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STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF PUBLIC HEALTH SERVICES
29 HAZEN DRIVE, CONCORD, NH 03301
603-271-4501 1-800-852-3345 Ext. 4501
Fax: 603-271-4827 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

Lori A. Weaver
Commissioner

Patricia M. Tilley
Director

December 18, 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

1. Pursuant to the provisions of RSA 14:30-a, VI, authorize the Department of Health and Human Services, Division of Public Health Services, to accept and expend funds from the United States Department of Agriculture, Food and Nutrition Service to modernize the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) in the amount of $715,178, effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2025, and further authorize the funds to be allocated as follows. 100% Federal Funds.

2. Contingent upon the approval of Requested Action #1, pursuant to the provisions of RSA 124:15, authorize the Department of Health and Human Services, Division of Public Health Services, to continue the full-time temporary position #9T3169 13-1080 PROJECT MGMT SPECS-5, labor grade 25, for program coordination purposes, effective July 1, 2024, upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2025. 100% Federal Funds.

05-095-090-902010-XXXX0000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: PUBLIC HEALTH DIVISION, BUREAU OF FAMILY HEALTH AND NUTRITION, WIC MODERNIZATION ARPA

SFY 24

Class-Account	Description	Current Adjusted Authorized	Requested Action	Revised Adjusted Authorized
000-404852-16	Federal Funds	$0	$715,178	$715,178
	Total Revenue	**$0**	**$715,178**	**$715,178**
041-500801	Audit Fund Set Aside	$0	$824	$824
042-500620	Additional Fringe Benefits	$0	$19,707	$19,707
059-500117	Temporary Personal Services	$0	$246,334	$246,334
060-500601	Benefits	$0	$158,931	$158,931
074-500589	Grants for Pub Asst and Relief	$0	$100,000	$100,000
102-500731	Contracts for Program Services	$0	$189,382	$189,382
	Total Expenses	**$0**	**$715,178**	**$715,178**

EXPLANATION

This request is being made to accept federal funds available from the United States Department of Agriculture, Food and Nutrition Service to modernize the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The WIC Program will use these funds to plan and implement three projects that will improve the WIC experience for both participants and local agency WIC staff.

The New Hampshire WIC program seeks to improve the WIC experience through human-centered design projects that will improve communication, reduce burden on the participant and staff, and embed data collection efforts to enable evaluation and continuous learning. The projects include utilizing a WIC Training and Quality Improvement Coordinator position to provide on-boarding support to new local agency staff, develop and implement a training curriculum, and provide ongoing Quality Improvement activities; Organizing small enhancement projects and change orders for the WIC eligibility system designed to enhance the WIC certification experience; and offer grant opportunities to local WIC agencies to design, plan and implement a small enhancement project specific to their community and population needs to improve the WIC experience.

The funds are to be budgeted as follows:

Class 041	For Audit Fund Set Aside per State Requirement.
Class 042	For Additional Fringe Benefits.
Class 059	For the salary of the WIC Training & Quality Improvement Coordinator, Position #9T3169, 13-1080 PROJECT MGMT SPECS-5, Labor Grade 25.
Class 060	For the benefits of the WIC Training & Quality Improvement Coordinator.
Class 074	For mini grants to local WIC offices to facilitate the modernization of the WIC program and enhance the customer experience.
Class 102	To support the existing WIC Management Information System's contractor with implementing technology enhancements and change requests.

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

1. List of personnel involved:
   One full-time temporary 13-1080 PROJECT MGMT SPECS-5, 9T3169.
2. Nature, Need, and Duration:
   This position will provide program coordination and implementation services.
3. Relationship to existing agency programs:
   This short-term program is directly related to several other WIC programs in the Division of Public Health Services, including the WIC Food Rebates Program, the WIC Shopping and Technology Programs, the WIC Supplemental Nutrition Program, and the WIC Infrastructure 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?
   This funding was not awarded at the time of the agency's budget request.

6. Can portions of the grant funds be utilized?
   All grant dollars are being used for this request.
7. Estimate the funds required to continue this position:
   For one State Fiscal Year, the estimated cost for salary and benefits for this full-time temporary position is $141,657.

In response to the anticipated two-part question, "Can these funds be used to offset General Funds?" and "What is the compelling reason for not offsetting General Funds?" the Division offers the following information: The funds are provided for a specified purpose by the United States Department of Agriculture, Food and Nutrition Service as defined in the Notice of Grant Award and cannot be used to offset General Funds.

Area served: Statewide

Source of Funds: 100% Federal funds from the United States Department of Agriculture, Food and Nutrition Services.

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

Respectfully Submitted,

Lori A. Weaver
Commissioner

USDA
United States Department of Agriculture

Food and Nutrition Service

1320 Braddock Place
Alexandria, VA 22314

May 22, 2023

Lissa Sirois
WIC Program Director
NH Dept of Health & Human Services
29 Hazen Drive
Concord, NH 03301-6504

Dear Ms. Sirois:

We are pleased to inform you that the United States Department of Agriculture, Food and Nutrition Service (FNS) is awarding you a Fiscal Year (FY) 2023 WIC Modernization Grant.

The American Rescue Plan Act of 2021 (P.L. 117-2, ARPA) provided the United States Department of Agriculture (USDA) with $390 million to carry out outreach, innovation, and program modernization efforts to increase participation and redemption of benefits in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). For further details, please see the attached Notice of Funding availability released by the Food and Nutrition Service Agency on May 22, 2023.

The total amount of your award is provided in Box 13 of the attached FNS-529, Grant Award Agreement. The FNS-529 you are receiving has already been signed by your respective regional Grants Management Administrative Services Office. Please sign and return the FNS-529 with a wet signature in blue ink. We have also attached the terms and conditions that accompany this award. A fully executed FNS-529 form, with the terms and conditions, will serve as the official grant agreement, and signature on the FNS-529, indicates your agreement to comply with the accompanying terms and conditions, including performance and financial reporting requirements.

Please note, while funds will be obligated to State agencies via the FNS-529 Grant Award Agreement, grant award recipients will not have access to their funds until all required documentation had been provided and approved, to include a SF-424, Grant Application Package and related project plan template. The request for the SF-424, Grant Application Package and related project plan template will be sent under separate cover.

USDA is an Equal Opportunity Provider, Employer and Lender

The period of performance for the FY 2023 WIC Modernization Grants is from May 23, 2023 through September 30, 2027.

If you have any questions, please contact Miranda Sawyer at Miranda.Sawyer@usda.gov or 617-565-4509. We look forward to working with you and your staff on this important Federal award.

Sincerely,

LI LIU Digitally signed by Li LIU Date: 2023.05.22 17:43:17 -04'00'

Li Liu
Director, Grants Management and Administrative Services Division
Northeast Region
United States Department of Agriculture
Food and Nutrition Service

Attachments:
Notice of Funding Availability for the FY 2023 WIC Modernization Grants
FY 2023 WIC Modernization Grant FNS-529 Grant Agreement Document
FY 2023 WIC Modernization Grant Award Terms and Conditions

UNITED STATES DEPARTMENT OF AGRICULTURE- FOOD AND NUTRITION SERVICE

GRANT/COOPERATIVE AGREEMENT

1. GRANT/AGREEMENT NO.

2. FEDERAL AWARD DATE
05/22/2023

3. IS THIS AN R&D AWARD?
NO

4. CFDA NUMBER
10.557

5. UNIVERSAL IDENTIFIER NUMBER (DUNS)
LA2HR1U97VC6 (SAM)

6. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)

7. FEDERAL AWARDING AGENCY
USDA Food and Nutrition Service

8. CFDA NAME
WIC Special Programs Discretionary

9. RECIPIENT NAME

WIC Program Director
29 Hazen Drive
Concord, NH 03301-6504
ATTN: Lissa Sirois

10. ACCOUNTING AND APPROPRIATION DATA
FN.WI.7520

11. AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION
$822,453

12. TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED
$822,453

13. TOTAL AMOUNT OF THE FEDERAL AWARD
$822,453

14. PLACE OF PERFORMANCE
NH

15. BUDGET APPROVED BY AWARDING AGENCY
$822,453

16. TOTAL APPROVED COST SHARING/MATCHING (WHERE APPLICABLE) N/A

17. INDIRECT COST RATE FOR THE FEDERAL AWARD (PLEASE INCLUDE IF THE DE MINIMIS RATE IS CHARGED)

19. SPONSOR (SPONSORING FNS PROGRAM)
WIC

20. START DATE
05/23/2023

21. END DATE
09/30/2027

22. FEDERAL AWARD PROJECT DESCRIPTION
FY 2023 WIC Modernization Grant

The Grantee/Cooperator hereby assures and certifies that they will comply with the regulations, policies, guidelines and requirements as they relate to the applications, acceptance, and use of Federal funds for this Federally-assisted project including: 2 CFR Chapter I (Office of Management and Budget Government-wide Guidance for Grants and Agreements) and Chapter II (Office of Management and Budget Guidance) as well as 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); and any USDA implementing regulations, such as 2 CFR Part 400 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 2 CFR Part 415 (General Program Administrative Regulations), 2 CFR Part 416 (General Program Administrative Regulations for Grants and Cooperative Agreements to State and Local Governments), and 2 CFR Part 418 (New Restrictions on Lobbying).

23. REMARKS

SIGNATURE OF GRANTEE/COOPERATOR		UNITED STATES OF AMERICA	
SIGNATURE (Authorized Individual)	DATE 5/24/23	SIGNATURE (Grant Official) LI LIU	DATE 5/22/23
NAME (Type) Patricia Tilley		NAME (TYPE) Li Liu	
TITLE Director, NH Division of Public Health Services		TITLE Director, Grants Management and Administrative Services Division	
TELEPHONE NUMBER 603-271-4612		TELEPHONE NUMBER 617-565-6446	

FNS 529 (05-15)