New Hampshire
Department of Agriculture,
Markets & Food

Shawn N. Jasper, Commissioner

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May 3, 2024

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 New Hampshire Department of Agriculture, Markets, and Food (NHDAMF), Product Scale Testing to budget and expend balance forward revenue totaling $411,100 for developing and implementing a web-based licensing, certification and permitting system for the department, effective upon Fiscal Committee and Governor and Council approvals through June 30, 2025. **100% Other Funds – Product Scale Testing Fund**

Funds are to be budgeted in the following account: 02-18-18-183010-26050000 Product Scale Testing Fund

Class	Description	FY24 Current Budget	Requested Action	FY24 Requested Revised Budget
003-407462-12	Revolving Funds	$871,960	$411,100	$1,283,060
	Total Revenue	**$871,960**	**$411,100**	**$1,283,060**
010-500100	Personal Services Perm Clas	$341,489	$0	$341,489
018-500106	Overtime	$2,000	$0	$2,000
020-500200	Current Expenses	$27,224	$0	$27,224
029-500290	Intr-Agency Transfers	$66,783	$0	$66,783
030-500301	Equipment New Replacement	$2,500	$0	$2,500
037-500170	Technology-hardward	$1,000	$0	$1,000
038-500175	Technology-Software	$1,000	$0	$1,000
039-500180	Telecommunications	$5,500	$0	$5,500
040-500800	Indirect Cost	$65,614	$2,500	$68,114
042-500620	Additional Fringe Benefits	$25,152	$0	$25,152
046-500464	Consultants	$25,000	$0	$25,000
049-584995	Transfer to Other State Agency	$28,910	$0	$28,910
050-500109	Personal Service Temp Appoi	$1	$0	$1

060-500601	Benefits	$204,515	$0	$204,515
066-500546	Employee Training	$10,000	$0	$10,000
068-500562	Remuneration	$20,000	$0	$20,000
070-500705	In State Travel Reimbursement	$11,172	$0	$11,172
080-500710	Out of State Travel Reimb	$34,100	$0	$34,100
103-502507	Contracts For Op Services	$0	$408,600	$408,600
	Total Expenses	**$871,960**	**$411,100**	**$1,283,060**

EXPLANATION

The Department of Agriculture, Markets, and Food, Product Scale Testing is requesting the budget and expend for the development and implementation of a web-based licensing, certification and permitting system department wide.

The Department of Agriculture, Markets, and Food is currently under contract with TraceFirst for the development and implementation of the Animal Records Database per RSA 437:8-a. NHDAMF is amending the contract to include Pesticide Management, Plant Industry, Regulatory Services and Weights and Measures. A web-based licensing, certification, and permitting system is critical for the department and the services provided to meet the expectation of our stakeholders. This system offers an increase in business efficiency allowing for online applications and payments that will enable stakeholders to better manage and track the status of licenses and certifications. An on-line system will also allow inspectors to have immediate information and time spent in the field will be more efficient.

Funds will be allocated as follows:

Class 040 – Indirect Cost – increase appropriations to cover the associated indirect costs.

Class 103 – Contracts for Op. Services – increase appropriations to allow for the amendment to an existing contract for the development and implementation of a web-based licensing, certification and permitting system department wide.

Respectfully Submitted,

Shawn N. Jasper
Commissioner

Fiscal Situation

FY 2024

02-018-018-183010-26050000, Product Scale Testing Fund

FY23 Carry Forward Revenue	$1,666,666
FY24 Estimated Revenue	$ 871,960
Total Amount Available to Budget	$2,538,626
Less: Appropriations FY24	$ 871,960
Less: Current Requested Action	**$ 411,100**
Projected Fund Balance as of 6/30/24	$ 1,255,566

Source of Funds	Amount
Other Funds	$ 2,538,626