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February 8, 2023

The Honorable Ken Weyler, 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 the provision of RSA 124:15, and contingent upon the approval of Requested Action #2, authorize BEA to establish two (2), full-time temporary Business Administrator II (LG 24) positions using Broadband Equity, Access, and Deployment (BEAD) Planning Grant funds in support of Infrastructure, Investments, and Job Act (IIJA), effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. 100% Federal Funds
2. Authorize the Department of Business and Economic Affairs (BEA), to accept and expend \$80,000 of Infrastructure Investment and Jobs Act (IIJA) from the U.S. Department of Commerce for the purpose of improving the state of New Hampshire's broadband infrastructure, in support of the Broadband Connectivity Program, effective upon Governor and Council approval through June 30, 2023. 100% Federal Funds

Funds are to be budgeted in FY2023 in the following account:

03-22-22-221510-NEWXXXX Department of Business and Economic Affairs  
Broadband – IIJA BEAD

Class	Description	FY 2023	FY 2023	FY 2023
		Current	Budget Request	Revised Budget
<b>Expenditures</b>				
020 - 500200	CURRENT EXPENSES	\$0	\$2,000	\$2,000
022 - 500248	RENTS-LEASES OTHER THAN STAT	\$0	\$5,200	\$5,200
027 - 582703	TRANSFERS TO DOIT	\$0	\$5,000	\$5,000
030 - 500301	EQUIPMENT NEW REPLACEMENT	\$0	\$4,000	\$4,000
037 - 500172	TECHNOLOGY-HARDWARE	\$0	\$5,000	\$5,000
038 - 500177	TECHNOLOGY-SOFTWARE	\$0	\$1,500	\$1,500
039 - 500188	TELECOMMUNICATIONS	\$0	\$1,821	\$1,821

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040 - 500800	INDIRECT COSTS	\$0	\$5,280	\$5,280
041 - 500801	AUDIT FUND SET ASIDE	\$0	\$800	\$800
042 - 500620	ADDITIONAL FRINGE BENEFITS	\$0	\$2,151	\$2,151
059 - 500117	TEMP FULL TIME	\$0	\$26,891	\$26,891
060 - 500601	BENEFITS	\$0	\$17,357	\$17,357
070 - 500704	IN STATE TRAVEL REIMBURSEMEN	\$0	\$1,000	\$1,000
080 - 500717	OUT OF STATE TRAVEL REIMB	\$0	\$2,000	\$2,000
<b>Total Expenditures</b>		\$0	\$80,000	\$80,000

<b>Funding</b>				
000-400338-16	FEDERAL FUNDS	\$0	\$80,000	\$80,000
<b>Total Funds</b>		\$0	\$80,000	\$80,000

**EXPLANATION**

BEA seeks to accept and expend \$80,000 in Broadband, Equity, Access, and Deployment (BEAD) Planning funds from the National Telecommunications and Information Administration (NTIA). These funds are a part of the Infrastructure Investment and Jobs Act of 2022 (IIJA). The entire grant amount is \$5,000,000 that will be available for use through November 30, 2027.

To meet federal requirements for program design, implementation and compliance, BEA will use these funds to hire two broadband staff members. These positions will report to the Broadband Program Manager and will be tasked with fulfilling the objectives of the program, support the necessary, extensive reporting requirements of BEAD and Digital Equity programs. Staff will design, implement and track the broadband infrastructure program using contractors, state, municipal, and community partners.

Funds are Budgeted as follows:

Class 020 – Current Expenses – office supplies, paper and printer ink for staff

Class 022 – Rents – Leases – office space for staff

Class 027 – Transfer to DOIT – DOIT support for staff

Class 030 – Equipment – office furniture for staff

Class 037 – Technology, Hardware – laptops, monitors and docking stations for staff

Class 038 – Technology, Software – standard software required for staff

Class 039 – Telecommunications – phones and phone lines for staff

Class 040 – Indirect costs at 6.6%

Class 041 – Audit Funds Set Aside – to comply with RSA 124:16 which requires all agencies which receive federal funds set aside a percentage (0.1%) of federal revenue amount received to pay for financial and compliance audits.

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Class 042 – Additional Fringe Benefits – post retirements expenses for staff – budgeted at 8%

Class 059 – Temp Full Time – for the two temporary full-time positions requested above

Class 060 – Benefits – for the two temporary full-time positions requested above

Class 070 – In State Travel Reimbursement – mileage incurred for work related activities with regards to inspections, meetings with stakeholders and other in state travel requirements

Class 080 – Out of State Travel Reimbursement – For anticipated Federal meetings

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

- 1) **List of Personnel involved:**  
Two (2) full-time temporary Business Administrator II                      Position #9T3298 and #9T3299
- 2) **Nature, need and duration:**  
The Business Administrator II positions will be responsible for planning, developing and overseeing the fiscal and budgetary activities of the Infrastructure Investments and Jobs Act (IIJA). The period of performance runs until November 30, 2027
- 3) **Relationship to existing agency programs:**  
Broadband infrastructure and digital equity are critical to the state's economic future and all BEA long term strategies include expanding access to broadband that is affordable and adequate for residential and commercial use. This is an existing program but is a new/additional federal funding source.
- 4) **Has 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 that these funds would be awarded at the time the agency established its FY22/FY23 biennial budget.
- 6) **Can portions of the grant funds be utilized for other purposes?**  
These funds can only be used for the purpose of the grant award.
- 7) **Estimate the funds required to continue these positions:**  
Funding is required for the duration of the grant, through November 30, 2027, and is not expected to be continued beyond that period. The estimated cost for both positions through the end of the grant period is \$1,182,800.00.
- 8) **Geographic area served:**  
Statewide
- 9) **Source of Funding**  
Infrastructure Investment & Jobs Act (IIJA)

If Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Taylor Caswell  
Commissioner

Department of Business and Economic Affairs

GRANTS FISCAL SITUATION FISCAL YEAR 2023

03-022-022-221510-NEWXXXX Broadband – IJJA BEAD

Total Federal Authorization	\$5,000,000
Less Current FY23 Budget Authorization	\$ <u>0</u>
Total Available for Budgeting	\$5,000,000
Available to Budget at a Later Date	<u>\$4,920,000</u>
<b>REQUESTED ACTION</b>	\$ 80,000



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
54 Regional Drive, Suite 5  
Concord, New Hampshire 03301

**CHARLES M. ARLINGHAUS**

Commissioner  
(603) 271-3201

**LORRIE A. RUDIS**

Director of Personnel  
(603) 271-3261

Date 2/8/23

Bob Vachon – Chief Bureau of Visitor Services  
100 North Main Street, Suite 100  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Business Administrator II, LG 24, pay schedule A000 – assigned position #9T3298.

Dear Mr. Vachon:

After the review of your materials and proposed position information, the Classification Unit, the Division of Personnel approves your agency's request received on 02/01/23 for the Department of Business and Economic Affairs, Division of Economic Development, to establish position #9T3298 as a full-time temporary Business Administrator II, LG 24.

This position is being established: The Business Administrator II will be responsible for planning, developing, and overseeing the fiscal and budgetary activities of the Infrastructure Investments and Jobs Act (IIJA), focusing on Digital Equity and Broadband Equity, Access, and Development (BEAD) objectives. This role will develop and update operational procedures, provide training, guidance, and technical support to agency staff, establish monitoring procedures, conduct research on federal and state guidelines, and evaluates federal financial reports. This position is 100% grant funded and subject to renewal every two years.

The activation of this position shall be pending approval of funding. It will be your responsibility to use this document to request to create and fund your position via Fiscal Committee and Governor and Council. Once the necessary approval is obtained, please notify the Division of Personnel Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov).

Thank you

Sincerely,

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel  
Tanya Mitchell, HR Administrator of HRSU  
Joanne Lydick, Administrator of Operations



*State Of New Hampshire*  
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**CHARLES M. ARLINGHAUS**  
Commissioner  
(603) 271-3201

**LORRIE A. RUDIS**  
Director of Personnel  
(603) 271-3261

Date 2/8/23

Bob Vachon – Chief Bureau of Visitor Services  
100 North Main Street, Suite 100  
Concord, NH 03301

**Regarding:** Request to establish a full-time temporary Business Administrator II, LG 24, pay schedule A000 – assigned position #9T3299.

Dear Mr. Vachon:

After the review of your materials and proposed position information, the Classification Unit, the Division of Personnel approves your agency's request received on 02/01/23 for the Department of Business and Economic Affairs, Division of Economic Development, to establish position #9T3299 as a full-time temporary Business Administrator II, LG 24.

This position is being established: The Business Administrator II will be responsible for planning, developing, and overseeing the fiscal and budgetary activities of the Infrastructure Investments and Jobs Act (IIJA), focusing on Broadband Equity, Access, and Development (BEAD) objectives. This role will develop and update operational procedures, provide training, guidance, and technical support to agency staff, establish monitoring procedures, conduct research on federal and state guidelines, and evaluates federal financial reports. This position is 100% grant funded and subject to renewal every two years.

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Thank you

Sincerely,

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel  
Tanya Mitchell, HR Administrator of HRSU  
Joanne Lydick, Administrator of Operations

FORM CD-450 (REV. 10/18)	U.S. DEPARTMENT OF COMMERCE	<input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT
<b>FINANCIAL ASSISTANCE AWARD</b>		<b>FEDERAL AWARD ID NUMBER</b> 33-20-B063
<b>RECIPIENT NAME</b> Business and Economic Affairs, New Hampshire Department of	<b>PERIOD OF PERFORMANCE</b> 12/01/2022 - 11/30/2027	
<b>STREET ADDRESS</b> 100 N Main St Suite 100	<b>FEDERAL SHARE OF COST</b> \$5,000,000.00	
<b>CITY, STATE ZIP</b> Concord, NH 03301-5054	<b>RECIPIENT SHARE OF COST</b> \$0.00	
<b>AUTHORITY</b> Section 60102 of Public Law 117-58, 135 Stat. 429	<b>TOTAL ESTIMATED COST</b> \$5,000,000.00	
<b>CFDA NO. AND NAME</b> 11.035 Broadband Equity, Access, and Deployment Program		
<b>PROJECT TITLE:</b> New Hampshire BEAD Planning Funds Proposal		
<p><b>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modifications by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</b></p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS R &amp; D AWARD FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE</p> <p><input checked="" type="checkbox"/> SPECIFIC AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> LINE ITEM BUDGET</p> <p><input checked="" type="checkbox"/> 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101</p> <p><input type="checkbox"/> 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES</p> <p><input checked="" type="checkbox"/> MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.</p> <p><input checked="" type="checkbox"/> OTHER(S): Refer to Specific Award Condition #18 (Period of Performance and Funding Limitations) for the Multi-Year Specific Award Condition.</p> <p>GENERAL TERMS AND CONDITIONS for the NTIA BROADBAND EQUITY, ACCESS &amp; DEPLOYMENT PROGRAM (BEAD) INITIAL PLANNING FUNDS, July 2022 (see attached).</p>		
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER  Darren Olson	DATE Digitally signed by DARREN OLSON Date: 2022.11.30 08:56:20 -07'00'	
PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  Mark Laliberte State Industrial Representative	DATE  December 2022	