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New Hampshire Department of
BUSINESS AND
ECONOMIC AFFAIRS

December 7, 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, authorize the Department of Business and Economic Affairs, Division of Travel and Tourism Development to accept and expend grant funds in the amount of $737,228 from the U.S. Department of Commerce, U.S. Economic Development Administration (EDA) American Rescue Plan Programs Travel, Tourism, and Outdoor Recreation grant program (Award #01-79-1561) for the purpose of supporting travel, tourism, and outdoor recreation sectors that were significantly affected by the pandemic, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2025. **100% Federal Funds.**

Funds are to be budgeted in Fiscal Year 2024 in the following account:

03-22-22-221010-26330000, Depart. of Business and Economic Affairs, EDA Travel and Tourism Grant

Class	Class Title	FY24 Current Adjusted Authorized	Requested Action	Revised FY24 Adjusted Authorized
037-500173	TECHNOLOGY-HARDWARE	$118	$0	$118
038-500175	TECHNOLOGY-SOFTWARE	$750	$500	$1,250
039-500188	TELECOMMUNICATIONS	$518	$1,200	$1,718
040-501587	INDIRECT COSTS	$66,433	$16,834	$83,267
041-500801	AUDIT FUND SET ASIDE	$7,617	$610	$8,227
042-500620	ADDITIONAL FRINGE BENEFITS	$4,079	$9,689	$13,768
059-500117	TEMP FULL TIME	$25,493	$109,602	$135,095
060-500612	BENEFITS	$35,550	$47,346	$82,896
069-500567	PROMOTION – MARKETING EXP	$282,800	$0	$282,800
102-500731	CONTRACTS FOR PROGRAM SVCS	$6,762,650	$551,447	$7,314,097
	TOTAL EXPENSES	**$7,186,008**	**$737,228**	**$7,923,236**
000-403944-16	FEDERAL FUNDS	$7,186,008	$737,228	$7,923,236
	TOTAL REVENUE	**$7,186,008**	**$737,228**	**$7,923,236**

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EXPLANATION

Implemented via the U.S. Department of Commerce, U.S. Economic Development Administration (EDA) American Rescue Plan Programs, New Hampshire was allotted funds to support travel, tourism, and outdoor recreation sectors that were significantly affected by the pandemic. The funds are to support a wide variety of activities to assist the state's critical travel, tourism, and outdoor recreation industries, such as marketing campaigns to promote state and regional assets, workforce training, business technical assistance and infrastructure projects to support growth in these sectors.

These EDA funds will be used to continue on the work of the Business Resource Specialist and the inroads they have made with the Hospitality/Tourism Industry. Their efforts have been well received by the industry and the additional support we are able to provide to their organization or business. The funds will also be used to continue with the post COVID recovery to the tourism industry including market research and marketing and communication programs already in progress.

The total grant amount awarded to BEA is $8,360,978.00, to run over a period of just over four years (ending on November, 2025).

Funds are budgeted as follows:

Class 038 – Technology – Software – computer software for temporary staff member

Class 039 – Telecommunications – phone service for temporary staff member

Class 040 – Indirect Costs – payment for indirect cost expense

Class 041 – Audit Fund Set-Aside – payment of audit fee set aside associated with federal funding 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 042 – Additional Fringe Benefits – post retirement expenses for temporary staff member

Class 059 – Temp Full Time – Salary for existing Business Resource Specialist position

Class 060 – Benefits – Benefits for existing Business Resource Specialist position

Class 102 – Contracts for Program Services – additional funds for contracts for asset capture, marketing, research and outdoor recreation programs.

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

Respectfully Submitted,

Taylor Caswell
Commissioner

FISCAL SITUATION
FY 2024
03-22-22-221010-26330000, EDA Travel and Tourism Grant

Total Federal Authorization	$	8,360,978
Less Expenditures thru 6/30/23	$	437,742
Remaining Authorization to Budget	$	7,923,236
Less Current FY24 Budget Authorization	$	7,186,008
Total Available for Budgeting	$	737,228
Available to Budget at a Later Date	$	-
REQUESTED ACTION	$	737,228

Grant Award Number	Award Amount	Expenses to 6/30/23	Balance
01-79-15161	$ 8,360,978	$ 437,742	$ 7,923,236

FORM CD-450
(REV. 10/18)

U.S. DEPARTMENT OF COMMERCE

FINANCIAL ASSISTANCE AWARD

☑ GRANT ☐ COOPERATIVE AGREEMENT

FEDERAL AWARD ID NUMBER
01-79-15161 / URI:118143

RECIPIENT NAME Business and Economic Affairs, New Hampshire Department of	PERIOD OF PERFORMANCE 48 Months From Date of Award
STREET ADDRESS 100 North Main Street, Suite 100	FEDERAL SHARE OF COST $8,360,978.00
CITY, STATE, ZIP CODE Concord, NH, 03301	RECIPIENT SHARE OF COST $ 0
AUTHORITY Section 209 of the Public Works and Econ Development Act (42 USC 3149)	TOTAL ESTIMATED COST $8,360,978.00

CFDA NO. AND NAME
11.307 Economic Adjustment Assistance

PROJECT TITLE
ARP Act State Tourism Grant Program

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 modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.

- ☑ DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS
- ☐ R & D AWARD
- ☐ FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE
- ☑ SPECIFIC AWARD CONDITIONS
- ☐ LINE ITEM BUDGET
- ☑ 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101
- ☐ 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES
- ☐ MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.
- ☑ OTHER(S): OIG Fraud Awareness Training

SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER Linda Cruz-Carnall Linda A. Cruz-Carnall Digitally signed by Linda A. Cruz-Carnall Date: 2021.11.08 22:54:31 -05'00'	DATE
PRINTED NAME, PRINTED TITLE, AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL Taylor Caswell, Commissioner	DATE