



New Hampshire Commission for Human Rights

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2 INDUSTRIAL PARK DRIVE, BLDG. 1
 CONCORD, NEW HAMPSHIRE 03301
 TEL (603) 271-2767
 TDD Access: Relay NH 1-800-735-2964
 FAX (603) 271-6339
 E-MAIL: humanrights@hrc.nh.gov
www.nh.gov/hrc

October 28, 2022

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

REQUESTED ACTION

Authorize the New Hampshire Commission for Human Rights to accept and expend funds in the amount of \$42,000 in American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) for the development and implementation of a case management and public information portal, effective upon Governor and Council approval through June 30, 2023. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts. **100% Federal Funds.**

Funds are to be budgeted in Fiscal Year 2023 in the following account:

02-20-76-760010-NEWXXXX¹, Human Rights Commission, ARPA HRC Portal

Class-Account	Description	FY2023 Adjusted Authorized	Requested Action	FY2023 Revised Adjusted Authorized
Source Of Funds				
000-400338-16	Federal Funds	\$ 0	\$ 42,000	\$ 42,000
	Total Revenue	\$ 0	\$ 42,000	\$ 42,000
Expenditures				
040-500800	Indirect Costs	\$ 0	\$ 783	\$ 783
041-500801	Audit Fund Set Aside	\$ 0	\$ 42	\$ 42
103-502664	Contracts for Op Services	\$ 0	\$ 41,175	\$ 41,175
	Total Expenses	\$ 0	\$ 42,000	\$ 42,000

¹ All direct program costs will be accounted for using activity 00FRF602PH7601A and all administrative and indirect costs will be accounted for using activity 00FRF602PH7601Z. 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.

The New Hampshire Commission for Human Rights (NHCHR) is requesting to accept and expend \$42,000 for the creation, development and implementation of a case management system. This system will offset manual tasks associated with tracking and managing case files while also providing the benefit of a public facing portal to help improve citizen services and transparency. This new system will enhance the Commission's ability to track cases and to provide a variety of statistics, and it will enable the NHCHR to better adapt to the evolving environment brought on by COVID-19 and other potential health crises that require remote work and other forms of social distancing, as well as ensure that the NHCHR can best serve and interact with the public during such times. The work will be guided by NH DoIT to ensure that all relevant state and best practice internet security protocols are followed for the protection of the system as a whole and the confidential information contained within.

Funds are to be budgeted as follows:

- Class 040 – Indirect Costs to comply with RSA 21-I:74 to recover a proportional share of the outside funding source to alleviate indirect costs.
- Class 041 – Audit Fund Set Aside to comply with RSA 124:16 that requires all agencies which receive federal funds to set aside a percentage (0.1%) of the federal revenue amount received to pay for financial and compliance audits.
- Class 103 – Contracts for Operational Services as described in the explanation

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

Respectfully submitted,



Ahni Malachi
Executive Director