



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 120  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

May 30, 2023

The Honorable Ken Weyler, 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

Pursuant to RSA 14:30-a, VI, RSA 124:15, and RSA 21-I:42 VI(e), the Department of Administrative Services (DAS) is seeking approval on behalf of State Agencies to amend the accept and expend of American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF), for the previously approved Recruitment Incentive Program for the Department of Safety and Department of Corrections, by extending the end date for funding, from June 30, 2023 to June 30, 2024, effective upon approval of the Fiscal Committee and the Governor and Executive Council. 100% Federal Funds.

## EXPLANATION

The Department of Administrative Services is seeking approval, on behalf of the Department of Safety and Department of Corrections, to extend the effective date from June 30, 2023 to June 30, 2024. This extension is allowable under the "procedural rules amendment" approved at the previous Fiscal Committee meeting on April 21, 2023. The original Recruitment Incentive accept and expend request was approved by the Fiscal Committee and the Governor and Executive Council (FIS 22-320 meeting on 9/9/22 and G&C #118 on 9/7/22).

While all ARPA SFRF must be obligated by December 31, 2024, and expended by December 31, 2026, this request only serves to authorize the Department of Safety and Department of Correction's Recruitment Incentive program balances that are unspent as of June 30, 2023 to carry forward into FY24 and to reauthorize the program for an additional year. This will also grant agencies in coordination with GOFERR, time to further evaluate the program as the ARPA SFRF obligation deadline approaches in order to ensure any funds that may need to be reallocated to other uses have sufficient time to do so. Any request to reallocate an existing budget or repurpose funds for new or

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The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
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existing projects will require future Fiscal Committee and Governor and Council approvals and are not contemplated in this item.

RSA 21-I:42, VI authorizes DAS-DOP to develop programs for the recruitment and retention of qualified applicants in State services and requires approval of any expenditure made under such programs. A separate request has been submitted to the Fiscal Committee to extend the Recruitment Incentive Program to continue to provide for a \$10,000 recruitment incentive payment to eligible new hires at the Department of Corrections (DOC) and Department of Safety (DOS).

In the event that Federal Funds are no longer available, General Funds will not be requested to support these programs. The Department of Administrative Services seeks approval of this request.

Respectfully submitted,



Charles M. Arlinghaus  
Commissioner



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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

August 31, 2022

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

The Department of Administrative Services (DAS) is submitting and seeking approval of a Consolidated Recruitment and Retention Initiative, on behalf of several State Agencies from a variety of funding sources, effective upon the approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2023.

- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$1,114,013** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing recruitment incentives to **new full-time NH State Police sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table A for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$4,933,485** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **existing full-time NH State Police sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table B for detailed budget.

- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$47,429** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing recruitment incentives to **new full-time Division of Fire Safety sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table C for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Safety, to **accept and expend \$142,288** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **existing full-time Division of Fire Safety sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table D for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Corrections, to **accept and expend \$1,489,983** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing recruitment incentives to **new full-time correctional sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table E for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Corrections, to **accept and expend \$4,767,947** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **existing full-time correctional sworn personnel**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table F for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Department of Corrections, to **accept and expend \$697,940** of American Rescue Plan (ARP) State and Local Recovery Funds (FRF) for the purpose of providing retention incentives to **direct care nurses**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table G for detailed budget.
- Pursuant to RSA 228:12, authorize the Department of Administrative Services, on behalf of the Department of Transportation, to **transfer \$4,348,670** from the Highway Surplus Account to support the **Winter Maintenance Employee Retention** program. 100% Highway Funds. See Table H for detailed budget.

- Pursuant to RSA 237:15-a, authorize the Department of Administrative Services, on behalf of the Department of Transportation, to **transfer \$427,630** from the Turnpike General Reserve Account to support the **Winter Maintenance Employee Retention** program. 100% Turnpike Funds. See Table I for detailed budget.
- Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services, on behalf of the Veteran’s Home, to amend Fiscal Committee item # FIS 22-240 approved on June 17, 2022 and Governor and Council item # 193 approved on June 29, 2022 by **increasing the accept and expend by \$277,733** from \$4,235,300 to a total of \$4,513,033 of American Rescue Plan (ARP) State and Local Recovery Funds (FRF). The increase is to extend the **Employee Retention Incentives at the Veteran’s Home for non-direct care workers**. This is an allowable use of ARP FRF funds under Section 602(c)(1) to respond to the public health emergency or its negative economic impacts. 100% Federal Funds. See Table J for detailed budget.

Funds are to be budgeted in state fiscal year (FY) 2023 as follows:

**TABLE A**

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of State Police, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$1,114,013.00)	(\$1,114,013.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$1,114,013.00)</b>	<b>(\$1,114,013.00)</b>
010-500100	Personal Services -- Full-Time	\$0.00	\$700,000.00	\$700,000.00
040-500800	Indirect Costs	\$0.00	\$165,755.00	\$165,755.00
041-500801	Audit Fund Set Aside	\$0.00	\$948.00	\$948.00
060-500601	Benefits	\$0.00	\$247,310.00	\$247,310.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$1,114,013.00</b>	<b>\$1,114,013.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2308A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2308Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE B**

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of State Police, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$4,933,485.00)	(\$4,933,485.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$4,933,485.00)</b>	<b>(\$4,933,485.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$3,100,000.00	\$3,100,000.00
040-500800	Indirect Costs	\$0.00	\$734,060.00	\$734,060.00
041-500801	Audit Fund Set Aside	\$0.00	\$4,195.00	\$4,195.00
060-500601	Benefits	\$0.00	\$1,095,230.00	\$1,095,230.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$4,933,485.00</b>	<b>\$4,933,485.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2307A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2307Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE C**

02-23-23-2340-24XX0000<sup>1</sup> Department of Safety, Division of Fire Safety, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$47,429.00)	(\$47,429.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$47,429.00)</b>	<b>(\$47,429.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$30,000.00	\$30,000.00
040-500800	Indirect Costs	\$0.00	\$7,057.00	\$7,057.00
041-500801	Audit Fund Set Aside	\$0.00	\$40.00	\$40.00
060-500601	Benefits	\$0.00	\$10,332.00	\$10,332.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$47,429.00</b>	<b>\$47,429.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2310A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2310Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE D**

02-23-23-2380-24XX0000<sup>1</sup> Department of Safety, Division of Fire Safety, ARPA Funds

<u>Class</u>	<u>Description</u>	<u>SFY 2023 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>SFY 2023 Revised Adjusted Authorized</u>
000-400338	Federal Funds	(\$0.00)	(\$142,288.00)	(\$143,230.00)
	<b>TOTAL REVENUE</b>	<b>(\$0.00)</b>	<b>(\$142,288.00)</b>	<b>(\$143,230.00)</b>
010-500100	Personal Services – Full-Time	\$0.00	\$90,000.00	\$90,000.00
040-500800	Indirect Costs	\$0.00	\$21,171.00	\$21,311.00
041-500801	Audit Fund Set Aside	\$0.00	\$121.00	\$122.00
060-500601	Benefits	\$0.00	\$30,996.00	\$31,797.00
	<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$142,288.00</b>	<b>\$143,230.00</b>

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH2309A and all administrative and indirect costs will be accounted for using activity 00FRF602PH2309Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE E**

02-046-46-460510-26xx000 Department of Corrections

<b>Recruitment Incentive</b>				
<u>Account</u>	<u>Description</u>	<u>FY 2023 Current Authorized</u>	<u>Requested Action</u>	<u>FY 2023 Adjusted Authorized</u>
010-500100	Personal Service Perm	-	1,000,000	1,000,000
040-501587	Indirect Costs	-	135,330	135,330
041-500801	Audit Fund Set Aside	-	1,353	1,353
060-500601	Benefits	-	353,300	353,300
	<b>Total Appropriations</b>		<b>1,489,983</b>	<b>1,489,983</b>
000-400338	Federal Funds	-	1,489,983	1,489,983

All direct program costs will be accounted for using 00FRF602PH465A-C and all administrative costs using 00FR602PH14605Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE F**  
**02-046-46-460510-26xx000 Department of Corrections**

Employee Retention				
Account	Description	FY 2023 Current Authorized	Requested Action	FY 2023 Adjusted Authorized
010-500100	Personal Service Perm	-	3,200,000	3,200,000
040-501587	Indirect Costs	-	433,056	433,056
041-500801	Audit Fund Set Aside	-	4,331	4,331
060-500601	Benefits	-	1,130,560	1,130,560
Total Appropriations		-	4,767,947	4,767,947

000-400338	Federal Funds	-	4,767,947	4,767,947
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All direct program costs will be accounted for using 00FRF602PH465A-C and all administrative costs using 00FR602PH14605Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE G**  
**02-046-46-460510-26xx000 Department of Corrections**

Employee Retention - Nurses				
Account	Description	FY 2023 Current Authorized	Requested Action	FY 2023 Adjusted Authorized
010-500100	Personal Service Perm	-	469,738	469,738
040-501587	Indirect Costs	-	63,392	63,392
041-500801	Audit Fund Set Aside	-	634	634
060-500601	Benefits	-	164,176	164,176
Total Appropriations		-	697,940	697,940

000-400338	Federal Funds	-	697,940	697,940
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All direct program costs will be accounted for using 00FRF602PH465A-C and all administrative costs using 00FR602PH14605Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

**TABLE H**

**From: 04-096-096-960015-363615-0000 Highway Surplus Account \$4,348,670**

04-096-096-960515-2928	Current Budget FY2023	Requested Change	Revised Budget FY2023
<b>Winter Maintenance</b>			
<b>Expenses:</b>			
017 500147 FT Employees Special Payment	\$547,680	\$2,900,000	\$3,447,680
018 500106 Overtime	5,063,366	0	5,063,366
019 500105 Holiday Pay	34,847	0	34,847
020 500200 Current Expense	15,792,873	0	15,792,873
022 500257 Rents-Leases Other than State	8,706,885	0	8,706,885
023 500291 Heat, Electricity, Water	967,132	0	967,132
024 500225 Maint. Other than Bldg-Grounds	114,008	0	114,008
030 500311 Equipment New Replacement	1,082,827	0	1,082,827
037 500174 Technology-Hardware	65,780	0	65,780
038 500175 Technology-Software	75,100	0	75,100
039 500180 Telecommunications	172,719	0	172,719
047 500240 Own Forces Maint Bldgs & Grnds	10,616	0	10,616
048 500226 Contractual Maint Bldgs & Grnds	50,483	0	50,483
049 584914 Transfer to Other State Agencies	0	500,000	500,000
050 500109 Personal Service Temp	189,450	250,000	439,450
060 500601 Benefits	1,275,940	698,670	1,974,610
070 500704 In-State Travel Reimbursement	140,291	0	140,291
103 500741 Contracts for Op Services	136,111	0	136,111
<b>Total</b>	<b>\$34,426,108</b>	<b>\$4,348,670</b>	<b>\$38,774,778</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$34,426,108	\$4,348,670	\$38,774,778
<b>Total</b>	<b>\$34,426,108</b>	<b>\$4,348,670</b>	<b>\$38,774,778</b>

**TABLE I**

**From: 04-096-096-961017-363615-0000 Turnpike Fund Balance \$427,630**

04-096-096-961017-7027	Current Budget FY2023	Requested Change	Revised Budget FY2023
<b>Central Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services - Perm	\$1,284,695	\$0	\$1,284,695
017 500147 FT Employees Special Payment	42,480	155,000	197,480
018 500106 Overtime	375,000	0	375,000
019 500105 Holiday Pay	4,000	0	4,000
020 500200 Current Expense	807,312	0	807,312
022 500257 Rents-Leases Other than State	700,000	0	700,000
023 500291 Heat, Electricity, Water	195,500	0	195,500
024 500225 Maint. Other than Bldg-Grounds	26,275	0	26,275

030 500311 Equipment New Replacement	1,430,272	0	1,430,272
037 500174 Technology-Hardware	16,709	0	16,709
038 500175 Technology-Software	1,000	0	1,000
039 500180 Telecommunications	29,500	0	29,500
047 500240 Own Forces Maint Bldgs & Grnds	11,120	0	11,120
048 500226 Contractual Maint Bldgs & Grnds	134,557	0	134,557
050 500109 Personal Service Temp	50,000	0	50,000
060 500601 Benefits	945,803	34,379	980,182
068 500562 Remuneration	1,000		1,000
070 500704 In-State Travel Reimbursement	8,000	0	8,000
103 500741 Contracts for Op Services	75,000	0	75,000
400-500870 Construction Repair Materials	250,000	0	250,000
406-500882 Environmental Expenses	75,000	0	75,000
<b>Total</b>	<b>\$6,463,223</b>	<b>\$189,379</b>	<b>\$6,652,602</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
009-403669 Sponsorship Fee	\$65,104	\$0	\$65,104
000-000017 Turnpike Fund	6,398,119	189,379	6,587,498
<b>Total</b>	<b>\$6,463,223</b>	<b>\$189,379</b>	<b>\$6,652,602</b>

	Current Budget FY 2023	Requested Change	Revised Budget FY 2023
<b>04-096-096-961017-70320000</b>			
<b>East NH TPK Blue Star Maintenance</b>			
<b>Expenses:</b>			
010-500100 Personal Services – Perm	\$550,197	\$0	\$550,197
017-500147 FT Employees Special Pay	18,360	80,000	98,360
018-500106 Overtime	155,000	0	155,000
019-500105 Holiday Pay	2,500	0	2,500
020-500200 Current Expense	471,589	0	471,589
022-500255 Rents-Leases Other than State	300,000	0	300,000
023-500291 Heat, Electricity, Water	145,100	0	145,100
024-500225 Maint Other than Bldg-Grnds	98,041	0	98,041
030-500311 Equipment New/Replacement	2,303,438	0	2,303,438
037-500171 Technology Hardware	3,114	0	3,114
038-500175 Technology Software	1,000	0	1,000
039-500188 Telecommunications	12,000	0	12,000
047-500240 Own Forces Maint - Bldg	12,002	0	12,002
048-500226 Contract Maint Bldgs & Grnds	67,928	0	67,928
050-500109 Personal Services - Temporary	15,000	0	15,000
060-500601 Benefits	465,829	17,744	483,573
068-500562 Remuneration	1,000	0	1,000
070-500704 In-State Travel	3,200	0	3,200
103-500741 Contracts for Operational Svc	24,000	0	24,000
400-500870 Construction Repair Materials	24,000	0	24,000
406-500882 Environmental Expenses	500	0	500

	Total	\$4,673,798	\$97,744	\$4,771,542
<b>Source of Funds</b>				
<b>Revenue:</b>				
009-403669	Sponsorship Fee	\$32,500	\$0	\$32,500
000-000017	Turnpike Fund	4,641,298	97,744	4,739,042
Total		\$4,673,798	\$97,744	\$4,771,542

	Current Budget FY 2023	Requested Change	Revised Budget FY 2023	
<b>04-096-096-961017-70370000</b>				
<b>East NH TPK Spaulding Maintenance</b>				
<b>Expenses:</b>				
010-500100	Personal Services – Perm	\$874,553	\$0	\$874,553
017-500147	FT Employees Special Pay	30,481	115,000	145,481
018-500106	Overtime	200,000	0	200,000
019-500105	Holiday Pay	2,500	0	2,500
020-500200	Current Expense	561,342	0	561,342
022-500255	Rents-Leases Other than State	350,000	0	350,000
023-500291	Heat, Electricity, Water	118,500	0	118,500
024-500225	Maint Other than Bldg-Grnds	18,450	0	18,450
030-500311	Equipment New/Replacement	1,015,732	0	1,015,732
037-500171	Technology Hardware	9,428	0	9,428
038-500175	Technology Software	1,000	0	1,000
039-500188	Telecommunications	89,000	0	89,000
047-500240	Own Forces Maint - Bldg	4,208	0	4,208
048-500226	Contract Maint Bldgs & Grnds	85,052	0	85,052
050-500109	Personal Services - Temporary	25,600	0	25,600
060-500601	Benefits	723,730	25,507	749,237
068-500562	Remuneration	1,000	0	1,000
070-500704	In-State Travel	4,000	0	4,000
103-500741	Contracts for Operational Svc	48,046	0	48,046
400-500870	Construction Repair Materials	130,000	0	130,000
406-500882	Environmental Expenses	500	0	500
Total		\$4,293,122	\$140,507	\$4,433,629
<b>Source of Funds</b>				
<b>Revenue:</b>				
009-403669	Sponsorship Fee	\$32,501	\$0	\$32,501
000-000017	Turnpike Fund	4,289,621	140,507	4,430,128
Total		\$4,293,122	\$140,507	\$4,433,629

**TABLE J**

NH Veteran's Home 05-43-43-430010-XXXX0000				
CLASS/ ACCOUNT	DESCRIPTION	FY 2023 Current Adjusted Authorized	Requested Action	FY23 Revised
000-400338- 16	Federal Funds	\$534,439	\$277,733	\$812,172
	<b>TOTAL REVENUE</b>	<b>\$534,439</b>	<b>\$277,733</b>	<b>\$812,172</b>
010-500100	Personal Services - Full Time	\$340,000	\$190,000	\$530,000
040-500800	Indirect Costs	\$53,450	\$23,700	\$77,150
041-500801	Audit Fund Set Aside	\$535	\$237	\$772
042-500620	Post-Retirement	\$30,056	\$16,796	\$46,852
050-500109	Personal Services - Temp Part-Time	\$32,500	\$4,500	\$37,000
060-500601	Benefits	\$77,898	\$42,500	\$120,398
	<b>TOTAL EXPENSES</b>	<b>\$534,439</b>	<b>\$277,733</b>	<b>\$812,172</b>

*All direct program costs will be accounted for using 00FRF602PH146A and all administrative costs using 00FR602PH1406Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services*

**EXPLANATION**

RSA 21-I:42,VI, as amended by SB 226 (Laws of 2022), authorizes DAS to develop programs for the recruitment and retention of qualified applicants in State service subject to the approval of the Fiscal Committee, prior to implementing such programs. DAS received approval from the Fiscal Committee on June 17, 2022 (FIS 22-239) to establish an Employee Retention Incentive Program. The above incentives for:

- existing sworn Correctional officers,
- existing sworn State Police personnel,
- existing sworn Division of Fire Safety personnel and
- direct care Correctional nurses,

are covered under that previously approved program. RSA 21-I:42,VI(e), further requires any expenditures for recruitment or retention incentives or bonuses be approved by the Fiscal Committee. The purpose of this request is to obtain the required approval of incentive expenditures to be made under the existing policy and under RSA 14:30-a, VI, to obtain approval to accept and expend funds under ARP as the source of funding for those incentives. Attached, as support for this item, are individual letters from applicable Commissioners detailing each of the incentives. At

a high-level, the payment for existing sworn correctional, state police, and fire safety eligible positions is \$10,000, payable in 2 equal installments upon completion of a required retention period. The direct care for correctional nurses will be an increase of 15% on eligible positions' base pay, which combined with a previously approved 15% increase, brings the total increase to 30%. (The previously approved increase was under RSA 99:8 by the Governor and Council in December 2020, effective for 24 months, and was funded within the Department of Corrections existing budget and therefore did not need Fiscal Committee approval). The direct care nurse positions will receive the incentive in each bi-weekly pay-check during the allowable period.

The policy allowing incentive payments for new sworn correctional, sworn state police personnel, and sworn division of fire safety personnel was submitted under a separate Fiscal item for approval under RSA 21-I:42,VI. This request, contingent upon the new recruitment policy being approved, is to obtain the required expenditure approval under subsection (e) under RSA 21-I:42,VI and to obtain approval under RSA 14:30-a, VI, for approval to accept and expend funds under ARP as the source of funding for these incentives. Attached, as support for this item, are individual letters from applicable Commissioners detailing each of the incentives. At a high-level, the payment for NEW sworn correctional and state police eligible positions is \$10,000 payable as soon as practical within the first few pay-periods of employment, after eligibility is determined. In addition, those employees who receive such incentive payment will be required to sign upon hire an acknowledgement, that failure to remain employed for one year, along with other conditional requirements, will result in payment of the incentive in full back to the State.

The policy allowing incentive payments for Winter Maintenance eligible personnel was submitted under a separate Fiscal item for approval under RSA 21-I:42,VI. This request, contingent upon the Winter Maintenance Policy being approved, is to obtain the required expenditure approval under subsection (e) under RSA 21-I:42,VI and to obtain approval under RSA 228:112 to transfer funds from the Highway Surplus and under RSA 237:15-a to transfer funds from the Turnpike General Reserve Account as the sources of funding for this winter incentive payment. The Commissioner of Transportation has provided additional information, attached to this request. In summary, the incentive will provide \$5,000 per eligible employee, paid in 2 installments at the beginning and end of the winter maintenance period.

Previously approved by the Fiscal Committee and Governor and Council, in June 2022, was a Direct Care Institutional incentive retention payment to eligible employees at the Veteran's Home; Department of Health and Human Services – Glencliff, NH Hospital, and SYSC; Department of Corrections; Department of Information Technology; and Department of Safety. This request, submitted on behalf of the Veteran's Home, is to amend that previous item to extend the incentive to Veteran's Home Non-Direct Care eligible employees. The retention incentive includes a payment of \$2,000 to eligible full-time employees and a payment of \$500 to eligible part-time employees. Eligible employees must be, and remain, employed in a qualifying position throughout the defined retention period, which will extend from July 1, 2022, through November 3, 2022. Qualifying employees will receive the retention incentive payment in a subsequent paycheck (timing depends on processing time to confirm eligibility and process payments).

In summary, this request for approval and funding for a Consolidated Recruitment and Retention Program is aimed at restoring state employment to pre-pandemic levels through specialized recruitment and retention financial incentives. The table below summarizes the total request.

Agency	Initiative	Funding Request	Amount
Safety	Recruitment incentives to new full-time NH State Police sworn personnel	Accept and Expend of ARP	\$1,114,013
Safety	Retention incentives to existing full-time NH State Police sworn personnel	Accept and Expend of ARP	\$4,933,485
Safety	Recruitment incentives to new full-time Division of Fire Safety sworn personnel	Accept and Expend of ARP	\$47,429
Safety	Retention incentives to existing full-time Division of Fire Safety sworn personnel	Accept and Expend of ARP	\$142,288
Corrections	Recruitment incentives to new full-time sworn correctional personnel	Accept and Expend of ARP	\$1,489,983
Corrections	Retention incentives to existing full-time sworn correctional personnel	Accept and Expend of ARP	\$4,767,947
Corrections	Retention incentives to direct care nurses	Accept and Expend of ARP	\$697,940
Veteran's Home	Employee Retention Incentives at the Veteran's Home for non-direct care workers	Accept and Expend of ARP	\$277,733
		<b>SUBTOTAL ARP funding</b>	<b>\$13,470,818</b>
Transportation	Recruitment & retention for Winter Maintenance personnel	Transfer from Highway Surplus	\$4,348,670
Transportation	Recruitment & retention for Winter Maintenance personnel	Transfer from Turnpike General Reserve Account	\$427,630
		<b>TOTAL Requested Items Fiscal and G&amp;G</b>	<b>\$18,247,118</b>

In the event that federal funds are no longer available, General Funds will not be requested to support this program and this program would terminate. The Department of Administrative Services requests approval of this request.

Respectfully submitted,



FOR Charles M. Arlinghaus  
Commissioner