STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

CHRISTOPHER T. SUNUNU
Governor

June 8, 2020

Frank Edelblut
Commissioner
New Hampshire Department of Education
101 Pleasant Street
Concord, N.H. 03301

Dear Commissioner Edelblut,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, I have approved your written request, in attachment, to take the following actions related to CARES Act Funds:

1. Amend my authorization of April 17, 2020 to accept and expend CARES Act Elementary and Secondary School Relief funds by adjusting the budget between class lines and fiscal years, budget consistent with the information in the request in attachment, effective through June 30, 2021. (100% Federal Funds)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services

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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
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June 5, 2020

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION UNDER RSA 21-P:43, RSA 4:45, RSA 4:47 & EXECUTIVE ORDER 2020-04, AS EXTENDED BY EXECUTIVE ORDERS 2020-05, 2020-08, AND 2020-09

Authorize the Department of Education, Division of Learner Support to amend the accept and expend CARES Act Elementary and Secondary School Relief item by adjusting the budget between class lines and fiscal years with no change to the total, effective upon approval by the Governor through September 30, 2021. Original accept and expend item approved by Governor Christopher T. Sununu on April 17, 2020, attached. The amended budgets for Fiscal Years 2020 and 2021 are listed below. 100% Federal Funds.

Funds to be budgeted as follows:

CARES Act Education Fund
Account: 06-56-56-562010-19130000
Revenue Source Code: 400374

Class/Object	Description	FY20	Change	Ammended FY20
020/500200	Current Expenses	$ 396	$ -	$ 396
027/582703	Transfers to DoIT	$ 250	$ -	$ 250
028/582814	Transfers to General Services	$ 250	$ -	$ 250
029/500290	Intra-Agency Transfers	$ 100	$ 10,000	$ 10,100
030/500301	Equipment	$ -	$ -	$ -
037/500173	Technology Hardware	$ 2,500	$ -	$ 2,500
038/500175	Technology Software	$ 150	$ -	$ 150
039/500191	Telecommunications	$ 100	$ -	$ 100
040/500800	Indirect Costs	$ 411	$ (260)	$ 151
041/500801	Audit Fund Set Aside	$ 33,921	$ 26	$ 33,947
042/500620	Additional Fringe Benefits	$ 305	$ (305)	$ -
050/500109	Personal Services Temp Appoint	$ 917	$ -	$ 917
059/500117	Temporary Full-Time	$ 2,537	$ (2,537)	$ -
060/500601	Benefits	$ 1,756	$ (1,283)	$ 473
070/500704	In-State Travel	$ -	$ -	$ -
072/500577	Grants-Federal	$ 33,876,900	$ 335	$ 33,877,235
080/500710	Out-of-State Travel	$ -	$ -	$ -
102/500731	Contracts for Program Svcs	$ -	$ 20,000	$ 20,000
		$ 33,920,493	**$ 25,976**	**$ 33,946,469**

Class/Object	Description	FY21	Change	Ammended FY21
020/500200	Current Expenses	$ 749	$ 751	$ 1,500
027/582703	Transfers to DoIT	$ 3,000	$ -	$ 3,000
028/582814	Transfers to General Services	$ 3,000	$ -	$ 3,000
029/500290	Intra-Agency Transfers	$ 50,500	$ (10,000)	$ 40,500
030/500301	Equipment	$ 2,000	$ -	$ 2,000
037/500173	Technology Hardware	$ 150	$ -	$ 150
038/500175	Technology Software	$ 150	$ -	$ 150
039/500191	Telecommunications	$ 1,380	$ -	$ 1,380
040/500800	Indirect Costs	$ 8,367	$ 156	$ 8,523
041/500801	Audit Fund Set Aside	$ 3,721	$ (26)	$ 3,695
042/500620	Additional Fringe Benefits	$ 7,914	$ -	$ 7,914
050/500109	Personal Services Temp Appoint	$ 9,723	$ 291	$ 10,014
059/500117	Temporary Full-Time	$ 65,949	$ -	$ 65,949
060/500601	Benefits	$ 38,084	$ 105	$ 38,189
070/500704	In-State Travel	$ 500	$ 830	$ 1,330
072/500577	Grants-Federal	$ 3,323,192	$ (583)	$ 3,322,609
080/500710	Out-of-State Travel	$ 2,500	$ 500	$ 3,000
102/500731	Contracts for Program Svcs	$ 200,000	$ (18,000)	$ 182,000
		$ 3,720,879	**$ (25,976)**	**$ 3,694,903**

The New Hampshire Department of Education received a grant through new legislation, the CARES Act. This program allows the state and its school districts to expend funds flexibly to meet the pressing demands created by the impact of COVID-19. This item will allow the department to amend the class lines of the budget to align to the needs of the department in administering this grant. Specifically in its efforts to ensure compliance of the program and to award grants out to the local education agencies.

The New Hampshire Department of Education (NH DOE), upon receipt of regulatory and guidance documents from the US Education Department, will award CARES funds to all local education agencies (LEAS) according to a formula based on population and poverty rate (formula for Title I,A funds). The NH DOE will prepare allocations and deliver funds via the existing reporting and application software, the online Grants Management System (GMS). LEAs will submit application documents, including program assurances and allowable grant activities, through this software, enabling two-way communication and reimbursement of expenses.

The NHDOE will communicate allocations, guidance and regulations on allowable activities and expenditures. LEAs will submit program assurances and activities. NHDOE will review, approve or suggest edits, and LEAs will be allowed to spend available funds to be reimbursed through the reporting system.

CARES legislation will provide funding as indicated above, but it will also expand, through a waiver process, the flexibility of existing grant programs. The list below provides a very brief description of the allowable activities for current LEA grants.

- Any activities authorized under ESSA, IDEA, Perkins, Subtitle B of McKinney-Vento Homeless Assistance Act, Adult Education and Family Literacy Act
- Coordinate emergency response
- Support school teachers
- Ensure preparedness and coordination
- Purchase cleaning supplies
- Purchase education technology
- Mental health supports
- Summer learning
- Other qualifying expenditures, including equitable services, etc.

In support of the objectives noted above, the Department commits to: adequately monitoring the formula subgrantees; assisting in the development of remote learning programming; providing technical assistance to understand new legislation and new flexibilities; supporting fiscal compliance guidance and support.

APPROPRIATION EXPLANATION

Class	Class Description	Explanation
020	Current Expenses	Appropriation to cover materials and supplies that will be used by staff.
027	Transfers to DOIT	Appropriation to cover required IT support.
028	Transfers to General Services	Appropriation for staff work areas.
029	Intra-Agency Transfers	Appropriation to internal program support.
030	Equipment	Appropriation to provide new equipment to staff hired under the grant.

037	Technology Hardware	Appropriation for new computer hardware.
038	Technology Software	Appropriation for new computer software.
039	Telecommunications	Appropriation to provide VOIP and other telecommunications services.
040	Indirect Costs	Appropriation to meet the State of NH Statewide Cost Allocation Plan obligations.
041	Audit Fund Set Aside	Appropriation is based on .1 percent of the grant.
042	Post-Retirement	Appropriation to cover post retirement costs at the current rate of 10.43 percent.
050	Part Time Salaries	Appropriation to cover cost allocation of salary.
059	Personal Service Temp	Appropriation to fund requested positions in support of the grant activities.
060	Benefits	Appropriation to cover Health, Dental, Life, Medicare, FICA and Retirement Contributions for full time and cost allocated positions.
070	In-State Travel	Appropriation to cover travel for in state meetings, presentations and technical assistance.
072	Grants – Federal	Appropriation for the distribution of funds to grant sub-recipients.
080	Out of State Travel	Appropriation to cover staff travel to attend out of state meetings and presentations.
102	Contracts for Program Services	Appropriation to contract with providers of evaluation services, technical assistance and trainings.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program. Attached are copies of the grant awards.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

CHRISTOPHER T. SUNUNU
Governor

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

April 17, 2020

Frank Edelblut
Commissioner
New Hampshire Department of Education
101 Pleasant Street
Concord, N.H. 03301

Dear Commissioner Edelblut,

Pursuant to my authority under RSA 21-P:43, RSA 4:45, RSA 4:47, and Executive Order 2020-04, I have approved your written request, in attachment, to take the following actions related to CARES Act emergency relief funds:

1. Accept and expend Federal CARES Act Elementary and Secondary School Relief funds in the amount of $37,641,372 from the United States Department of Education;

2. Accept and expend Federal CARES Act Governor's Emergency Education Relief funds in the amount of $8,891,470 from the United States Department of Education;

3. Establish a temporary full-time position of, Administrator I labor grade 27, to administer the New Hampshire Department of Education's CARES Act Education funds and to provide assistance to local education agencies related to guidance and regulations.

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

Christopher T. Sununu
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services

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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

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April 15, 2020

His Excellency, Governor Christopher T. Sununu
State House
Concord, NH 03301

REQUESTED ACTION UNDER RSA 21-P:43, RSA 4:45, RSA 4:47 & EXECUTIVE ORDER 2020-04

1. Authorize the Department of Education, Division of Learner Support to accept and expend CARES Act Elementary and Secondary School Relief funds in the amount of $37,641,372 from the United States Department of Education, effective upon approval by the Governor through September 30, 2021. The budgets for Fiscal Years 2020 and 2021 are listed below. 100% Federal Funds.

2. Authorize the Department of Education, Bureau of Learner Support to establish the following temporary full time position effective upon approval of the Governor through June 30, 2021. 100% Federal Funds.

Title	Labor Grade	Salary Range
Administrator I	27	$55,556 - $79,170

Funds to be budgeted as follows:

CARES Act Education Fund
Account: 06-56-56-562010-XXXX0000
Revenue Source Code: 400374

Class/Object	Description	FY 2020	FY 2021
020/500200	Current Expenses	$ 396	$ 749
027/582803	Transfers to DoIT	$ 250	$ 3,000
028/582814	Transfers to General Services	$ 250	$ 3,000
029/500290	Intra-Agency Transfers	$ 100	$ 50,500
030/500301	Equipment	$ -	$ 2,000
037/500173	Technology Hardware	$ 2,500	$ 150
038/500174	Technology Software	$ 150	$ 150
039/500177	Telecommunications	$ 100	$ 1,380
040/500800	Indirect Costs	$ 411	$ 8,367
041/500801	Audit Fund Set Aside	$ 33,921	$ 3,721
042/500620	Additional Fringe Benefits	$ 305	$ 7,914
050/500109	Personal Services Temp Appoint	$ 917	$ 9,723
059/500117	Temporary Full-Time	$ 2,537	$ 65,949
060/500601	Benefits	$ 1,756	$ 38,084
070/500704	In-State Travel	$ -	$ 500
072/500577	Grants-Federal	$ 33,876,900	$ 3,323,192
080/500710	Out-of-State Travel	$ -	$ 2,500
102/500731	Contracts for Program Svcs	$ -	$ 200,000
		$ 33,920,493	$ 3,720,879

EXPLANATION

The New Hampshire Department of Education received a grant through new legislation, the CARES Act. This program allows the state and its school districts to expend funds flexibly to meet the pressing demands created by the impact of COVID-19.

The New Hampshire Department of Education (NH DOE), upon receipt of regulatory and guidance documents from the US Education Department, will award CARES funds to all local education agencies (LEAS) according to a formula based on population and poverty rate (formula for Title I,A funds). The NH DOE will prepare allocations and deliver funds via the existing reporting and application software, the online Grants Management System (GMS). LEAs will submit application documents, including program assurances and allowable grant activities, through this software, enabling two-way communication and reimbursement of expenses.

The NHDOE will communicate allocations, guidance and regulations on allowable activities and expenditures. LEAs will submit program assurances and activities. NHDOE will review, approve or suggest edits, and LEAs will be allowed to spend available funds to be reimbursed through the reporting system.

CARES legislation will provide funding as indicated above, but it will also expand, through a waiver process, the flexibility of existing grant programs. The list below provides a very brief description of the allowable activities for current LEA grants.

- Any activities authorized under ESSA, IDEA, Perkins, Subtitle B of McKinney-Vento Homeless Assistance Act, Adult Education and Family Literacy Act
- Coordinate emergency response
- Support school teachers
- Ensure preparedness and coordination
- Purchase cleaning supplies
- Purchase education technology
- Mental heath supports
- Summer learning
- Other qualifying expenditures, including equitable services, etc.

In support of the objectives noted above, the Department commits to: adequately monitoring the formula subgrantees; assisting in the development of remote learning programming; providing technical assistance to understand new legislation and new flexibilities; supporting fiscal compliance guidance and support.

APPROPRIATION EXPLANATION

Class	Class Description	Explanation
020	Current Expenses	Appropriation to cover materials and supplies that will be used by staff.
027	Transfers to DOIT	Appropriation to cover required IT support.
028	Transfers to General Services	Appropriation for staff work areas.
029	Intra-Agency Transfers	Appropriation to internal program support.
030	Equipment	Appropriation to provide new equipment to staff hired under the grant.
037	Technology Hardware	Appropriation for new computer hardware.
038	Technology Software	Appropriation for new computer software.
039	Telecommunications	Appropriation to provide VOIP and other telecommunications services.
040	Indirect Costs	Appropriation to meet the State of NH Statewide Cost Allocation Plan obligations.
041	Audit Fund Set Aside	Appropriation is based on .1 percent of the grant.
042	Post-Retirement	Appropriation to cover post retirement costs at the current rate of 10.43 percent.
050	Part Time Salaries	Appropriation to cover cost allocation of salary.
059	Personal Service Temp	Appropriation to fund requested positions in support of the grant activities.

060	Benefits	Appropriation to cover Health, Dental, Life, Medicare, FICA and Retirement Contributions for full time and cost allocated positions.
070	In-State Travel	Appropriation to cover travel for in state meetings, presentations and technical assistance.
072	Grants – Federal	Appropriation for the distribution of funds to grant sub-recipients.
080	Out of State Travel	Appropriation to cover staff travel to attend out of state meetings and presentations.
102	Contracts for Program Services	Appropriation to contract with providers of evaluation services, technical assistance and trainings.

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

1. List All Personnel Involved:
New Positions:
- Administrator I

The Department is requesting authorization to use a portion of additional grant funds to support two existing positions. This existing position will provide leadership and support for the grant:
- Business Administrator II
- Accountant III

2. Nature, Need, and Duration:
As stated above, the primary goals of the CARES act is to provide funding for schools and districts in the current challenging environment brought about by COVID-19. The funds will help ensure fewer interruptions in learning by securing training, devices, infrastructure, safety protocols and supplies, as well as flexibilities to allow districts more time to spend down funds. This grant will be available until September 30, 2021, pending additional information from the USED.

3. Relationship to Existing Agency Programs:
This grant will work cooperatively with other existing grant programs in the State by increasing flexibility in the use of funds in several programs and to enable remote learning broadly with the purchase of needed materials/supplies, training, and technology infrastructure.

4. Has a Similar Program been Requested of the Legislature and Denied?
No.

5. Why wasn't this Funding Included in the Agency's Budget Request?
At the time that the State's Biennial Budget was being prepared, the Grant Award Letter had not been received. The Department was not awarded the funds until April 2020.

6. Can any Portion of the Grant Funds Be Utilized?
No. The positions requested are necessary to fulfill the intent of the grant.

7. Estimate the Funds Required to Continue the Position:
Salary and benefits for the full-time temporary position is expected to be approximately $99,375 for FY21.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program. Attached are copies of the grant awards.

Respectfully submitted,

Frank Edelblut
Commissioner of Education

Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

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DEPARTMENT OF EDUCATION
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April 15, 2020

His Excellency, Governor Christopher T. Sununu
State House
Concord, NH 03301

REQUESTED ACTION UNDER RSA 21-P:43, RSA 4:45, RSA 4:47 & EXECUTIVE ORDER 2020-04

Authorize the Department of Education, Division of Learner Support to accept and expend CARES Act Governor's Emergency Education Relief funds in the amount of $8,891,470 from the United States Department of Education, effective upon approval by the Governor through September 30, 2021. 100% Federal Funds.

Funds to be budgeted as follows:

CARES Act Governors Ed Fund
Account: 06-56-56-562010-XXXX0000
Revenue Source Code: 400374

Class/Object	Description		FY 2020
041/500801	Audit Fund Set Aside	$	8,891
072/500577	Grants-Federal	$	7,882,579
102/500731	Contracts for Program Svcs	$	1,000,000
		$	8,891,470

EXPLANATION

The New Hampshire Department of Education, through the New Hampshire Governor's Office, received a grant through new legislation, the CARES Act. This program allows the governor broad flexibility to expend funds to meet the pressing demands of New Hampshire's education systems created by the impact of COVID-19.

The Governor's funds under the CARES Act are to be used for emergency grants to New Hampshire education systems that are significantly impacted by the coronavirus as the Governor deems "essential for carrying out emergency educational services." LEAs, IHEs, and other education related entities can use these funds flexibly once received to provide educational services and to "support ongoing functionality." The state will not use the funds as replacement for its normal state aid formula. Instead, the state must decide which entities are most impacted by coronavirus, or are essential for carrying out emergency educational services, and allocate the funds there.

APPROPRIATION EXPLANATION

Class	Class Description	Explanation
041	Audit Fund Set Aside	Appropriation is based on .1 percent of the grant.
072	Grants - Federal	Appropriation for the distribution of funds to grant sub-recipients.
102	Contracts for Program Services	Appropriation to contract with providers of evaluation and other services, technical assistance and trainings.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program. Attached are copies of the grant awards.

Respectfully submitted,

Frank Edelblut
Commissioner

SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrator I **Function Code:**

Position Title: Administrator for CARES Act Ed Funds **Date Established:** 4/13/2019

Position Number: TDB **Date of Last Amendment:**

SCOPE OF WORK: To administer the New Hampshire Department of Education's CARES Act Education funds and to provide assistance to local education agencies related to guidance and regulations.

ACCOUNTABILITIES:

- Prepares and provides ongoing technical assistance and professional development to schools, parents and the community in implementing laws and regulations related to the CARES act, evaluates state and federal regulations to ensure ongoing adherence to laws, and available guidance.
- Analyzes policies and provides leadership for innovative implementation of programs to assist in remote learning and other programming related to the CARES act.
- Directs and evaluates the development of short-term and long-term solutions for students and school districts by directly reviewing and approving grants for school districts and for the state, and also by providing resources and other technical assistance.
- Evaluates, and interprets program policies, procedures, and guidelines for funding for both local education agencies and the state education agency. .
- Works with existing groups, such as professional associations, advisory groups to support and leverage existing resources and programs for school districts and students.
- Communicates with professionals and policymakers in the state concerning state policies, legislation, and current programs relative to CARES act funding and programming.
- Collaborates with other administrators in the Department to effectively monitor and coordinate activities associated with federal accountability relative to expectations for grant funding expenditures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in, Leadership, Policy, Program Administration, Business, Education, or Educational Administration.

Experience: Five years' experience in education, business, project management, or program management, and three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in Leadership, Policy, Program Administration, Business, education, or Educational Administration.

Experience: Six years' experience in education, business, project management or program management three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.