

### STATE OF NEW HAMPSHIRE OFFICE OF THE GOVERNOR

May 17, 2021

Taylor Caswell
Director
Governor's Office of Emergency Relief and Recovery
100 North Main Street, Suite 100
Concord, N.H. 03301

Dear Director Caswell,

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, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06 and 2021-08 I have approved your written request, in attachment, to take the following actions related to the CARES Act Coronavirus Relief Funds:

- 1. Authority for the Governor's Office for Emergency Relief and Recovery (GOFERR) to reimburse the General Court of New Hampshire for eligible COVID-19 related expenses incurred from June 1, 2020 to April 7, 2021 from Coronavirus Aid, Relief, and Economic Security (CARES) Act funds in the amount of \$346,993.13. Budgeted consistent with the information in the request, in attachment, effective through December 31, 2021. (100% Federal Funds)
- 2. Authority for General Court of New Hampshire to accept CARES Act funds from GOFERR. (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



### STATE OF NEW HAMPSHIRE



# GOVERNOR'S OFFICE

# ----- for -----EMERGENCY RELIEF AND RECOVERY

May 17, 2021

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

REQUESTED ACTION UNDER RSA 4:45, RSA 2I-P:43, AND SECTION 4 OF EXECUTIVE ORDER 2020-A4 AS EXTENDED BY EXECUTIVE ORDERS 2020-05 AND 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06 AND 2020-08

### Dear Governor Sununu:

 The Governor's Office for Emergency Relief and Recovery (GOFERR) requests authority to reimburse the General Court of NH, vendor# 177870, Concord, NH, for eligible COVID-19 related expenses incurred from June 1, 2020 to April 7, 2021. Funds will be reimbursed through Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding in the amount of \$346,993.13 effective upon your approval. 100% Federal Funds.

Funds for this reimbursement are available in 01-02-002-020210 - Governor's Office for Emergency Relief & Recovery, 19110000 - Office of the Director, as follows:

085-588504 - Inter-Agency Transfer of Federal Funds

**FY2021** \$346,993,13

2. Contingent on approval for Requested Action #1, the General Court of NH will accept these CARES Act funds from GOFERR. 100% Federal Funds.

Funds will be budgeted in FY2021 as follows:

01-04-004-040010-19430000 - Cares Act Funds			
Class	nt FY21 idget	Requested Action	Revised FY21 Budget
Funding		-	
00D-488502 - Xfer of Fed Funds to Other State Agency	\$ -	\$346,993	\$346,993.13
Total Funding:	\$ 0	\$346,993	\$346,993.13
Expenditure Appropriations			
020-500200 - Current Expenses	\$ -	\$346,993	\$346,993.13
Total Expenditure Appropriations:	\$ 0	\$	1 44.13,750.10

### **EXPLANATION**

The Governor initially authorized the emergency allocation and expenditure from GOFERR of \$190,355 to the General Court of NH for FY 2020 expenses. The General Court has submitted 2 additional requests for FY2021 for June1 through April 7 that total \$346,993.13. The requests, which certify that these expenses are directly COVID related, and the summary of the expenses are attached. This represents reimbursement of unbudgeted COVID-19 related expenditures incurred by the General Court of New Hampshire, including but not limited to the disinfection and cleaning supplies, social distancing needs, air filtration equipment, purchase of computer equipment and related equipment and licenses needed for staff to work remotely, and expenses related to Senate and House Session venue changes necessitated by COVID-19 restrictions.

All expenses due to COVID-19 requested are supported by documentation and have been certified to be unbudgeted as for March 2020 and have been incurred by the recipient before December 31, 2021.

Respectfully submitted,

Chase Hagaman

Deputy Director, GOFERR



# General Court of New Hampshire

OFFICE OF THE CHIEF OPERATING OFFICER

STATE HOUSE ROOM 315

## MEMORANDUM

To: Na

Nancy Smith, Legal Counsel

Governor's Office of Emergency Relief & Recovery (GOFERR)

Cc:

Taylor Caswell, Executive Director

Governor's Office of Emergency Relief & Recovery (GOFERR)

From:

Terence Pfaff

Chief Operating Officer

Date:

April 9, 2021- REVISED

RE:

CARES Act Flex Funds Reimbursement Request (#3)

Attached please find a reporting of COVID-19 related expenses incurred by the Legislative Branch from October 10, 2020 through April 7, 2021. All expenditures were the result of the need for either (1) staff to work remotely, (2) legislative hearings to be held virtually, (3) legislative sessions to be held at a larger, alternative location(s), (4) improving complex air quality, or (5) supplies for personal protective equipment or enhanced sanitation. These expenditures were the direct result of the COVID-19 pandemic; thus, funds were not appropriated in our FY20 or FY21 budget.

To summarize, we are submitting a request for reimbursement for \$290,597.81 in actual expenses incurred. Expenses include \$82,538.87 for sanitation and air purification, over \$80,000 of which was the purchase of air purification units for the State House complex. Expenses in the amount of \$35,952.41 represent equipment purchased for staff to work remotely. An additional \$46,113.23 was expended for purchase of equipment needed for remote legislative hearings and monthly Zoom licenses. Lastly, expenses in the amount of \$125,993.30 represent costs incurred to host remote Senate and House legislative sessions at UNH in Durham, and House sessions at the NH Sportsplex in Bedford.

We respectfully request reimbursement in the amount of \$290,597.81 from CARES Act Flex Funds. We have included supporting documentation for all expenses.

Thank you for your assistance, Nancy. Please contact either Jenn Becker or me if you require anything further.

Thank you.

TDD Access: Relay NH 1-800-735-2964

# LEGISLATIVE BRANCH COVID19 RELATED EXPENSES 10.10.2020-04.07.2021

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04.07.2021	4879546 04.07.2021	Sanitation	13,345.00	*	SENATE	Ale Purification Systems for Senute Committee Rooms	Official and fall contains and a feet and a
Attached	4875073 04.07.2021	Sanitation	400.00	\$	SENATE	Construct partitions for Senate offices	01/35/21 Jesse's Assembly - Construction of partitions
04.07.2021	4875742 04.07.2021		15,759.73	s	<b>SENOH</b>	Remote Session	01/36/21 FIRM - Opendration Day 12/02/2020
04.07.2021	4875742 04.07.2021	Remote Session	8,103.76	S	SENATE	Remote Session	01/76/71   INH - Drean/pation Day: 12/02/2020
Attached	4869704 04.07.2021		49.95	45	STOH	Amazon - Portable Radios for Orive-in Session	D1/70/71 Aaron Goulette - Reimbursement
Attached	4869704 04.07.2021	Remote Meetings	389.21	s	35nok	Zoom - Remote Meetings	01/20/21 Aaron Goulette - Reimbursement
ACCIONO	4858095 04.07.2021	Sanitation	99.96	S	TNIOL	7 Hand Sanitizer Station Rentals	01/15/21 Ontas
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Arrachad	4050185 O4.07.1014				LBA	Audio Video Equipment for Remote Meetings	01/05/21 Grizens Bank - Staples
Attached	4000000 OTOCOON		,		LBA	Zoom - Remote Meetings	01/05/21 Citizens Bank - Zoom
04.07.2021	A955297 OA O7 2021	-1			LBM	Audio Video Equipment for Remote Meetings	01/05/21 Orizens Bank - Amazon
Artached	4955387 04 07 2021	-			LBA	Audio Video Equipment for Remote Meetings	01/05/21 Gilzens Bank - Best Buy
Affachad	4955797 04 07 7071				JOINT	PC Equipment/Accessories for Remote Work	01/05/21 Blue Spruce Technologies
Attached	4000000 04 07 3031	-1	1		HOUSE	Voting Clickers for Remote Session	12/29/20 Photo Communications
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Attached	4849116 04 07 2021	Barrota Mastings			TAILOR	Audio Video Equipment for Remote Meetings	12/29/20 Otizens Bank - Amazon
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Attached	4949116 OL 07 2021	Remote Meetings	5/6.63		SENAIE	Zoom - Remote Meetings	12/29/20 Citizens Bank - Zoom
Arthurhand	10014440 0407.2024	Remote Meesings	154.99		HOUSE	Amazon - Zoom	12/17/20 Aaron Goulette - Reimbursement
American	4841215 04.07.2021	SINICION	\$ 13.99		HOUSE	Amazon - N95 Masks	12/17/20 Aaron Goulette - Reimbursement
Miletiaci	483/707 04.07.2021		\$ 99.96		TNIOL	7 Hand Sanktizer Station Rentals	12/16/20 Cintas
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Attached	4820427 04.07.2021			S	STO	Audio Video Equipment for Remote Meetings	12/01/20 Citizens Credit Card - Amazon
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A Tracket	4020407 04,07,4044				LBA	Audio Video Equipment for Remote Meetings	12/01/20 Citizens Credit Card - Best Buy
Citation	4620427 04,07,6041		L		LBA	Audio Video Equipment for Remote Meetings	12/01/20 Citizens Credit Card - Amezon
Amachad	4020927 04.07.2021		ı		LBA	PC Equipment/Accessories for Remote Work	12/01/20 Citizens Credit Card - Amezon
Arrahad	4020377 04.07.2021		L		TONT	30 Microsoft Surface Laptops and warranties	12/01/20 Blue Spruce Technologies
04.07 7071	**************************************		\$ 229.59		SEMATE	Audio Video Equipment for Remote Meetings	11/30/20 Michael Kane - Reimbursement
Artached	4816353 04.07.3031		1		TNIOL	PPE - 6 Full Face Organic Vapor Respirator and Gas Mask	11/23/20 Citizens Credit Card - Home Depot
Attached	4813089 04.07.2021				TNIOL	Zoom - Remote Moetings	11/23/20 Citizens Credit Card - Zoom
Attached	1207/1040 6405184		5 (1,649.50)		INIOL	Return of 50 pcs hub via Amazon	11/23/20 Ottrens Credit Card - Amazon
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Attended	4702-71-00 7101074		L		INIO	PC Equipment/Accessories for Remote Work	10/22/20 Citizens Credit Card - Amazon
Acceptant	1707.70.77.00.77	Remote Meetings			HOUSE	Zoom - Remote Meetings	10/22/20 Citizens Credit Card - Zoom
Witherped	4/8/2// 04.07.2021		\$ 87.50		SENATE	Antibacterial Wipes	10/22/20 Citizens Credit Card - Waigneens/Target
Attached	4787877 04.07.2021		\$ 578.33	m	SENATE	Zoom - Remote Meetings	10/22/20 Citizens Credit Card - Zoom
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04.07.2021	4030016 OLOT 3031	21,980.00	SENATE	Air Purification Units	04/05/21 NH HVAC Systems
04.07.2021	1931010 CT 07 3031	45.50	SENAIE	Equipment Needed for Senate Remote Session	03/26/21 Laurie Sortevik - Reimbursement
Attached	4931548 04 07 2021	- 1	HOUSE	Rental Fee for 4/7, 8, and 9 House Session(s)	03/23/21 Plex Fitness Group U.C
04.07.2021	4920929 04 07 2021	S S S S S S S S S S S S S S S S S S S	JOIN	Zoom - Remote Meetings	03/17/21 Citizens Bank Credit Card - Zoom
Attached	4971137 04 07 2021	25.50	FOUR	Audio Video Equipment for Remote Meetings	03/17/21 Citizens Bank Credit Card - Amazon
Attached	4921137 04 07 2021	00.00	TOUSE OF	Zoom - Remote Meetings	03/17/21 Citizens Bank Credit Card - Zoom
04.07.2021	4971137 04 07 2021	20000	SUNDE	Audio Video Equipment for Remote Meetings	03/17/21 Citizens Bank Credit Card - Amazon
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Attached	4913929 04.07.2021	30 00	TOUR TOUR	LOEW'S - Masks for Remote House Session	03/09/21 Rachel Cole - Reimbursement
Attached	4914084 04.07.2021	\$ 139.77 Remote Session	10000	Streaming for Remote House Session	03/09/21 Edity Multimedia
04.07.2021	4914079 04.07.2021	4 540 00	2000	Sound Equipment for Remote Session	03/09/21 Terry Hanley
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Attached	4910960 04 07 2021	310 00	500	Captioning for Remote Meetings	03/04/21 Ottens Credit Card - Rev.com
Attached	4910960 04.07.2021	20.00	BA NOOS	Chair Remai for Remote Session	03/04/21 Special Events of NE
04.07.2021	4910930 04.07.2021	2 420 00	no se	Amazon - Face Shirids for Session	03/04/21 Auron Goulette - Reimbursement
Attached	4911302 04:07:2021	4 AS 97 Remote Session	E STOCK	Zoom - Remote Meetings	03/04/21 Aaron Goulette - Reimbursement
Attached	4911302 04.07.2021	OB OC.	NO SECON	Remote Session Catering	03/04/21 Tidewater Catering
04.07.2021	4908134 04 07 7021	20000	10000	Remote Session Voting System Consulting	03/04/21 Photo Communications
04.07.2021	4908140 04 07 3021	C A SOO D Barrota Session	2008	Remote Session Medical Coverage	03/02/21 American Medican Response
04.07.2021	4907959 OL 07 3021	0,450.00	TOIN	Sound Equipment for Senate Session in House Chamber	02/26/21 Robert Molloy
04.07.2021	4906795 04 07 2021	2000	DINI	Hand Sanitizer/Uquid Cleanser/PPE	02/26/21 Citizens Credit Card - Amazon
Attached	4975837 04 07 7021		JOIN!	Audio Video Equipment for Remote Meetings	02/26/21 Citizens Credit Card - Amazon
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Arrachad	ABOSESS DA 07 3021	3,108,00	HOUSE	Audio Video Equipment for Remote Meetings	02/26/21 Citizens Credit Card - Amezon
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MUNICIPAL	1202.10.40 2000089	900.00	SENATE	Senate Session Sound System Rental Fee for January	02/09/21 Robert Molloy
Attached	4000000 CT.O7.4044	41,484.19	HOUSE	Convening Day Charge(s)	02/09/21 UNH - Convening Day, 1/6/21
1000 00 100	4000077 GT/07-10024	0,000	HOUSE	Rental Fee for 2/24-25 House Session	02/09/21 Plex Fitness Group LLC
Carrent Control	1707-171-0 070400	422.57	LBA	Air Purification	02/04/21 Citizens Credit Card - Bed Bath & Beyond
D4.07.2021	4854525 04.07.2041	4,152.88	LBA	Zoom - Remote Meetings	02/04/21 Ottzens Credit Card - Zoom
Attached	488484 04.07.1011	367.93	LBA	Equipment for Remote Work	02/04/21 Ottrens Credit Card - Amazon
Attached	1207-707-00-02/9/84	437,49	SENATE	Audio Video Equipment for Remote Meetings	01/28/21 Citizens Credit Card - Amazon
AND 10.00	1207.100 021010	1,2/9.96	HOUSE	Audio Video Equipment for Remote Meetings	01/28/21 Chizens Credit Card - Best Buy
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# General Court of New Hampshire

OFFICE OF THE CHIEF OPERATING OFFICER

STATE HOUSE ROOM 315

# **MEMORANDUM**

To:

Nancy Smith, Legal Counsel

Governor's Office of Emergency Relief & Recovery (GOFERR)

Cc:

Taylor Caswell, Executive Director

Governor's Office of Emergency Relief & Recovery (GOFERR)

From:

Terence Pfaff

Chief Operating Officer

Date:

October 15, 2020 - REVISED

RE:

CARES Act Flex Funds Reimbursement Request (#2)

Attached please find a reporting of COVID-19 related expenses incurred by the Legislative Branch from July 1, 2020 through October 9, 2020. All expenditures were the result of the need for either (1) staff to work remotely, (2) legislative hearings to be held virtually, (3) legislative sessions to be held at a larger, alternative location or (4) supplies for personal protective equipment or enhanced sanitation. These expenditures were the direct result of the COVID-19 pandemic; thus, funds were not appropriated in our FY20 or FY21 budget.

To summarize, we are submitting a request for reimbursement for \$56,395.32 in actual expenses incurred. The expenses incurred are comprised of PPE costs and sanitation supplies purchased for enhanced cleaning protocols in the amount of \$5,564.47. Expenses in the amount of \$33,124.69 represent telework and remote meeting expenses. This includes the purchase of computers and other telework equipment, and monthly Zoom subscriptions. Lastly, expenses in the amount of \$17,706.16 represent costs for moving the September 16, 2020 House session (Veto Day) to the Whittemore Center Arena and sound system modifications needed to move the Senate Session(s) to the larger House Chamber.

We respectfully request reimbursement in the amount of \$56,395.32 from CARES Act Flex Funds. We have included supporting documents for all expenses.

Thank you for all your assistance, Nancy. Please contact either Jenn Becker or me if you require anything further.

Thank you.

TDD Access: Relay NH 1-800-735-2964

# LEGISLATIVE BRANCH COVID19 RELATED EXPENSES

Total	10/08/20	10/07/20	09/29/20	09/17/20	09/17/20	09/17/20	09/17/20	09/17/20	09/15/20	09/10/20	08/20/20	08/20/20	08/20/20	08/20/20	08/20/20	08/18/20	08/13/20	08/06/20	08/05/20	07/30/20	07/28/20	07/28/20	07/28/20	07/24/20	07/16/20	07/17/20	07/16/20	07/16/20	07/14/20	07/13/20	07/08/20	DATE	Total State of the last of the
	Molloy Sound & Video Contractors	UNH - VETO Day Charges	Citizens Credit Card - Amazon	Citizens Credit Card - Target	Citizens Credit Card - Zoom	Citizens Credit Card - Zoom	Citizens Credit Card - Target/Walgreens	Citizens Credit Card - Zoom	Citizens Credit Card - Common Man Irving	Goulette, Aaron - Reimbursement	Citizens Credit Card - Home Depot/Future Supply/Amazon	Citizens Credit Card - Zoom	Citizens Credit Card - Amazon	Citizens Credit Card - Zoom	Citizens Credit Card - Zoom	Citizens Credit Card - The Common Man Roadside	Sam's Club Credit Card	N.H.A.D Services, Inc.	Forcier, Susan - Reimbursement	Citizens Credit Card - Amazon	Goulette, Aaron - Reimbursement	Citizens Credit Card - Amazon	Citizens Credit Card - Walmart	Blue Spruce Technologies	Mason, Dan - Reimbursement	N.H.A.D Services, Inc.	N.H.A.D Services, Inc.	Citizens Credit Card - Dollartree	Conquest, Kris - Reimbursement	Sortevik, Laurie - Reimbursement	Molloy Sound & Video Contractors		
888	Sound Equipment for Senate Session in Reps Hall	Whittemore Center - Remote Session 9/16/20	PC Equipment for Remote Work	Hand Sanitizer	Zoom - Remote Meetings	Zoom - Remote Meetings	Antibacterial Wipes	Zoom - Remote Meetings	Clorax Wipes		Shelving for PPE/Sanitation Supplies	Zoom - Remote Meetings	Remote Hardware/Docking Stations, USB Adapter/HDMI Cables	Zoom - Remote Meetings	Zoom - Remote Meetings	Clorox Wipes	Clorax Wipes	Desk Shields (6)	7 Lenovo Webcams for remote video conf	Wireless Keyboard/Mouse for Remote Work	Zoom - Remote Meetings	PC Accessories for Remote Work	Sanitizing Wipes	20 Laptops for Remote Work	Verizon - Data Charges due to Remote Work	Sanitizing Wipes	Desk Shields	Hand Sanitizer	Target-Hand Sanitizer/Ocean State-Sanitizer	Walmart Purchase - Sanitation Supplies	Sound Equipment for Senate Session in Reps Hall	DESCRIPTION	The state of the s
	JOINT	HOUSE	LBA	TIMOL	TMIOL	HOUSE	SENATE	SENATE	TNIOL	HOUSE	ന്ദേ	JOINT	SCLS	HOUSE	SENATE	TMIOL	OPERATIONS	TNIOL	സേ	LBA	HOUSE	GCTS	OPERATIONS	GCTS	HOUSE	JOINT	TMIOL	TNIOL	TNIOL	TMIOL	TNIOL	DIVISION	
\$ 56,395.32	\$ 900.00	\$ 14,106.16	\$ 282.63	\$ 6,98	\$ 563,34	\$ 763.24	\$ 43.76	\$ 578.33	\$ 61.88	\$ 154.99	\$ 1,211.84	\$ 563.34	\$ 4,212.97	\$ 763.24	\$ 578.33	\$ 92.82	\$ 14.98	\$ 696.60	\$ 391.93	\$ 30.99	\$ 154,99	\$ 87.04	\$ 40.38	\$ 23,924.33	\$ 75,00	\$ 1,886.00	\$ 1,393.20	\$ 4.00	\$ 84.09	\$ 27.94	\$ 2,700.00	AMOUNT	
	Remote Session	Remote Session	Telework	Sanitation	Telework	Telework	Alere I		Sanitation	Telework	Sanitation	Telework	Telework	Telework	Telework	Sanitation	Sanitation	Sanitation	Telework	Telework	Telework	Telework	Sanitation	Telework	Telework	Sanitation	Sanitation	Sanitation	140	Sanitation	Remote Session	EXPENSE TYPE	
	4775428	4777951	4767002	4757138	4757138	4757138	4757138	4757138	4753677	4751440	4735152	4735152	4735152	4735152	4735152	4731629	4729084	4722285	4721059	4717125	4710620	4710440	4710440	4708871	4702690	4702897	4702511	4702672	4698084	4697221	4697506	VOUCHER #	
	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	10/15/20	Submitted for CARES Reim	
	Attached	10.15.2020	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	Attached	10.15.2020	Attached	10.15.2020	10.15.2020	Attached	Attached	Attached	10.15.2020		