracts for Op Services	\$ 19,980.00	\$ -	\$ 19,980.00
Total Expense:		\$ 624,730.00	\$ 99,599.00	\$ 724,329.00

**EXPLANATION**

This request is being made to accept additional grant funds available for SFY 2022 to administer the Coronavirus Aid, CRRSA Act, 2021 funding for LTC Ombudsman, SSA Title XX Section 2043(a)(1)(A) for Ombudsman Program. Funds are being budgeted to cover, in part, a part time temporary position to assist in the Department's response to Coronavirus Disease 2019. Additionally, funds will go to travel, technology and supplies as the department continues to provide administrative relief for recipients and applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19). Funds are also being budgeted for Audit costs (class 041) per state requirements.

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court and

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

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

- 1) List of personnel involved: 1 temporary part time Ombudsman, LG 25
- 2) Nature, Need, and Duration: The COVID-19 pandemic has created additional needs and requests for Ombudsman services to address isolation and care issues. The LTC Ombudsman visits with residents living in LTC and provides consultation services to LTC Providers, family, and friends of LTC residents. These funds will allow the LTC Ombudsman-Program to hire an additional temporary part time Ombudsman to meet these needs.
- 3) Relationship to existing agency program: The position will be assisting with additional work requested by individuals living in Long Term Care and their families due to COVID-19. This position will be working with the State LTC Ombudsman and the Commission on Aging to develop a Statewide Family Council to support Long Term Care. This position will also be working with the State LTC Ombudsman to recruit and train Volunteer Certified Ombudsman Representatives to provide regular visitation to LTC facilities.
- 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? This is additional funding provided by the Cares Act to provide additional support to residents living in Long Term Care during the COVID-19 pandemic. This additional funding was not known at the time of budget submission.
- 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): DHHS does not expect to continue this position after the funds are exhausted.

Area Served: Statewide.

Source of Funds: 100% Federal from the CRRSA Act, 2021 funding for LTC Ombudsman, SSA Title XX Section 2043(a)(1)(A).

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

Respectfully submitted,



Lori A. Shibinette  
Commissioner

**Fiscal Situation**  
CARES Act For Ombudsman Program under Title VII of the OAA

<b>New Award</b>	
2001NHOMC3-00	
Award Ending 09/30/2022	<b>100,000.00</b>
Expended through 6/30/21	<b>(400.40)</b>
Unobligated Balance Unable to Spend	<u>          -</u>
Award Balance SFY 22	<b>99,599.60</b>
Available to Accept in SFY 22	99,599.60
Amount Requested this Action	<u><u>99,599.60</u></u>



Notice of Award

**Title of Program: (OMC3) CARES Act for Ombudsman Program under Title VII of the Older Americans Act**

**Award Authority: P.L. 116-136 (CARES Act) under P.L. 116-131 (OAA)**

**Grantee:**  
New Hampshire  
Dept of Health and Human Services  
Office of Family Services Elderly & Adult Services  
Director  
129, Pleasant St.  
CONCORD, NEW HAMPSHIRE 03301

**Date:** April 20, 2020

**Grant No.:** 2001NHOMC3-00  
**Award Instrument:** Grant (Formula)  
**Project Period:** 04-01-2020 - 09-30-2021  
**Budget Period:** 04-01-2020 - 09-30-2021

**EIN:** 1026000618B1  
**DUNS#:** 011040545

**CFDA:** 93.042

**Object Class Code:** 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-2021-0142	2020,299C3OM	\$100,000.00	\$100,000.00
	Total	\$100,000.00	\$100,000.00

**ACL Contact Information:**

Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

  
Tanielle Chandler  
ACL Grants Officer

**Terms and Conditions:**

1. This formula grant award is issued under the authority of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, P.L. 116-136 for activities authorized under Title VII of the Older Americans Act of 1965, as amended through P.L. 116-131, enacted March 25, 2020. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Please visit ACL's website at <https://www.acl.gov/grants/managing-grant> to view some of these terms and conditions such as:

- SAM.gov / DUNS Requirement

**ACL Title of Program:** CARES Act for Ombudsman Program under Title VII of the Older Americans Act  
**Grant No.:** 2001NHOMC3-00  
**Date:** April 20, 2020

- National Policies including Trafficking Victims Protection Act, Whistleblower Protections, and DOMA: Implementation of Same-Sex Spouses/Marriages
- Federal Funding Accountability and Transparency Act (FFATA)
- Federal Awardee Performance and Integrity Information System (FAPIS)

2. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved state plan(s) and will comply with the terms and conditions and other requirements of this award.

3. SF-425 Financial Reporting: Grantee is required to submit SF-425s on a semi-annual basis. Beginning with this FFY2020 grant, the SF-425 shall be submitted using the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reports are due within 30 days for the periods ending March 31 and September 30 (i.e., due April 30 and October 30), through September 30, 2021, a final PMS drawdown and a final SF-425 are due within 90 days after September 30, 2021 (i.e., due December 30, 2021). If a final SF-425 report will be submitted December 30, 2021, a semi-annual report is not required to be filed for report ending September 30, 2021.

4. Federal Cash Reporting: On the SF-425 form, lines 10 a. through c. are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30, 4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.

**Remarks:**

1. The grant award for this program to your state under the approved plan of the state agency has been approved for the project period listed above. The period for liquidation of the obligations is through December 30, 2021.

2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your PSC Account Liaison; 1-877-614-5533; [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov).

3. This Notice of Award provides one time funding to support preventing, preparing for and responding to Coronavirus Disease 2019 (COVID-19), as outlined in the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020, P.L. 116-123. Additionally, as provided for in Office of Management and Budget Memorandum M-20-11 – Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19), ACL authorizes recipients to incur pre-award costs prior to the effective date of this award dating back to January 20, 2020.



Notice of Award - No-Cost Extension

**Title of Program: (OMC3) CARES Act for Ombudsman Program under Title VII of the Older Americans Act**  
**Award Authority: P.L. 116-136 (CARES Act) under P.L. 116-131 (OAA)**

**Grantee:**  
New Hampshire  
Dept of Health and Human Services  
Office of Family Services Elderly & Adult Services  
Director  
129, Pleasant St.  
CONCORD, NEW HAMPSHIRE 03301

**Date:** June 10, 2021  
**Grant No.:** 2001NHOMC3-01  
**Award Instrument:** Grant (Formula)  
**Project Period:** 04-01-2020 - 09-30-2022  
**Budget Period:** 04-01-2020 - 09-30-2022

**EIN:** 1026000618B1                      **CFDA:** 93.042                      **Object Class Code:** 41.15  
**DUNS#:** 011040545

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-2021-0142	2020,299C3OM	\$0	\$100,000.00
	Total	\$0	\$100,000.00

**ACL Contact Information:**  
Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

  
Emmanuel Ekwo  
ACL Grants Officer

**Terms and Conditions:**

- Updated SF-425 Financial Reporting: Grantee is required to submit SF-425 on a semi-annual basis. Beginning with this FFY2020 grant, the SF-425 shall be submitted using the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reports are due within 30 days for the periods ending March 31 and September 30 (i.e., due April 30 and October 30), through September 30, 2022, a final PMS drawdown and a final SF-425 are due within 120 days after September 30, 2022 (i.e., due January 31, 2023). If a final SF-425 report will be submitted January 31, 2023, a semi-annual report is not required to be filed for report ending September 30, 2022.
- All previous terms and conditions remain in effect unless revised by this Notice of Award.

**ACL Title of Program:** CARES Act for Ombudsman Program under Title VII of the Older Americans Act  
**Grant No.:** 2001NHOMC3-01  
**Date:** June 10, 2021

**Remarks:**

1. This amendment provides a no-cost extension of the project / budget period for 12 months through 9/30/2022 per OMB Memo M-21-20 "Promoting Public Trust in the Federal Government through Effective Implementation of the American Rescue Plan Act and Stewardship of the Taxpayer Resources" dated March 19, 2021. Grantee must submit all required reports in accordance with the Terms and Conditions of Award and applicable regulations and policy.
2. All previous remarks remain the same.