

MLC



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

OCT 05 '22 AM 11:00 RCVD

BUSINESS ADMINISTRATION  
STATE MILITARY RESERVATION  
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CONCORD, NEW HAMPSHIRE 03301-5652

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October 3, 2022

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

**REQUESTED ACTION**

The Department of Military Affairs and Veterans Services respectfully requests authorization to accept and expend federal funds from the American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) in the amount of \$74,800 for technology and database investments as part of the State Workforce Efficiency Enhancement Program (SWEEP). Effective upon Governor and Council approval through June 30, 2023. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(C) for provision of government services to the extent of the reduction in revenue. 100% Federal Funds.

Funds are to be budgeted in the following accounts:

02-12-12-120010-NEWXXXX Dept. of Military Affairs and Veterans Services-ARPA SFRF

<u>Class</u>	<u>Description</u>	<u>FY2023 Appropriation</u>	<u>Requested Change</u>	<u>FY2023 Adjusted Budget</u>
038-500177	Technology - Software	\$0.00	\$67,245.00	\$67,245.00
040-500800	Indirect Costs	\$0.00	\$7,480.00	\$7,480.00
041-500801	Audit Fund Set Aside	\$0.00	\$75.00	\$75.00
	Totals:	\$0.00	\$74,800.00	\$74,800.00
<b>Source of Funds</b>				
000-400338	Federal Funds	\$0.00	(\$74,800.00)	(\$74,800.00)

[1]All direct program costs will be accounted for using activity 00FRF602GS1201A and B, and all administrative and indirect costs will be accounted for using activity 00FRF602GS1201Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**EXPLANATION**

The State has experienced unprecedented pressure on its existing workforce, seeing staff shortages across agencies and increased wage competition with the private sector, as the negative effects of the COVID-19 health crisis continue to unfold. This reality has forced State agencies to attempt to operate with a high number of vacancies and find other means to adapt in order to achieve core responsibilities and required outcomes or deliverables.

This has resulted in the development of the State Workforce Efficiency Enhancement Program (SWEEP), an initiative focused on one-time investments in technology, systems, or other tools that will make it easier for State agencies to perform required functions over the long term as they adjust their roles and needs to the realities brought on by the pandemic and move toward a more sustainable staffing model that helps avoid burnout and encourages retention. This request is part of the overarching SWEEP effort.

This request would enable the Department of Military Affairs and Veterans Services (DMAVS) to utilize \$74,800 in ARPA SFRF funds for the purpose of supporting the implementation of an Automated Inventory Tracking Software and a Cloud Based Data Base Software.

Funds (\$50,000) would be used to invest in an automated inventory control system with QR code scanning capability, which would reduce the staff and time required to conduct required inventories. Additionally, it would increase the accuracy of inventory reporting. DMAVS is currently using an excel spreadsheet to manually manage inventory in 17 locations. This software would improve DMAVS efficiency to manage the inventory in both physical equipment and consumable inventory.

Funds (\$24,800) would be used for a web-based database system for all records at the State Veterans Cemetery. The database would be cloud-based, would save staff the time of data entry and allow for a more convenient method for eligible veterans to complete applications. Another benefit would be gained efficiencies in data entry, archiving documents and reduce time for accessing records.

Class 038 - Technology - Software - The funds will be used to enter into contracts with vendors that provide the implementation of the software systems.

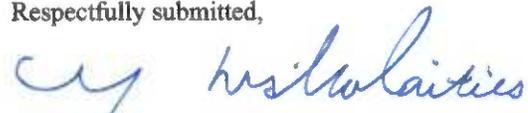
Class 040 - Indirect Costs - The funds will be used to pay for indirect cost per State requirement.

Class 041 - Audit Fund Set Aside - The funds will be used to pay for audit cost per State requirement.

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

Your favorable action on this request would be appreciated.

Respectfully submitted,



David J. Mikolaities  
Major General, NH National Guard  
The Adjutant General