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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF LONG TERM SUPPORTS AND SERVICES

Lori A. Weaver  
Commissioner

Melissa A. Hardy  
Director

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603-271-9203 1-800-852-3345 Ext. 9203 Fax: 603-271-4643  
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TDD Access: 1-800-735-2964 www.dhhs.nh.gov

October 2, 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, NH 03301

**REQUESTED ACTION**

1. Pursuant to the provisions of RSA 14:30-a, VI authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to accept and expend funds from the US Department of Health and Human Services, Administration for Community Living, entitled Adult Protective Services Formula Grants to States, in the amount of \$106,818, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2025, and further authorize the allocation of these funds in the account below. Funding source: 100% Federal Funds.
2. Pursuant to RSA 124:15 and contingent upon approval of Requested Action #1, authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to establish a part-time temporary Program Specialist IV (LG 25) position to function as an Adult Protective Services Quality Specialist, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2025. 100% Federal Funds.

**05-95-48-480510-XXXX0000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: ELDERLY AND ADULT SERVICES, PROGRAM OPERATIONS, APS FORMULA GRANT**

Class	Description	SFY24 Current Adjusted Authorized	Requested Action	Revised SFY24 Adjusted Authorized
000 - 400146 - 16	Federal Funds	\$0	\$106,818	\$106,818
	General Funds	\$0	\$0	\$0
<b>Total Revenue</b>		<b>\$0</b>	<b>\$106,818</b>	<b>\$106,818</b>
020 - 500200	Current Expenses	\$0	\$11,000	\$11,000
041 - 500801	Audit Fund Set Aside	\$0	\$107	\$107
050 - 500109	Personal Services Temp	\$0	\$53,610	\$53,610
060 - 500601	Benefits	\$0	\$4,101	\$4,101
066 - 500546	Employee Training	\$0	\$15,000	\$15,000
102 - 500731	Contracts For Program Servi	\$0	\$23,000	\$23,000
<b>Total Expenses</b>		<b>\$0</b>	<b>\$106,818</b>	<b>\$106,818</b>

### EXPLANATION

New Hampshire DHHS was awarded a \$106,818 formula grant by the federal Administration for Community Living (ACL). The ACL is establishing the Elder Justice Act-Adult Protective Services funding opportunity in accordance with section 2042(b) of subtitle B of title XX of the Social Security Act, otherwise known as the Elder Justice Act (EJA) as authorized and funded through the Consolidated Appropriations Act, 2023, Public Law 117-328. In accordance with these statutes, the purpose of this opportunity is to enhance and improve adult protective services provided by States, the District of Columbia, and the Territories. Funds awarded to States and Territories under this opportunity will provide Adult Protective Services (APS) programs in the States, District of Columbia, and Territories with resources to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation. DHHS will use the funding to establish a part time position to oversee that APS remains in compliance with federal regulation. This position will also ensure that APS continues to be compliant with the APS statute, rules, and policies. This position will support the identification of programmatic trends, training and continuous quality improvement for the APS Program.

The funds are to be budgeted as follows:

- Funds in class 020 Current Expenses, for supplies, printing of informational documents.
- Funds in class 041 Audit Fund Set Aside, for financial and compliance audits.
- Funds in class 050 Personal Services Temp, for one (1) part-time temporary position titled Program Specialist IV (LG 25), to function as an APS Quality Specialist.
- Funds in class 060 Benefits, for the benefits for the grant staff person.
- Funds in class 066 Employee Training, for staff development opportunities.
- Funds in class 102 Contracts for Program Services, for amending a current Department contract for Structured Decision Making training.

The following information is provided in accordance with the comptroller's instructional memorandum dated September 21, 1981.

*1) List of personnel involved:*

A part-time temporary Program Specialist IV (LG 25) position to function as an Adult Protective Services Quality Specialist.

*2) Nature, Need, and Duration:*

DHHS will use the funding to establish a part-time position to oversee that APS remains in compliance with federal regulation. This position will also ensure that APS continues to be compliant with the APS statute, rules, and policies. This position will support the identification of programmatic trends, training and continuous quality improvement for the APS Program. The proposed grant funding for these positions ends on March 31, 2025.

*3) Relationship to existing agency programs:*

The position will work within the already established APS program.

*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?*

These funds were unanticipated at the time the budget was created.

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6) *Can portions of the grant funds be utilized?*

Grant funds are being utilized for these positions.

7) *Estimate the funds required to continue this position:*

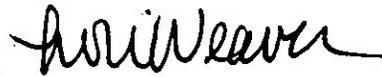
\$57,711 is being allocated from this year's grant award toward this part-time position.

Area served: Statewide.

Source of Funds: 100% Federal Funds

In the event that Federal Funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully Submitted,



Lori A. Weaver  
Commissioner



Notice of Award

**Title of Program: (EJAP) Adult Protective Services Formula Grants to States**  
**Award Authority: Title XX of the Social Security Act [Public Law 74-271] [As Amended Through P.L. 115-123, Enacted February 9, 2018]**

**Grantee:**  
New Hampshire  
Dept of Health and Human Services  
Office of Family Services Elderly & Adult Services  
105 Pleasant St.  
CONCORD, NEW HAMPSHIRE 03301 3852

**Date:** August 10, 2023  
**Grant No.:** 2301NHEJAP-00  
**Award Instrument:** Grant (Formula)  
**Project Period:** 04-01-2023 - 03-31-2025  
**Budget Period:** 04-01-2023 - 03-31-2025

**EIN:** 1026000618B1  
**DUNS#:** 011040545

**CFDA:** 93.698  
**UEI#:** LA2HR1U97VC6

**Object Class Code:** 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-23-0142	2023,2994407	\$106,818.00	\$106,818.00
	<b>Total</b>	<b>\$106,818.00</b>	<b>\$106,818.00</b>

**ACL Contact Information:**

Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

  
Emmanuel Ekwo  
ACL Grants Officer

**Terms and Conditions:**

1. This grant is issued under the authority of the Elder Justice Act, section 2042(b) of title XX of the Social Security Act [Pub. L. 74-271] [As Amended Through Pub. L. 115-123, Enacted February 9, 2018] as referenced in the Consolidated Appropriations Act, 2023, Public Law 117-328. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on this NoA.

FFY2023 Standard Administrative Terms: Please visit ACL's website at <https://acl.gov/sites/default/files/grants/FFY2023-Standard-Administrative-Terms-for-ACL-Mandatory-Formula.pdf>.

**ACL Title of Program: Adult Protective Services Formula Grants to States**

**Grant No.: 2301NHEJAP-00**

**Date: August 10, 2023**

Federal Funding Requirements: Please visit ACL's website at <https://www.acl.gov/grants/managing-grant> to view the federal funding requirements:

- Federal Funding Accountability and Transparency Act (FFATA)
- Federal Awardee Performance and Integrity Information System (FAPIS)

2. Award Acceptance: Initial withdrawal of funds by the recipient, constitutes acceptance of the terms and conditions of this award. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved operational plan(s) and will comply with the terms and conditions and other requirements of this award.

3. Withdrawals of funds are not to exceed the total grant award shown above under provisions of Treasury Circular No. 1075. Failure to adhere to these requirements may cause the suspension of grant funds.

4. SF-425 Federal Financial Report (FFR): Grantee is required to submit FFRs on an annual basis within 90 days after each reporting period. A final FFR is due within 120 days after the project period end date. The FFRs must be submitted using the HHS' Payment Management System (PMS) located at: <https://pms.psc.gov>. Information regarding FFR can be obtained at <https://pms.psc.gov/grant-recipients/ffr-updates.html>. FFRs are due on the following dates:

- a. The first annual FFR is due by June 29, 2024;
- b. The final FFR is due by July 29, 2025.

5. Programmatic Reporting: Grantee is required to submit programmatic reports on an annual basis. Programmatic reports shall be submitted via ACL's National Adult Maltreatment System (NAMRS) located at: [www.namrs.net](http://www.namrs.net). Annual reports are due beginning with 12 months from the date of the notice of award. A final report is due 90 days after the project period end date and should cover activities for the entire project period. There will be 2 annual reports and 1 final report:

- a. Annual – April 30, 2024 (covering activities from April 1, 2023 – March 31, 2024)
- b. Annual – April 30, 2025 (covering activities from April 1, 2024 – March 31, 2025)
- c. Final – June 29, 2025 (covering all activities from April 1, 2023 – March 31, 2025)

6. Overlapping Projects: Recipients with overlapping projects must be specifically cautious that approved costs on any budget, including match or cost share (if applicable), are not also included on any other federally financed program in either the current or a prior period.

7. Closeout Requirements: A final FFR (SF-425), a Property Inventory and Disposition Statement if applicable, and a final Performance Report are due within 120 days after the expiration of the project period of this NoA.

**Remarks:**

1. The grant award for this program to your state has been approved for the project period April 1, 2023 – March 31, 2025 after review of the letter of assurance and spending plan submitted. A final PMS drawdown (liquidation) must be completed within 120 days (July 29, 2025) after the project end date.

2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your PSC Account Liaison; 1-877-614-5533; [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov).

3. Special Clause for Change in Key Personnel: Per 2 CFR 200.308, recipients of federal funds must request approval from the grantor for a number of changes related to the grant, including a Change in Key Personnel identified in the application for federal funds or in the grant award. The regulation defines a Change in

**ACL Title of Program: Adult Protective Services Formula Grants to States**  
**Grant No.: 2301NHEJAP-00**  
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Key Personnel as the replacement or change in status (such as an absence for any continuous period of 3 months or more, or reduction of time devoted to the project by 25 percent or more from the level in the approved application) of the Principal Investigator/Project Director (PI/PD).

Please click on following link for ACL process to request Change in Key Personnel:  
[https://acl.gov/sites/default/files/grants/Mandatory\\_Formula%20Grantee%20Notice\\_Mandatory\\_Formula%20Grants%20Module%20in%20GrantSolutions\\_Final.pdf](https://acl.gov/sites/default/files/grants/Mandatory_Formula%20Grantee%20Notice_Mandatory_Formula%20Grants%20Module%20in%20GrantSolutions_Final.pdf).

4. To familiarize the ACL grant recipient community with Federal requirements around Cash Drawdowns found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, please see the attached guidance or found on [acl.gov](https://acl.gov/grants/memorandum-grantees-acl-older-americans-act-state-unit-aging-grants): <https://acl.gov/grants/memorandum-grantees-acl-older-americans-act-state-unit-aging-grants>.

Please direct questions regarding this memo to your assigned Financial Operations Specialist.