



**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

July 1, 2020

Lori Shibinette  
Commissioner  
New Hampshire Department of Health and Human Services  
129 Pleasant Street  
Concord, N.H. 03301

Dear Commissioner Shibinette,

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, 2020-10, and 2020-14 I have approved your written request, in attachment, to take the following actions related to CARES Act Coronavirus Relief Funds:

1. Accept and expend a grant in the amount of \$100,000 from the Federal CARES Act for the Ombudsman Program under Title VII of the Older Americans Act to respond to the public health emergency as a result of the Novel Coronavirus 2019 outbreak, budgeted 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,

A handwritten signature in blue ink that reads "Chitish T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services  
CC Gerald Little, Director, Governor's Office for Economic Relief and Recovery



Lori A. Shilbnette  
Commissioner

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF THE COMMISSIONER**

129 PLEASANT STREET, CONCORD, NH 03301-3857  
603-271-9200 1-800-852-3345 Ext. 9200  
Fax: 603-271-4912 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 23, 2020

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

**REQUESTED ACTION 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**

Authorize the Department of Health and Human Services, Long Term Care Ombudsman to accept and expend a grant in the amount of \$100,000 from the Federal (OMC3) CARES Act for Ombudsman Program under Title VII of the Older Americans Act to respond to the public health emergency as a result of the Novel Coronavirus 2019 outbreak effective upon approval through September 30, 2021, and further authorize the allocation of these funds in the accounts below. 100% Federal Funds.

**05-095-095-952010-66360000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS; HHS:OFFICE OF THE COMMISSIONER; OFFICE OF PROGRAM SUPPORT; LONG TERM CARE OMBUDSMANS**

Class/Object	Class Title	Current Adjusted Authorized Budget	Requested Change	Adjusted Budget
<b>Revenue</b>				
000-400338	Federal Funds	\$ 376,801	\$ 100,000	\$ 476,801
	General Funds	\$ 249,483	\$ -	\$ 249,483
<b>Total Revenue:</b>		\$ 626,284	\$ 100,000	\$ 726,284
<b>Expense</b>				
010-500100	Regular Officers and Employees	\$ 337,090		\$ 337,090
020-500200	Current Expenses	\$ 5,506		\$ 5,506
022-500257	Rents-Leases	\$ 1,579		\$ 1,579
026-500251	Organizational Dues	\$ 540		\$ 540
030-500301	Equipment	\$ 500		\$ 500
039-500180	Telecommunications	\$ 2,400		\$ 2,400
041-500801	Audit Set Aside	\$ 382	\$ 100	\$ 482
042-500620	Additional Fringe Benefits	\$ 16,284		\$ 16,284
060-500601	Benefits	\$ 171,261		\$ 171,261
066-500544	Employee Training	\$ 1,500		\$ 1,500
070-500704	In State Travel	\$ 29,520		\$ 29,520
080-500714	Out of State Travel	\$ 5,000		\$ 5,000
102-500731	Contracts for Program Services	\$ 54,722		\$ 54,722
103-502507	Program Contracts	\$ -	\$ 99,900	\$ 99,900
<b>Total Expense:</b>		\$ 626,284	\$ 100,000	\$ 726,284

**EXPLANATION**

This request is being made to accept additional grant funds available for SFY 2020-2022 to administer the Coronavirus Aid, (OMC3) CARES Act for Ombudsman Program under Title VII of the Older Americans Act. Funds are being budgeted in Program Contracts (Class 103) to provide funding to support preventing, preparing for and responding to Coronavirus Disease 2019 as well as to provide administrative relief for recipients and applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19). Funds are also being budgeted for Audit costs (class 041) per state requirements.

Area Served: Statewide.

Source of Funds: 100% Federal from the OMC3 CARES Act for Ombudsman Program under Title VII of the Older Americans Act.

In the event that federal funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully submitted,



Lori A. Shibinette  
Commissioner

Notice of Award**Title of Program: (OMC3) CARES Act for Ombudsman Program under Title VII of the Older Americans Act****Award Authority: P.L. 116-136 (CARES Act) under P.L. 116-131 (OAA)****Grantee:**

New Hampshire  
Dept of Health and Human Services  
Office of Family Services Elderly & Adult Services  
Director  
129, Pleasant St.  
CONCORD, NEW HAMPSHIRE 03301

**Date:** April 20, 2020**Grant No.:** 2001NHOMC3-00**Award Instrument:** Grant (Formula)**Project Period:** 04-01-2020 - 09-30-2021**Budget Period:** 04-01-2020 - 09-30-2021**EIN:** 1026000618B1**CFDA:** 93.042**Object Class Code:** 41.15**DUNS#:** 011040545

<b>Appropriation</b>	<b>CAN</b>	<b>Award This Action</b>	<b>Cumulative Grant Award to Date</b>
75-2021-0142	2020,299C3OM	\$100,000.00	\$100,000.00
	<b>Total</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>

**ACL Contact Information:**

Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

**Tanielle Chandler**  
**ACL Grants Officer**

**Terms and Conditions:**

1. This formula grant award is issued under the authority of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, P.L. 116-136 for activities authorized under Title VII of the Older Americans Act of 1965, as amended through P.L. 116-131, enacted March 25, 2020. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Please visit ACL's website at <https://www.acl.gov/grants/managing-grant> to view some of these terms and conditions such as:

- SAM.gov / DUNS Requirement

- National Policies including Trafficking Victims Protection Act, Whistleblower Protections, and DOMA: Implementation of Same-Sex Spouses/Marriages
- Federal Funding Accountability and Transparency Act (FFATA)
- Federal Awardee Performance and Integrity Information System (FAPIS)

2. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved state plan(s) and will comply with the terms and conditions and other requirements of this award.

3. **SF-425 Financial Reporting:** Grantee is required to submit SF-425s on a semi-annual basis. Beginning with this FFY2020 grant, the SF-425 shall be submitted using the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reports are due within 30 days for the periods ending March 31 and September 30 (i.e., due April 30 and October 30), through September 30, 2021, a final PMS drawdown and a final SF-425 are due within 90 days after September 30, 2021 (i.e., due December 30, 2021). If a final SF-425 report will be submitted December 30, 2021, a semi-annual report is not required to be filed for report ending September 30, 2021.

4. **Federal Cash Reporting:** On the SF-425 form, lines 10 a. through c. are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30, 4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.

**Remarks:**

1. The grant award for this program to your state under the approved plan of the state agency has been approved for the project period listed above. The period for liquidation of the obligations is through December 30, 2021.

2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your PSC Account Liaison; 1-877-614-5533; [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov).

3. This Notice of Award provides one time funding to support preventing, preparing for and responding to Coronavirus Disease 2019 (COVID-19), as outlined in the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020, P.L. 116-123. Additionally, as provided for in Office of Management and Budget Memorandum M-20-11 – Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19), ACL authorizes recipients to incur pre-award costs prior to the effective date of this award dating back to January 20, 2020.