



The State of New Hampshire  
**Department of Environmental Services**



10/1

**Robert R. Scott, Commissioner**

September 30, 2024

75

The Honorable Ken Weyler, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to the provisions of RSA 14:30-a, VI authorize the Department of Environmental Services (NHDES) to amend Fiscal Item FIS 22-406, approved by the Fiscal Committee on November 18, 2022 and approved by Governor and Council on November 22, 2022, Item #99 and as amended by FIS 24-089, approved by the Fiscal Committee on March 15, 2024, and Governor and Council Item #69 approved on March 13, 2024 as extended by Fiscal Committee Item FIS#24-182 approved on May 17, 2024 and Governor and Council Item #154 approved on May 15, 2024 and as amended by FIS 24-271, approved by the Fiscal Committee on August 16, 2024, and Governor and Council Item #127 approved on August 30, 2024 by transferring funds in the amount of \$134,896 between class lines, effective upon Fiscal Committee and Governor & Council approval through June 30, 2025. 100% Federal Funds.

NHDES is requesting the changes in funding as follows:

**ARPA DES SWEEP<sup>1</sup>**  
**03-44-44-440010-2695**  
**Fiscal Year 2025**

Class	Budget Category	Current Budget	Transfers of Funds	Revised Budget
<b>Income</b>				
000-400146	Federal Funds	(\$3,784,900)	\$0	(\$3,784,900)
<b>Expenditures</b>				
18-500106	Overtime	\$13,206	\$0	\$13,206
20-500200	Current Expense	\$953	(\$953)	\$0
27-582703	Transfers to OIT	\$45,651	\$35,000	\$80,651
30-500321	Equipment	\$12,950	(\$10,832)	\$2,118
37-500174	Technology-Hardware	\$92	\$11,832	\$11,924
38-500175	Technology Software	\$47,016	(\$47,016)	\$0

<sup>1</sup> Program costs will be accounted for using activity 00FRF602PH4403A and 00FRF602PH4404A and all administrative and indirect costs will be accounted for using activity 00FRF602PH4403Z and 00FRF602PH4404Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

Class con't	Budget Category	Current Budget	Transfers of Funds	Revised Budget
39-500188	Telecommunications	\$1,283	(\$750)	\$533
40-500800	Indirect Costs	\$31,182	\$2,595	\$33,777
41-500801	Audit Set-Aside	\$3,772	\$0	\$3,772
42-500620	Additional Fringe Benefits	\$17,206	\$942	\$18,148
50-500109	Temporary Personnel	\$78,023	\$0	\$78,023
59-500117	Full Time Temporary	\$104,842	\$45,929	\$150,771
60-500601	Benefits	\$92,412	\$23,921	\$116,333
66-500544	Employee Training	\$78,559	(\$74,800)	\$3,759
80-500710	Out of State Travel	\$545	(\$545)	\$0
85-588535	Inter Agcy Xfr Out of Fedl Funds	\$236,000	\$0	\$236,000
102-500731	Contracts for Program Services	\$3,021,207	\$14,677	\$3,035,884
	Total	\$3,784,899	(\$0)	\$3,784,899

**EXPLANATION**

NHDES has been awarded a total of \$4,825,000 as part of the State Workforce Efficiency Enhancement Program (SWEET) initiative. This funding will be used to enhance the Department's existing online systems. These different projects are to improve access and user experience including upgrades to hardware, software, technology, and programming as well as improvements to public-facing website and data management systems, to increase public access and improve public delivery the agency programs and services.

The transfer of funding request will be used to cover additional personnel cost for the Business Systems Analyst II who serve as the lead strategic advisor and manager for the agency's environmental information and data management system. NHDES original personnel costs were budgeted through the end of FY25. Given additional guidance from the US Treasury Department, personnel have been budgeted through the end of the ARPA program.

It will also cover additional personnel cost for DoIT staff working on updating the Department's online asbestos submittal system, costs for equipment upgrade and additional costs for contracts for system development. NHDES is requesting the transfer of funds between classes to best use the available appropriation.

NHDES is requesting to transfer funds as shown below:

- Class 020 To reduce costs for postage, field and office supplies and vehicle use
- Class 027 To cover costs for DoIT staff for work on DES online Asbestos Submittal System project.
- Class 030 To reduce costs for equipment purchases.
- Class 037 To cover costs for the purchase of computers.

Class 038	To reduce costs for technology software
Class 039	To reduce costs for telecommunications.
Class 040	To cover the program share of statewide indirect costs.
Class 042	To cover the program share of additional fringe benefit costs.
Class 059	To cover additional costs for existing full-time temporary position.
Class 060	To cover additional benefits for full-time temporary position.
Class 066	To reduce costs for employee training.
Class 080	To reduce costs for out of state travel.
Class 102	To cover costs for online system development contracts.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

- 1) Does the transfer involve continuing programs or one-time projects?  
This transfer is for continuing ARPA program.
- 2) Is this transfer required to maintain existing program level or will it increase the program level?  
This transfer is to maintain existing ARPA program level.
- 3) Cite any requirements which make this program mandatory. n/a
- 4) Identify the source of the funds on all accounts listed on this transfer.  
American Rescue Plan Act of 2021 (ARPA)
- 5) Will there be any effect on revenue if this transfer is approved or disapproved? No.
- 6) Are funds expected to lapse if this transfer is not approved? No.
- 7) Are personnel services involved? If yes, answer the following: Yes
  - a. Number of positions budgeted in each account. 1
  - b. Number of positions filled in each account. 1
  - c. Reason for vacant positions. n/a
  - d. Have any positions been transferred previously in these accounts? n/a
  - e. Will any positions be transferred as a result of this request? n/a

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and The Honorable Council

Page 4 of 4

We respectfully request your approval of this item.

  
Robert R. Scott, Commissioner  
NH Department of Environmental Services



The State of New Hampshire  
**Department of Environmental Services**



Robert R. Scott, Commissioner

July 23, 2024

The Honorable Ken Weyler, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH

**APPROVED  
 FISCAL COMMITTEE**  
 DATE 08/16/2024  
 ITEM # 24-271

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**APPROVED G & C**  
 DATE 08/30/2024  
 ITEM # 187

**REQUESTED ACTION**

Pursuant to the provisions of RSA 14:30-a, VI authorize the Department of Environmental Services (NHDES) to amend Fiscal Item FIS 22-406, approved by the Fiscal Committee on November 18, 2022 and approved by Governor and Council on November 22, 2022, Item #99, and as amended by FIS 24-089, approved by the Fiscal Committee on March 15, 2024, and Governor and Council Item #69 approved on March 13, 2024 and as extended by Fiscal Committee Item FIS 24-182 approved on May 17, 2024 and Governor and Council Item #154 approved on May 15, 2024 by reallocating funds in the amount of \$131,651 between class lines, effective upon Fiscal Committee and Governor & Council approval through June 30, 2025. 100% Federal Funds.

NHDES is requesting the changes in funding as follows:

**ARPA DES SWEEP<sup>1</sup>**  
**03-44-44-440010-2695**  
**Fiscal Year 2025**

Class	Budget Category	Current Budget	Transfers of Funds	Revised Budget
<b>Income</b>				
000-400146	Federal Funds	(\$3,784,900)	\$0	(\$3,784,900)
<b>Expenditures</b>				
18-500106	Overtime	\$13,206	\$0	\$13,206
20-500200	Current Expense	\$953	\$0	\$953
27-582703	Transfers to OIT	\$0	\$45,651	\$45,651
30-500321	Equipment	\$12,950	\$0	\$12,950
37-500174	Technology-Hardware	\$92	\$0	\$92
38-500175	Technology Software	\$47,017	\$0	\$47,017
39-500188	Telecommunications	\$1,283	\$0	\$1,283

<sup>1</sup> Program costs will be accounted for using activity 00FRF602PH4403A and 00FRF602PH4404A. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

The Honorable Ken Weyler, Chairman  
 Fiscal Committee of the General Court and  
 His Excellency, Governor Christopher T. Sununu  
 and The Honorable Council

Page 2 of 4

Class code	Budget Category	Current Budget	Transfers of Funds	Revised Budget
40-500800	Indirect Costs	\$31,182	\$0	\$31,182
41-500801	Audit Set-Aside	\$3,772	\$0	\$3,772
42-500620	Additional Fringe Benefits	\$17,206	\$0	\$17,206
50-500109	Temporary Personnel	\$78,023	\$0	\$78,023
59-500117	Full Time Temporary	\$104,842	\$0	\$104,842
60-500601	Benefits	\$92,412	\$0	\$92,412
66-500544	Employee Training	\$78,559	\$0	\$78,559
80-500710	Out of State Travel	\$545	\$0	\$545
85-588535	Inter Agcy Xfr Out of Federal Funds	\$150,000	\$86,000	\$236,000
102-500731	Contracts for Program Services	\$3,152,858	(\$131,651)	\$3,021,207
	Total	\$3,784,900	\$0	\$3,784,900

**EXPLANATION**

The State has experienced unprecedented pressure on its existing workforce, seeing staff shortages across agencies and increased wage competition with the private sector, as the negative effects of the COVID-19 health crisis continue to unfold. This reality forced State agencies to attempt to operate with a high number of vacancies and find other means to adapt in order to achieve core responsibilities and required outcomes or deliverables.

This has resulted in the development of the State Workforce Efficiency Enhancement Program (SWEEP), an initiative focused on one-time investments in technology, systems, or other tools that will make it easier for State agencies to perform required functions over the long term as they adjust their roles and needs to the realities brought on by the pandemic and move toward a more sustainable staffing model that helps avoid burnout and encourages retention. This request is part of the overarching SWEEP effort.

NHDES has been awarded a total of \$4,825,000 as part of the State Workforce Efficiency Enhancement Program (SWEEP) initiative. This funding will be used to enhance the Department's existing online systems. These different projects are to improve access and user experience including upgrades to hardware, software, technology, and programming as well as improvements to public-facing website and data management systems, to increase public access and improve public delivery the agency programs and services.

The transfer of funding request will be used to cover additional personnel cost for DoIT staff working on updating the Department's online asbestos submittal system for notifications, waste shipment records, air clearance results for projects, and asbestos licenses and certifications and continued development of the State's centrally managed Salesforce IT solution. These systems will significantly reduce the burden on the regulated community that currently submits required paper documentation by mail.

This will also cover additional cost associated with the Department of Natural and Cultural Resources (DNCR) Environmental Review Tool which will provide species impact information available through a common portal that

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and The Honorable Council

Page 3 of 4

will promote early project planning, avoid, and minimize environmental impacts and increase efficiency of environmental reviews for the public.

NHDES is requesting the transfer of funds between classes to best use the available appropriation.

NHDES is requesting to transfer funds as shown below:

- |           |  |
|-----------|--|
| Class 027 | Transfers to DOIT: Add funds to cover additional personnel costs for DOIT staff to perform work for maintaining DES online Asbestos Submittal System and Salesforce project.               |
| Class 085 | Interagency Transfer Out of Federal Funds: Add funds to cover additional costs associated with updating DNCR's environmental online review tools to better connect to NHDES online portal. |
| Class 102 | Contracts for Program Service: Reduce funds for work to be performed by DNCR and DOIT.   |

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

- 1) Does the transfer involve continuing programs or one-time projects?  
This transfer is for continuing ARPA program.
- 2) Is this transfer required to maintain existing program level or will it increase the program level?  
This transfer is to maintain existing ARPA program level.

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- 3) Cite any requirements which make this program mandatory. n/a
- 4) Identify the source of the funds on all accounts listed on this transfer.  
American Rescue Plan Act of 2021 (ARPA)

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- 5) Will there be any effect on revenue if this transfer is approved or disapproved? No.
- 6) Are funds expected to lapse if this transfer is not approved? No.
- 7) Are personnel services involved? If yes, answer the following: No
  - a. Number of positions budgeted in each account. n/a
  - b. Number of positions filled in each account. n/a
  - c. Reason for vacant positions. n/a
  - d. Have any positions been transferred previously in these accounts? n/a
  - e. Will any positions be transferred as a result of this request? n/a

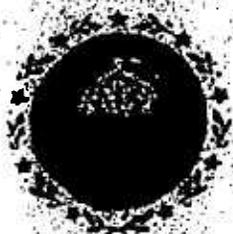
The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and The Honorable Council

Page 4 of 4

We respectfully request your approval of this item.



Robert R. Scott, Commissioner  
NH Department of Environmental Services



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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

154

Mac

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

April 30, 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 and RSA 124:15, 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) requests by extending the end date for funding, new positions, and/or new Class 046-Consultants, created in relation to the acceptance of ARPA SFRF funds, from June 30, 2024 to June 30, 2025, 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 State Agencies listed in Attachment A, to extend the effective through date from June 30, 2024 to June 30, 2025. All items included in the attachment have been previously submitted by the respective state agency responsible for the program and approved by both the Fiscal Committee and Governor and Executive Council. In addition, the Governor's Office of Emergency Relief and Recovery (GOFERR) has reviewed the attachment and concurs with the extensions requested.

While all ARPA SFRF must be obligated by December 31, 2024, and expended by December 31, 2026, approval of this request will reauthorize funding for projects or programs using ARPA SFRF and authorize agencies' program balances that are unspent as of June 30, 2024, as well as positions and consultants created pursuant to RSA 124:15, to carry forward into Fiscal Year 2025. This request will also grant agencies in coordination with GOFERR time to continue to evaluate projects and programs as the ARPA SFRF obligation deadline approaches in order to ensure any funds that may need to be

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

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
Page 2 of 2

reallocated to other uses have sufficient time to do so. Any request to reallocate an existing budget or repurpose funds for new or existing projects will require future Fiscal Committee and Governor and Council approvals and are not contemplated in this item.

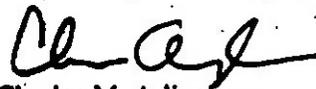
If this item is not timely approved, the State would need to issue layoff notices to employees hired into these federally funded positions, created under the original ARPA request; agencies would halt work on time-sensitive projects or payments on existing contracts; and ongoing programs would be unable to issue or follow through on awards. Further, each agency would then need to submit a request for approval to reauthorize the positions and funding; however, the requests potentially would not eliminate the need to issue layoff notices in June 2024 due to layoff notice provisions.

Typically, agencies budget for known federal grants in the biennial budget process; however, the budget guidance issued in August 2022 instructed Agencies to exclude all COVID-related funding from their FY24-FY25 budget submissions in order to maintain the authorization methodology, compliance protocols, and audit trail that had become standard for use and oversight of ARPA SFRF. Moreover, although the funding is authorized by the federal government beyond June 30, 2024, including this one-time funding would have erroneously inflated the FY24-FY25 State budget.

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.

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Respectfully submitted,



Charles M. Arlinghaus  
Commissioner

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The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

February 21, 2024

69

The Honorable Ken Weyler, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to the provisions of RSA 14:30-a, VI authorize the Department of Environmental Services (NHDES) to amend Fiscal Item FIS 22-406, approved by the Fiscal Committee on November 18, 2022 and approved by Governor and Council on November 22, 2022, Item #99 and as extended by Fiscal Committee Item FIS #23-166 approved on May 19, 2023, and Governor and Council Item #160 approved on May 31, 2023 by reallocating funds in the amount of \$387,873 between class lines and create a new expenditure class code, effective upon Fiscal Committee and Governor & Council approval through June 30, 2025. 100% Federal Funds.

NHDES is requesting the changes in funding as follows:

ARPA DES SWEEP<sup>1</sup>  
 03-44-44-440010-2695  
 Fiscal Year 2024.

Class	Budget Category	Current Budget	Transfers of Funds	Revised Budget
<b>Income</b>				
000-400146	Federal Funds	(\$4,739,439)	\$0	(\$4,739,439)
<b>Expenditures</b>				
18-500106	Overtime	\$5,000	\$9,998	\$14,998
20-500200	Current Expense	\$953	\$0	\$953
27-582703	Transfers to OIT	\$29,316	\$9,860	\$39,176
30-500321	Equipment	\$950	\$12,000	\$12,950
37-500174	Technology-Hardware	\$446	\$0	\$446
38-500175	Technology Software	\$92,085	\$0	\$92,085
39-500188	Telecommunications	\$1,506	\$0	\$1,506
40-500800	Indirect Costs	\$34,023	\$5,060	\$39,083

<sup>1</sup> Administrative and indirect costs will be accounted for using activity 00FRF602PH4404Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

Class con't	Budget Category	Current Budget	Transfers of Funds	Revised Budget
41-500801	Audit Set-Aside	\$4,737	\$0	\$4,737
42-500620	Additional Fringe Benefits	\$21,523	\$646	\$22,169
50-500109	Temporary Personnel	\$56,954	\$75,628	\$132,582
59-500117	Full Time Temporary	\$175,569	\$0	\$175,569
60-500601	Benefits	\$120,450	\$45,151	\$165,601
66-500544	Employee Training	\$600	\$78,985	\$79,858
80-500710	Out of State Travel	\$0	\$545	\$545
85-588535	Inter Agcy Xfr Out of Federal Funds	\$0	\$150,000	\$150,000
102-500731	Contracts for Program Services	\$4,195,326	(387,873)	\$3,865,941
	Total	\$4,739,439	\$0	\$4,739,439

**EXPLANATION**

The State has experienced unprecedented pressure on its existing workforce, seeing staff shortages across agencies and increased wage competition with the private sector, as the negative effects of the COVID-19 health crisis continue to unfold. This reality has forced State agencies to attempt to operate with a high number of vacancies and find other means to adapt in order to achieve core responsibilities and required outcomes or deliverables.

This has resulted in the development of the State Workforce Efficiency Enhancement Program (SWEEP), an initiative focused on one-time investments in technology, systems, or other tools that will make it easier for State agencies to perform required functions over the long term as they adjust their roles and needs to the realities brought on by the pandemic and move toward a more sustainable staffing model that helps avoid burnout and encourages retention. This request is part of the overarching SWEEP effort.

This funding will be used to enhance the Department's existing online systems as detailed below. These projects are to improve access and user experience including upgrades to hardware, software, technology and programming as well as improvements to public-facing website and data management systems, to increase public access and improve public delivery of our programs and services.

The first project is to create an on-line, federally compliant asbestos submittal system for (1) notifications, waste shipment records and air clearance results for projects; (2) applications for asbestos license and certification; and (3) fees associated with notifications and applications. This system would significantly reduce staff time currently committed to managing and overseeing the existing process and system. Moreover, it would also reduce the burden on the regulated community that currently submits required paper documentation by mail.

The second project is to support the continued development of the State's centrally managed Salesforce IT solution. As the State's Salesforce environment and expertise matures, it will expand its Salesforce capabilities and services offered. The successful implementation of projects on the platform relies on upgrading core functionality, automating business processes, providing prompt responses to tracking or delivering constituent needs and refining business operations. Enabling these needs requires the use of both in-house and external expert resources to

The Honorable Ken Weyler, Chairman  
 Fiscal Committee of the General Court and  
 His Excellency, Governor Christopher T. Sununu  
 and The Honorable Council

Page 3 of 4

efficiently design, govern, maintain and provide ongoing support for the regulated community in a responsible and effective manner.

We believe that continued oversight and compliance monitoring of these projects, funding the existing staff for support, acquiring additional equipment, and employee training through the end of the ARPA program is necessary. NHDES is requesting the transfer of funds from Class 102 Contracts for Program Services to cover these costs to best use the available appropriation.

NHDES is requesting to transfer funds as shown below:

- Class 018 Overtime: To cover the cost for overtime for personnel.
- Class 027 Transfers to DOIT: To cover costs for Department of Information Technology services.
- Class 030 Equipment: To cover costs for office equipment.
- Class 040 Indirect Costs: To cover the program share of statewide indirect costs.
- Class 042 Additional Fringe: To cover the program share of additional fringe benefit costs.
- Class 050 The additional amount of \$75,628 will not be used for new positions. Employee support from existing DES organizational units will be utilized to administer this program. These funds will be used to supplant funding of the following full-time positions. FAQ 48 from US Treasury states that payroll and benefits of employees managing new grant programs established with FRF is an allowable use. Funding in the amount of \$75,628 which is budgeted for the current positions, will either be lapsed or closed to control resulting in a net zero increase in budgeted funds.

Position #	Title	Account 03-44-44-	Funding Mix	Amount
43237	Environmentalist III	442010-3815	100% General	\$1,984
41224	Environmentalist IV	442010-3855	100% Other	\$2,572
44648	Business System Analyst I	442010-3815	100% General	\$2,163
42192	Environmentalist IV	442010-3673	100% Other	\$2,163
41685	Administrator IV	442010-3855	100% Other	\$2,968
12076	Attorney III	442010-1200	100% Other	\$3,107
17371	Data Process Supervisor	442010-1200	100% Other	\$1,308
43494	Business System Analyst II	440010-3853	100% General	\$59,363
			Total	\$75,628

Class 060 Benefits: To cover benefits for personnel costs.

Class 066 Employee Training: To cover costs for employee training.

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and The Honorable Council

Page 4 of 4

- Class 080 Out-of-State Travel: To cover out-of-state training travel costs for staff.
- Class 085 Interagency Transfer Out of Federal Funds: To cover costs associated with updating DNCR's environmental online review tools to better connect to NHDES Salesforce portal.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

- 1) Does the transfer involve continuing programs or one-time projects?  
This transfer is for continuing ARPA program.
- 2) Is this transfer required to maintain existing program level or will it increase the program level?  
This transfer is to maintain existing ARPA program level.
- 3) Cite any requirements which make this program mandatory. n/a
- 4) Identify the source of the funds on all accounts listed on this transfer.  
American Rescue Plan Act of 2021 (ARPA)
- 5) Will there be any effect on revenue if this transfer is approved or disapproved? No.
- 6) Are funds expected to lapse if this transfer is not approved? No.
- 7) Are personnel services involved? If yes, answer the following:  
Yes.
  - a. Number of positions budgeted in each account. 1
  - b. Number of positions filled in each account. 1
  - c. Reason for vacant positions: There are currently no vacancies.
  - d. Have any positions been transferred previously in these accounts? No
  - e. Will any positions be transferred as a result of this request? No

We respectfully request your approval of this item.

  
Robert R. Scott, Commissioner  
NH Department of Environmental Services



The State of New Hampshire  
**Department of Environmental Services**



Robert R. Scott, Commissioner

October 31, 2022

The Honorable Karen Umberger, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**APPROVED  
 FISCAL COMMITTEE**

DATE 18 November 2022

ITEM # 22-406

**APPROVED G & C**

DATE 22 November 2022

ITEM # 99

REQUESTED ACTIONS

1. Pursuant to RSA 14:30-a. VI, authorize the Department of Environmental Services (NHDES) to accept and expend \$4,825,000 of American Rescue Plan Act of 2021 (ARPA), State Fiscal Recovery Funds (SFRF) for three projects to enhance the Department's existing online systems as part of the State Workforce Efficiency Enhancement Program (SWEEP) initiative. This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(A) to respond to the public health emergency or its negative economic impacts, effective upon Fiscal Committee and Governor and Council approval through June 30, 2023. Funding Source: 100% Federal Funds.
2. Pursuant to the provisions of RSA 124:15, I, authorize NHDES to establish one full time temporary position effective upon Fiscal Committee and Governor & Council approval through June 30, 2023. The position was approved by the Division of Personnel on October 21, 2022. A copy of the approval documentation is attached.

Classification Title	Position #	Labor Grade	Salary Range
Business Systems Analyst II	9T3278	30	\$64,681 - \$92,898

NHDES is requesting to budget the funds as follows:

ARPA DES SWEEP<sup>25</sup>  
 03-44-44-440010-26xx  
 Fiscal Year 2023

Class	Budget Category	Current Budget	Requested Action	Revised Budget
Income				
000-400000	Federal Funds	(\$0)	(4,825,000)	(\$4,825,000)
Expenditures				
18-500106	Overtime	\$0	\$5,000	\$5,000
20-500200	Current Expense	\$0	953	953
27-582703	Transfers to DIT	\$0	36,207	36,207
30-500321	Equipment	\$0	950	950
37-500174	Technology Hardware	\$0	2,460	2,460
38-500175	Technology Software	\$0	92,085	92,085
39-500188	Telecommunications	\$0	1,506	1,506
40-500800	Indirect Costs	\$0	34,502	34,502
41-500801	Audit Set-Aside	\$0	4,825	4,825
42-500620	Additional Fringe Benefits	\$0	21,678	21,678
50-500109	Part Time Personnel	\$0	62,756	62,756
59-500117	Full Time Temporary	\$0	177,957	177,957
60-500601	Benefits	\$0	125,171	125,171
66-500544	Employee Training	\$0	600	600
102-500731	Contracts for Program Services	\$0	4,258,350	4,258,350
	Total	\$0	\$4,825,000	\$4,825,000

**EXPLANATION**

The State has experienced unprecedented pressure on its existing workforce, seeing staff shortages across agencies and increased wage competition with the private sector, as the negative effects of the COVID-19 health crisis continue to unfold. This reality has forced State agencies to attempt to operate with a high number of vacancies and find other means to adapt in order to achieve core responsibilities and required outcomes or deliverables.

<sup>1</sup> All direct program costs will be accounted for using activity 00FRF602PH4403A (Online Asbestos Submittal Portal), 00FRF602PH4404A (Environmental Permitting Portal), and 00FRF602PH4405A (Asset Management & Wastewater Treatment Facility Database) and all administrative and indirect costs will be accounted for using activity 00FRF602PH4403Z, 00FRF602PH4404Z, and 00FRF602PH4405Z, respectively. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and The Honorable Council

Page 3 of 6

This has resulted in the development of the State Workforce Efficiency Enhancement Program (SWEET), an initiative focused on one-time investments in technology, systems, or other tools that will make it easier for State agencies to perform required functions over the long term as they adjust their roles and needs to the realities brought on by the pandemic and move toward a more sustainable staffing model that helps avoid burnout and encourages retention. This request is part of the overarching SWEET effort.

This funding will be used for three projects to enhance the Department's existing online systems as detailed below. These projects are to improve access and user experience including upgrades to hardware, software, technology and programming as well as improvements to public-facing website and data management systems, to increase public access and improve public delivery of our programs and services.

The first project is to create an on-line, federally compliant asbestos submittal system for (1) notifications, waste shipment records and air clearance results for projects; (2) applications for asbestos license and certification; and (3) fees associated with notifications and applications. This system would significantly reduce staff time currently committed to managing and overseeing the existing process and system. Moreover, it would also reduce the burden on the regulated community that currently submits required paper documentation by mail.

The second project is to support the modernization, upgrade, or replacement of the current OneStop's three (3) functions, the OneStop Basic Search and Program Specific Pages, OneStop Data Provider, and OneStop Data Mapper, with a modern customer service platform that can support most of, if not all, NHDES programs. The effort will further modernize this legacy system by moving it to a safer, more secure hosting environment. OneStop is a compilation of information technology systems, providing text-based queries of environmental data and records through reports or tables in one system, a map interface for displaying and querying over 200,000 environmental sites in a second system, and credentialing approved users for secure data access and submittal with access to over 1 million documents in a third system.

The third project is for the application development of an asset management and wastewater treatment facility database to improve upon and develop a more sustainable methodology to import, maintain and analyze data is needed to be more efficient in utilizing data for analysis, including prediction and trending (metals, nutrients, PFAS), as well as be responsive to both internal and external customers.

NHDES is requesting to budget these funds as shown below:

**Class 018 - Overtime:** To cover the cost for overtime for personnel.

**Class 020 - Current Expenses:** To cover costs for public outreach, postage, office supplies and vehicle use.

**Class 027 - Transfers to DOIT:** To cover costs for Department of Information Technology services.

**Class 030 - Equipment:** To cover costs for office equipment.

**Class 037 - Technology Hardware:** To cover the cost of the purchase of a computer and monitors.

**Class 038 - Technology Software:** To cover the costs for software for new staff.

**Class 039 - Telecommunications:** To cover the cost of telephone usage.

**Class 040 - Indirect Costs:** To cover the program share of statewide indirect costs.

**Class 041 - Audit Set-Aside:** To cover the cost of Audit Set-Aside assessment.

**Class 042 - Additional Fringe:** To cover the program share of additional fringe benefit costs.

**Class 050 - Part Time Temporary:** These funds are available in support of expanded or new program activities not previously budgeted. Employee support from existing NHDES programs will be used to conduct activities under this program. FAQ 48 from US Treasury states that payroll and benefits of employees managing new grant programs established with FRF is an allowable use, therefore, these funds will be used to replace funding for the following full-time positions, which are currently budgeted:

Position	Title	Account 03-44-44	Funding Mkt	Amount
42229	Business Systems Analyst I	443010-9103	100% Other	\$21,459
40603	Compliance Bureau Administrator	443010-9103	100% Other	\$15,550
42230	Field Operations Manager	443010-9103	100% Other	\$10,002
43681	Analyst/Data System	443010-9103	100% Other	\$9,988
19521	Asbestos Inspector	443010-9003	100% Other	\$5,757
			Total	\$62,756

Funding in the amount of \$62,756 which is budgeted for the current positions, will either be lapsed or closed to control resulting in a net zero increase in budgeted funds.

**Class 059 - Temporary Full Time:** To cover the costs for one full-time temporary position for the OneStop project.

**Class 060 - Benefits:** To cover benefits for full and part-time personnel.

**Class 066 - Employee Training:** To cover costs for employee training.

**Class 102 - Contracts for Program Services:** To cover costs of contracts associated with the development of database applications.

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and The Honorable Council

Page 5 of 6

The following is intended to address the seven questions required by the Fiscal Committee with respect to the acceptance of federal and other funds in which new positions are established or extended:

1. **List All Personnel by Classification, Labor Grade, and Salary:** one fulltime, temporary position as listed below:
  - **Business Systems Analyst II (LG 30, \$64,662 - \$92,891)** To serve as the lead strategic advisor and manager for a multi-year, 5-phased redesign of OneStop, the agency's environmental information and data management system.
2. **Explain the Nature, Need, and Duration of the Program:** The American Rescue Plan Act of 2021 is providing funds to states through the Coronavirus State Fiscal Recovery Fund to assist states with the economic impacts of the pandemic. To this end, this portion of those funds is earmarked for the State Workforce Efficiency Enhancement Program (SWEEP) initiative. The program runs through December 31, 2024.
3. **What is the Relationship to Existing Programs?** These will complement the existing Wastewater Engineering and Asbestos programs and with the development of the OneStop web-based portal system for all our permitting program.
4. **Has a Substantially Similar Program been Requested of the Legislature and Denied?** No.
5. **Why was this Program and its Funding Not Included in the Operating Budget?** The federal grant funds were not available at the time the department created its FY22/23 Operating budget request. Management of the overall ARPA funds is being coordinated through GOEFFR.
6. **Can any Portion of the Funds Be Utilized if Either, None, or Only Part of the Positions are Authorized?** No, the contracts of the requested funding could not be effectively awarded without approval of the position. Current staff resources would preclude timely review and management of the One Stop re development project and current staffing is not sufficient to allow timely execution of the work required under the federal requirements.
7. **What is the Estimate of the Amount of Funding Required to Continue the Positions in Future Years?** It is anticipated that the position is likely to continue until the ARPA funding expires. The estimated cost of this position in FY 24/25 is \$144,203.

The Honorable Karen Umberger, Chairman  
Fiscal Committee of the General Court and  
His Excellency, Governor Christopher T. Sununu  
and The Honorable Council

Page 6 of 6

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

We respectfully request your approval of these items.

A handwritten signature in black ink, appearing to read "Robert R. Scott", written over a horizontal line.

Robert R. Scott, Commissioner



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
54 Regional Drive, Suite 5  
Concord, New Hampshire 03301

**CHARLES M. ARLINGHAUS**  
Commissioner  
(603) 271-3201

**LORRIE A. RUDIS**  
Director of Personnel  
(603) 271-3261

October 20, 2022

Ms. Pamela Sopczyk—Director of Human Resources  
Department of Environmental Services  
29 Hazen Drive  
Concord, NH 03301

Regarding: Request to establish a full-time temporary Business Systems Analyst II, LG 30, pay schedule A000 – position #9T3278

Dear Ms. Sopczyk:

The Division of Personnel approves The Department of Environmental Services request received on 10/7/2022 to establish position # 9T3278 as a full-time, temporary Business Systems Analyst II, LG 30; pending funding approval. The intention is to establish this Business Systems Analyst II position within the Project Management and Innovation Unit (PMIU) with the use of Federal funds from the American Rescue Plan Act of 2021 (ARPA) requested through the Governor's Office for Emergency Relief & Recovery (GOFERR). The Business Systems Analyst II will serve as the lead strategic advisor and manager for a multi-year, 5-phased redesign of OneStop; the agency's environmental information and data management system.

This role will develop business system standards and administer the operations and management of OneStop, ensuring compliance with policies, procedures, and state and federal requirements. The Business Systems Analyst II will oversee contractors, vendors, and department staff concerning the redesign, development, and implementation of OneStop. The position will collaborate with other federal and state agencies on data content and governance to ensure data transferability and coordinate activities under contracts and federal grants, including budgeting, purchasing, installation, maintenance, and troubleshooting to provide effective and reliable technology.

The Business Systems Analyst II position is needed immediately to advance PMIU's strategic initiative to deliver a Geographic Information System map-centric electronic permitting system in a cloud-based, low-code environment. This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15.

Your agency will be responsible for bringing the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify the Division of Personnel Operations Section at [CentralHRProcessing@nh.gov](mailto:CentralHRProcessing@nh.gov).

Sincerely,

Marianne Rechy  
Classification & Compensation Administrator

Cc: Lorrie Rudis, Director of Personnel