



To: ARPA Stabilization, CRRSA, CCDF Discretionary Quality Incentive Funds, and NHEYP Recipients

From: Dianne Chase, Assistant Bureau Chief BCDHSC/DEHS/NH DHHS

Date: December 14, 2022

RE: Final and Interim Reports

This memo contains important information regarding reporting and the grant/incentive funds you have received. Please read it carefully.

The information includes:

1. Reporting requirements and due dates for each report;
2. Dates, times and how to register for the live webinars and virtual office hours;
3. How to access all the necessary resources and support to get your reports done;
4. How to request a copy of your various reports and applications (although you will not need them to complete your reports);
5. What will be included in your customized financial information and grant checklist.
6. Scope of questions and answers.

IMPORTANT INFORMATION

1. Reporting requirements and due dates for each report.

Below is a chart indicating the various reports due dates, and requirements. Please note the ARPA Stabilization and CRRSA due dates have been pushed out until February. Any of the reports can be submitted before the due date except where indicated.

Program	Report Type	Template Release Date	Due Date	Requirements	Comments
CRRSA	Final Report	12/15/2022	2/10/2023	Survey Monkey Report, and Spreadsheet	Can be completed and submitted any time on or before 11:59 PM on 2/10/2023
ARPA Stabilization (all rounds)	Final Report I	12/19/2022	2/17/2023	Survey Monkey Report, and Spreadsheet	Can be completed and submitted any time on or before 2/17/2023
ARPA Stabilization (all rounds)	Final Report II	8/14/2023	10/16/2023	Survey Monkey Report, and OPTIONAL Spreadsheet depending on when all funds were received and expended	Must reflect data through 9/22/2023 and can be submitted any time after that date until 11:59 PM on 10/16/2023
CCDF Discretionary Quality Incentive Funds	Final Report	12/16/2022	9/30/2023	Survey Monkey Report, and Spreadsheet	Can be completed and submitted any time after funds are all utilized until 11:59 PM on 9/30/2023

It is important to note that any outstanding grant requirements you may have re. updating profiles, quarterly reports, responding to surveys, etc. are all due by the end of the grant cycle or earlier based on the requirements. You will receive a Grant Requirements Checklist and be able to indicate what obligations have been fulfilled and when you anticipate completion of any outstanding ones.

2. Dates and times for the live webinars and virtual office hours and how to register.

To support completion of reports webinars and virtual office hours are being held. Webinars require registration, will be recorded and posted within 24 hours of completion. The virtual hours are an open forum, but will require registration. For your convenience register for all sessions at once. You can join anytime during the hour. None of these events are required, they are optional. In addition to the webinar, a “How to” set of instructions will accompany each webinar. FAQs online will be updated based on queries.

Event Date	Time	Topic	How to Register
WEBINARS			
Friday, December 16, 2023	12 to 1 PM	How to complete your CCDF Discretionary Quality Incentive Final Report	Eventbrite link to register: https://www.eventbrite.com/e/how-to-complete-your-cddf-quality-dollars-final-report-tickets-479440719097
Wednesday, December 21, 2022	12 to 1 PM	How to complete your CRRSA Final Report	Eventbrite Link to register: https://www.eventbrite.com/e/how-to-complete-your-crrsa-final-report-tickets-479383297347
Thursday, December 22, 2022	12 to 1 PM	How to complete your ARPA Stabilization Final Report Part I	Eventbrite Link to register: https://www.eventbrite.com/e/how-to-complete-your-arpa-stabilization-final-report-part-i-tickets-479434771307
Wednesday, December 28/ Friday, December 30/ Wednesday, January 3/ Friday, January 6	12 to 1:30 PM	<p>Final Reports Allowable Costs – see schedule</p> <p>Wednesday, December 28 - Personnel, Mental Health Supports and Professional Development and Supports</p> <p>Friday, December 30 – Rent, Mortgage, Utilities, Minor Renovations and Environment Improvements</p> <p>Wednesday, January 4 – Personal Protective Equipment, Equipment, Supplies, Goods, Services</p> <p>Friday, January 6 – Communications, Public Awareness and other miscellaneous</p>	<p>Topic: Final Reports Allowable Costs – see schedule</p> <p>Register in advance for all four webinars: https://nh-dhhs.zoom.us/webinar/register/WN_hKZzd8ciTfeIE2HLmdm7iA</p> <p>After registering, you will receive a confirmation email containing information about joining the webinar.</p>
VIRTUAL OFFICE HOURS			
Tuesday, December 27 through Tuesday, February 14, 2023	12 to 1 PM	ARPA S, CRRSA and CCDF Discretionary Quality Incentive Final Report Questions	Register in advance once for all sessions: https://nh-dhhs.zoom.us/meeting/register/tZYocO6prz0qGtY-yvzjNdTuM_xd17TcZgwb
Tuesday, December 27, 2022 Tuesday, January 17, 2023	11 to 12	NHEY Report Questions	See TEAMS invite in your email

3. How to access all the necessary resources and support to get your reports done.

To make it faster and easier to get support, answers to questions and request information, we have created a temporary **“ARPA STABILIZATION/CRRSA/CCDF DISCRETIONARY QUALITY INCENTIVE/NHEYP GRANT REPORTS HELP DESK”** using survey monkey.

Rather than sending emails, please use the link below, at any time and as often as you like. Just submit an inquiry and we will do our best to answer by the next business day.

DO NOT SEND EMAIL INQUIRIES PLEASE. This is a more efficient for us to respond, get you the support and resources, and track the type and frequency of inquiries to help add to the FAQs or provide changes/clarifications.

Please use this "HELP DESK" for ARPA Stabilization, CRRSA, CCDF Discretionary Quality Incentive Funds and NHEYP only. Feel free to ask questions about your funding, the reports, documentation, request live help, etc.

This is not for Background Record Checks, NHCIS, Absent Due to COVID, Web-billing, Credentialing and GSQ or the other topics or questions you may have for us. Those should be directed to the various email addresses and resource contacts as listed on the NH Connections website under the "Who Do I Call?" TAB (due to be live by December 22).

BEFORE YOU SUBMIT A HELP DESK request you may want to watch the webinars, read the instructions that came in your template email, look at the financial summary, and refer to the resources including the FAQs on the NH Connections Consumer Education Website (not the NHCIS portal) under the <https://www.nh-connections.org/covid-19/financial-resources/>.

DO NOT FORGET TO PUSH DONE TO SUBMIT WHEN YOU COMPLETE YOUR HELP DESK REQUEST!

Here is the ARPA STABILIZATION/CRRSA/CCDF DISCRETIONARY QUALITY INCENTIVE/NHEYP GRANT REPORTS HELP DESK LINK

[GRANT REPORT HELP DESK LINK](#)

4. How to request a copy of your various reports and applications (although you will not need them to complete your reports).

YOU DO NOT NEED YOUR GRANT APPLICATION OR QUARTERLY REPORTS to complete the final reports, however they may be helpful. You may request them through the [GRANT REPORT HELP DESK LINK](#) in question 6.

Pulling these copies is time consuming, so if you do not need them, please do not request them. Whether you want them to complete final reports or just have them for your records, please indicate the urgency of your request in Question 7 on the HELP DESK form.

FYI - The information you provided in the various applications regarding spending categories, budget items and anticipated plans were just estimates - your final report will reflect how you actually spent the funds and the impact/outcomes. NHEYP recipients must discuss changes in the program plan with the Grant Administrator and can indicate the need to do so using the HELP DESK form as well.

5. What will be included in your customized financial information and grant checklist.

We understand how confusing it can be with the many funding sources, checks that combine funds and all the varying allowable uses. To help you with the financial part, we are putting together a "**2021/2022 Funds Received Report**". These will be distributed by December 23, 2022, and reflect the funds you have received through November 2022 (this is not your 1099). Each are customized for your program only. There will be a key to help you identify how the various funding sources are listed. Please do not request a copy until after the December 23rd email. In addition, to this report you will see, in your grant template email, a "grant requirements checklist" and guide to various resources.

6. Scope of questions and answers.

We wanted to let you know that in some cases, before we can answer, we need input our internal finance, program integrity or legal colleagues here at DHHS or our federal partners for clarification and information. This may take a little longer, but we will keep you updated. There are some things we just cannot answer. This is due to limits of our knowledge, professional guidelines and our role as the State. These include tax and legal advice, issues where fraud, licensing violations or abuse may have occurred. We can however direct you to the appropriate resources. We believe there is no "silly question" and are always ready to treat your queries or concerns confidentially and with the upmost professionalism.