



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

**CHRISTOPHER T. SUNUNU**  
Governor

December 29, 2020

George Copadis  
Commissioner  
New Hampshire Department of Employment Security  
45 South Fruit Street  
Concord, N.H. 03301

Dear Commissioner Copadis,

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, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, and 2020-24 I have approved your written request, in attachment, to take the following actions related to Federal Emergency Management Agency (FEMA) funds:

1. Accept and expend \$2,996,019 in federal funds from the United States Department of Labor – Employment and Training Administration (USDOL-ETA) for the purpose of administering the Unemployment Insurance (UI) program, 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 "Christopher T. Sununu".

Christopher T. Sununu  
Governor

CC Charles Arlinghaus, Commissioner, Department of Administrative Services



**ADMINISTRATIVE OFFICE**  
 45 SOUTH FRUIT STREET  
 CONCORD, NH 03301-4857



GEORGE N. COPADIS, COMMISSIONER

RICHARD J. LAVERS, DEPUTY COMMISSIONER

December 22, 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; AND EXECUTIVE ORDER 2020-04, AS EXTENDED BY EXECUTIVE ORDERS 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, AND 2020-24.**

Authorize the New Hampshire Employment Security (NHES) to accept and expend \$2,996,019 in additional federal funds from the United States Department of Labor – Employment and Training Administration (USDOL-ETA) resulting from the significant increase in unemployment claims due to COVID-19 through June 30, 2021. 100% Federal Funds.

02-027-027-270010-80400000 Employment Security			SFY 2021		
Class	Account	Class Description	Current Budget	Requested Action	Revised Budget
000	404625	FEDERAL FUNDS	(\$37,934,528)	(\$2,996,019)	(\$40,930,547)
001	484945	TRANSFERS FROM OTHER AGENCY	(\$975,757)		(\$975,757)
003	407549	REVOLVING FUNDS	(\$11,658,183)		(\$11,658,183)
009	402338	AGENCY INCOME	(\$593,391)		(\$593,391)
00D	488522	TRANSFERS FROM OTHER AGENCY	(\$4,523,000)		(\$4,523,000)
<b>TOTAL REVENUE:</b>			<b>(\$55,684,859)</b>	<b>(\$2,996,019)</b>	<b>(\$58,680,878)</b>
010	500100	PERSONAL SERVICES PERM CLAS	\$14,190,161	\$21,523	\$14,211,684
011	500126	PERSONAL SERVICES UNCLASSIF	\$232,480		\$232,480
012	500128	PERSONAL SERVICES UNCLASSIF	\$108,451		\$108,451
013	500131	PERSONAL SERVICES UNCLASSIF	\$347,354		\$347,354
018	500106	OVERTIME	\$3,828,239		\$3,828,239
019	500105	HOLIDAY PAY	\$25,499	\$135,000	\$160,499
020	500200	CURRENT EXPENSES	\$729,841	\$178,000	\$907,841
022	500248	RENTS-LEASES OTHER THAN STA	\$447,574		\$447,574
023	500291	HEAT ELECTRICITY WATER	\$509,226		\$509,226
024	500225	MAINT OTHER THAN BUILD-GRN	\$242,203		\$242,203
026	500251	ORGANIZATIONAL DUES	\$25,500		\$25,500
027	582703	TRANSFERS TO DOIT	\$4,881,221	\$285,000	\$5,166,221
028	582814	TRANSFERS TO GENERAL SERVIC	\$1		\$1

02-027-027-270010-80400000 Employment Security			SFY 2021		
Class	Account	Class Description	Current Budget	Requested Action	Revised Budget
030	500331	EQUIPMENT NEW REPLACEMENT	\$82,636	\$72,700	\$155,336
037	500174	TECHNOLOGY-HARDWARE	\$1,003,621		\$1,003,621
038	509038	TECHNOLOGY-SOFTWARE	\$9,141,023		\$9,141,023
039	500188	TELECOMMUNICATIONS	\$524,149	\$122,000	\$646,149
040	500800	INDIRECT COSTS	\$400,255	\$3,000	\$403,255
041	500801	AUDIT FUND SET ASIDE	\$40,331	\$2,996	\$43,327
042	500620	ADDITIONAL FRINGE BENEFITS	\$1,637,071	\$2,245	\$1,639,316
046	500460	CONSULTANTS	\$4,000		\$4,000
047	500240	OWN FORCES MAINT BUILD-GRN	\$9,210		\$9,210
048	500226	CONTRACTUAL MAINT BUILD-GRN	\$519,008		\$519,008
049	584922	TRANSFER TO OTHER STATE AGE	\$9,104	\$82,300	\$91,404
050	500109	PERSONAL SERVICE TEMP APPOI	\$967,462		\$967,462
057	500531	BOOKS PERIODICALS SUBSCRIPT	\$11,300		\$11,300
059	500117	TEMP FULL TIME	\$1,104,853		\$1,104,853
060	500601	BENEFITS	\$9,767,691	\$14,200	\$9,781,891
061	500536	UNEMPLOYMENT COMPENSATION	\$20,000		\$20,000
062	500538	WORKERS COMPENSATION	\$125,000		\$125,000
065	500542	BOARD EXPENSES	\$15,000		\$15,000
066	500544	EMPLOYEE TRAINING	\$16,907		\$16,907
070	500700	IN STATE TRAVEL REIMBURSEME	\$84,900		\$84,900
080	500710	OUT OF STATE TRAVEL REIMB	\$37,000		\$37,000
085	588512	INTER-AGENCY TRANSFERS-FEDERAL	\$465,000		\$465,000
102	500731	CONTRACTS FOR PROGRAM SERVI	\$3,813,100	\$2,054,484	\$5,867,584
103	500740	CONTRACTS FOR OP SERVICES	\$280,959	\$22,571	\$303,530
211	501530	CATASTROPHIC CASUALTY INS	\$3,373		\$3,373
229	500764	SHERIFF REIMBURSEMENT	\$10,500		\$10,500
230	500765	INTERPRETER SERVICE	\$23,657		\$23,657
<b>TOTAL EXPENDITURES:</b>			<b>\$55,684,859</b>	<b>\$2,996,019</b>	<b>\$58,680,878</b>

**EXPLANATION**

NHES is requesting approval to accept and expend additional federal funds to support anticipated costs of the increase in unemployment claim volumes resulting from the COVID-19 pandemic.

Due to the unexpected nature of the COVID-19 pandemic, NHES was not able to forecast or budget these funds in advance.

NHES is requesting authorization to accept and expend \$2,996,019 in Federal funds from USDOL-ETA, and to budget the funds as follows:

Class 010 – The funds will be used to support one (1) full-time permanent position.

Class 019 – The funds will be used to pay anticipated worked holiday expenses incurred in response to increased workloads.

Class 020 – The funds will be used to pay increased current expenses such as check stock/ink, paper, postage, banking costs, etc. in response to increased workloads.

Class 027 – The funds will be used to support a website redesign project coordinated through DoIT.

Class 030 – The funds will be used to pay for necessary office equipment/furniture for additional staff.

Class 039 – The funds will be used to pay for additional phone lines and anticipated increased usage.

Class 040 – The funds will be used to pay increased indirect costs associated with additional federal funding.

Class 041 – The funds will be used to pay increased audit fee set aside associated with additional federal funding.

Class 042 – The funds will be used to pay increased post-retirement costs associated with the additional salary costs incurred in response to increased workloads.

Class 049 – The funds will be used to support a memorandum of understanding with the Department of Business and Economic Affairs for assistance with a social media campaign promoting NHES job fairs and job openings.

Class 060 – The funds will be used to pay fringe benefit costs associated with the one (1) full-time permanent position.

Class 102 – The funds will be used to support costs associated with an amendment to the unemployment compensation hotline call center contract.

Class 103 – The funds will be used to pay for operational contracts cost increases.

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

- 1) List of personnel involved:
  - a. Full-time permanent position (Certifying Officer III #11333).
- 2) Nature, Need, and Duration:
  - a. To assist with the unprecedented volume of unemployment claims and related fraud cases resulting from the COVID-19 crisis.
- 3) Relationship to existing agency programs:
  - a. These funds are related to our existing Unemployment Insurance program.
- 4) Has a similar program been requested of the legislature and denied?
  - a. No.
- 5) Why wasn't funding included in the agency's budget request?
  - a. NHES could not have forecasted or budgeted for the circumstances surrounding the COVID-19 crisis.

- 6) Can portions of the grant funds be utilized?
  - a. Based on the volume of current claims and estimated future claims, NHES anticipates the entire grant will be necessary.
  
- 7) Estimate the funds required to continue this position(s):
  - a. The increase in staffing costs will continue as long as the increased workloads resulting from COVID-19 related shutdowns continue.

There are no General Funds required with this request. In the event that these funds become no longer available, General funds will not be requested to support these expenditures.

Respectfully submitted,



George N. Copadis  
Commissioner

GNC/jdr