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New Hampshire Fish and Game Department

11 Hazen Drive, Concord, NH 03301-6500
Headquarters: (603) 271-3421
Website: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964
Fax: (603) 271-1438
Email: info@wildlife.nh.gov

Scott R. Mason
Executive Director

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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 New Hampshire Fish and Game Department to accept and expend $1,244,000 of American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) to support the critical migration of agency data to a compliant platform that provides a more secure and available environment, effective upon approval by the Fiscal Committee and Governor and Executive Council 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.**
2. Pursuant to the provisions of RSA 124:15, and contingent upon approval of requested action #1, authorize the New Hampshire Fish and Game Department to establish Class 046 Consultants for the purpose of hiring independent professional services for development and implementation, effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. **100% Federal Funds.**

Funds will be assigned to the new accounting unit 03-75-75-750020-2XXX0000[1] ARPA Fish and Game Modernization and Efficiency, as follows:

Class/Object	Description	FY23 Requested Action
000-400338-16	Federal Funds	$1,244,000
	Total Revenue	**$1,244,000**
038-500177	Technology Software	$94,000
041-500801	Audit Fund Set-Aside	$1,244
046-500465	IT Consultants	$1,148,756
	Program total:	**$1,244,000**

[1] All direct program costs will be accounted for using activity 00FRF602GS0303A and all administrative and indirect costs will be accounted for using activity 00FRF602GS0303Z. 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.

As the guardian of the state's fish, wildlife and marine resources, the New Hampshire Fish and Game Department works in partnership with the public to conserve, manage and protect these resources and their habitats; inform and educate the public about these resources; and provide the public with opportunities to use and appreciate these resources. To execute this mission, this agency relies on a variety of data streams to inform critical decisions necessary to provide public safety, conservation and provision of the State's natural resources and citizen opportunities to enjoy these resources with both with care and with appreciation for future generations.

Over the years, with severely limited funds to support IT solutions, Fish and Game staff have relied heavily on Microsoft Access, a simple, free database application available as part of the Office suite. Every division has valuable data housed in dozens of these databases, many of them with data intertwined throughout the Department. DoIT developers (2) spend most of the workday supporting these mission-critical, but archaic solutions that created more and more entanglements and dependencies have compounded over the years. One of the only agencies without dedicated IT Lead support, Fish and Game has more than 200 users, many of which are spread throughout the state. The urgency for data compliance is severe.

The requested funds will be used to:

1. **Migrate "at risk"** Access applications to cloud platform
2. **Migrate remaining** Access and Excel-based applications to the same platform
3. **Assessment/Design/and Implementation** of an agency-wide Customer Relationship Management System (CRM)

Funds are budgeted as follows:

Class 038 - Technology Software - Procure Licenses for Salesforce and Amazon Web Services hosted environment

Class 041 – Audit Fund Set-Aside – Pay for mandatory audit fees

Class 046 – IT Consultants: hire professional services for the following:

- Contract support to migration of data online
- Enterprise Architect for CRM initial assessment and design
- Business Analyst/Project Manager to develop project plan and begin the collection of user stories
- Professional services team for design of data warehouse
- Business Analyst/Project Manager
- Integrator implementation of CRM

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

1. **Personnel involved:** Temporary consultants.
2. **Nature, Need and Duration:** for the purpose of hiring independent professional services to design and implement the critical migration of agency data to a compliant platform that provides a more secure and available environment, while leveraging opportunities for efficiency and process improvement.
3. **Relationship to existing agency programs:** Builds upon New Hampshire Fish and Game's previous efforts in response to the COVID-19.
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?** It was not known at the time that New Hampshire Fish and Game Department would be applying for American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SFRF).
6. **Can portions of the grant funds be utilized?** This request is 100% federally funded.
7. **Estimate the funds required to continue these positions:** $0.00. The temporary consulting positions will not be continued beyond the time frame of the ARPA SFRF.

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

Respectfully Submitted,

Scott R. Mason
Executive Director

Kathy Ann LaBonte
Chief, Business Division