

**New Hampshire**  
 Department of Agriculture,  
 Markets & Food

Shawn N. Jasper, Commissioner

December 2, 2021

The Honorable Karen Umberger, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, New Hampshire 03301

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

**REQUESTED ACTION**

1. Pursuant to RSA 9:16-c, I, authorize the Department of Agriculture, Plant Industry to transfer funds in and among classes within an accounting unit and to create new class codes in the amount of \$1,124, for the purchase of a camera / microscope adaptor system. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2022. 100% Federal Funds.

Funds to be budgeted as follows:

02-18-18-183510-59860000 – Invasive Insect Survey

018-500106 OVERTIME	\$ 50		\$ 50
020-500200 CURRENT EXPENSES	\$ 1,398	\$ (1,124)	\$ 274
030-500311 EQUIPMENT GENERAL	\$ -	\$ 1,124	\$ 1,124
040-500800 INDIRECT COSTS	\$ 2,200		\$ 2,200
050-500109 PERSONAL SERVICE TEMP APPOI	\$ 39,997		\$ 39,997
060-500601 BENEFITS	\$ 3,070		\$ 3,070
<b>Total Expenses</b>	\$ 46,715		\$ 46,715
000-401352 FEDERAL FUNDS	\$ (46,715)		\$ (46,715)

2. Pursuant to RSA 9:16-c, I, authorize the Department of Agriculture, Plant Industry to transfer funds in and among classes within an accounting unit and to create new class codes in the amount of \$7,124, for purchase of two tablets for field trapping data collection. Effective upon Fiscal Committee and Governor and Council approval through June 30, 2022. 100% Federal Funds.

Funds to be budgeted as follows:

02-18-18-183510-21430000, CAPS Program

010-500100 PERSONAL SERVICES PERM CLAS	\$66,549	-	\$66,549
018-500106 OVERTIME	\$ 50	-	\$ 50
020-500200 CURRENT EXPENSES	\$ 7,637	-	\$ 7,637
028-582814 TRANSFERS TO GENERAL SERVIC	\$ 723	-	\$ 723
037-500173 TECHNOLOGY HARDWARE	\$ -	\$ 7,124	\$ 7,124
039-500180 TELECOMMUNICATIONS	\$ 768	-	\$ 768
040-500800 INDIRECT COSTS	\$ 5,000	-	\$ 5,000
042-500620 ADDITIONAL FRINGE BENEFITS	\$ 4,142	-	\$ 4,142

050-500109 PERSONAL SERVICE TEMP APPOI	\$ 3,500	-	\$ 3,500
060-500630 BENEFITS	\$24,841	-	\$24,841
070-500705 IN STATE TRAVEL REIMBURSEME	\$ 5,002	-	\$ 5,002
080-500716 OUT OF STATE TRAVEL REIMB	\$ 7,625	\$ (7,124)	\$ 501
<b>Total Expenses</b>	\$ 125,837		\$ 125,837
000-404178 FEDERAL FUNDS	\$ (125,837)		\$ (125,837)

The following appropriation authorities are being requested:

**Class 20 – Current Expenses – Appropriations reduced due to current expenses projected to be less than current appropriation.**

**Class 30 – Equipment New Replacement – Appropriation is requested to purchase a camera/microscope adaptor system for creating outreach materials.**

**Class 37 – Technology Hardware – Appropriation is requested to purchase two tablets to be used for field trapping data collection, streamline data collection and to meet data-sharing obligations associated with federally-funded trapping programs. Data sharing is a mutual responsibility between USDA APHIS PPQ and the Department as outlined in an MOU (20-8100-0420 MU) signed 7/18/2019.**

**Class 80 – Out of State Travel – Appropriation is being reduced due to limited out of state travel due to the pandemic.**

#### EXPLANATION

The New Hampshire Department of Agriculture, Plant Industry requests to transfer funds in and among classes and to create a new class for the purchase of a camera / microscope adaptor system for creating outreach materials and digitization of the existing reference insect collection, and two tablets for field trapping data collection. Funds for these purchases were allocated in the federal budget submitted to and approved by the USDA, but these changes to classes were not incorporated into the 2022-2023 state budget.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

**Justification:**

- 1) **Does transfer involve continuing programs or one-time projects?**

Continuing programs

- 2) **Is this transfer required to maintain existing program level or will it increase the program level.**

The transfer will maintain the existing program level.

- 3) **Cite any requirements which make this program mandatory.**

Purchase of the tablets is necessary for Survey and inspection activities necessary under RSA 433:34 Quarantine to detect presence of plant pests within the state. Digitizing the existing insect collection makes the collection more usable by partner agencies. Additionally, the ability to take high quality photographs of insects collected during surveys and inspections, or received from the public, allows faster identification of quarantine or actionable pests by official identifiers.

**4) Identify the source of the funds on all accounts listed on this transfer.**

100% Federal Funding

**5) Will there be any effect on revenue if this transfer is approved or disapproved?**

If this transfer is not approved, revenue will be effected by approximately \$8,284 less in reimbursements from the USDA.

**6) Are funds expected to lapse if this transfer is not approved?**

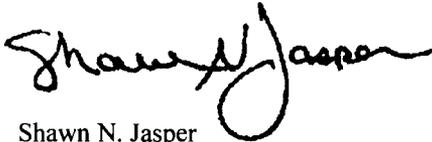
Invasive Insect Survey receives federal funds from the Plant Protection Act 7721 grant program. The funding is available and varies by year. These funds will lapse at the end of March, 2022. The CAPS program is a continuing program which is funded annually by the USDA, but funds are obligated on a calendar year basis and 2021 funds will lapse on December 31, 2020.

**7) Are personnel services involved?**

No

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Sincerely

A handwritten signature in black ink, appearing to read "Shawn N. Jasper". The signature is fluid and cursive, with a large loop at the end of the last name.

Shawn N. Jasper  
Commissioner