

FIS 21-043

Frank Edelblut
Commissioner



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January 29, 2021

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

REQUESTED ACTION

Pursuant to RSA 9:16-c, this request authorizes the Department of Education, Division of Workforce Innovation, Bureau of Vocational Rehabilitation to transfer Federal grant funds, in the amount of \$320,000 for the support of facilitating client services, effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. 100 % Federal Funds.

Funds to be budgeted as shown below:

FY21
Program Administration (VR)
Account: 06-56-56-565010-25370000

Class	Description	FY21 Adjusted Authorized	Requested Action	FY21 Revised Adjusted Authorized
<u>Income</u>				
000-400374	Federal Funds	\$ (2,061,875)		\$ (2,061,875)
<u>Expenditures</u>				
010-500100	Personal Services Perm	\$ 714,244		\$ 714,244
018-500106	Overtime	\$ 181,285		\$ 181,285
020-500200	Current Expenses	\$ 17,414	\$(5,000)	\$ 12,414
026-500251	Organizational Dues	\$ 13,363		\$ 13,363
027-582703	Transfers to DoIT	\$ 67,489		\$ 67,489
028-582814	Transfers to General Service	\$ 101,846		\$ 101,846
029-500290	Intra-Agency Transfers	\$ 10,746		\$ 10,746
030-500301	Equipment New Replacement	\$ 4,714		\$ 4,714
037-500174	Technology-Hardware	\$ 8,865		\$ 8,865
038-500177	Technology-Software	\$ 9,582		\$ 9,582

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039-500191	Telecommunications	\$ 31,642		\$ 31,642
040-500800	Indirect Costs	\$ 107,960		\$ 107,960
041-500801	Audit Fund Set Aside	\$ 3,372		\$ 3,372
042-500620	Additional Fringe Benefits	\$ 75,131		\$ 75,131
050-500109	Personal Services Temp Appoi	\$ 5,000		\$ 5,000
057-500531	Books Periodicals Subscript	\$ 11,881	\$ 15,000	\$ 26,881
060-500601	Benefits	\$ 455,891		\$ 455,891
070-500704	In State Travel Reimb	\$ 20,663		\$ 20,663
080-500710	Out of State Travel Reimb	\$ 55,406	\$(10,000)	\$ 45,406
085-588527	Interagcy xfr Out of Fed Fn	\$ 165,381		\$ 165,381
	TOTAL	\$ 2,061,875		\$ 2,061,875

FY21
VR Field Program - Federal
 Account: 06-56-56-565010-25380000

Class	Description	FY21 Adjusted Authorized	Requested Action	FY21 Revised Adjusted Authorized
Income				
000-400374	Federal Funds	\$ (25,768,652)		\$(25,768,652)
Expenditure				
010-500100	Personal Services Perm	\$ 4,935,272		\$ 4,935,272
018-500106	Overtime	\$ 195,585	\$(100,000)	\$ 95,585
020-500200	Current Expenses	\$ 229,593		\$ 229,593
021-502668	Food Institutions	\$ 10,536		\$ 10,536
022-500248	Rents-Leases other than Sta	\$ 626,282		\$ 626,282
023-500291	Heat Electricity	\$ 11,415		\$ 11,415
024-500225	Maint Other than Build-Gen	\$ 3,217		\$ 3,217
026-500251	Organizational Dues	\$ 14,215		\$ 14,215
027-582703	Transfers to DoIT	\$ 1,053,016		\$ 1,053,016
028-582814	Transfers to General Service	\$ 118,778		\$ 118,778
029-500290	Intra-Agency Transfers	\$ 15,982		\$ 15,982
030-500301	Equipment New Replace	\$ 169,064	\$(55,000)	\$ 114,064
037-500174	Technology-Hardware	\$ 113,210	\$(25,000)	\$ 88,210
038-500177	Technology-Software	\$ 20,000	\$75,000	\$ 95,000
039-500191	Telecommunication	\$ 263,126		\$ 263,126
040-500800	Indirect Costs	\$ 2,123,815		\$ 2,123,815
041-500801	Audit Fund Set Aside	\$ 28,541		\$ 28,541
042-500620	Additional Fringe Benefits	\$ 632,934		\$ 632,934
046-500464	Consultants	\$ 265,196	\$(75,000)	\$ 190,196
049-584902	Transfer to Other State Age	\$ 67,171		\$ 67,171
050-500109	Personal Services Temp Ap	\$ 388,431		\$ 388,431
060-500601	Benefits	\$ 3,098,136		\$ 3,098,136
066-500546	Employee Training	\$ 150,926		\$ 150,926
070-500704	In State Travel Reimburse	\$ 243,673	\$(25,000)	\$ 218,673
072-500577	Grants Federal	\$ 160,000	\$(25,000)	\$ 135,000

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080-500710	Out of State Travel Reimb	\$ 255		\$ 255
085-588527	Interagency xfr Out of Fed Fn	\$ 63,857		\$ 63,857
102-500731	Contracts for Program Servi	\$ 1,487,517	\$230,000	\$ 1,717,517
103-500741	Contracts for Op Services	\$ 194,893		\$ 194,893
230-500765	Interpreter Service	\$ 185,277		\$ 185,277
603-500933	VR Clients	\$ 8,898,744		\$ 8,898,744
	TOTAL	\$ 25,768,657		\$ 25,768,657

The following appropriation authorities are being requested:

Class 20-Current Expenses-Appropriations reduced due to current expenses projected to be less than current appropriation.

Class 57- Books, Periodicals, Subscriptions- Appropriations increased due to the need for an AIRA subscription. This subscription allows visual access to documentation for blind staff of the agency.

Class 80-Out of State Travel-Appropriations reduced due to COVID-19 and staff not traveling out of state.

Class 18-Overtime-Appropriations decreased due to overtime needs decreasing to complete bureau responsibilities.

Class 30-Equipment New/Replace-Appropriations decreased due to anticipated new equipment not being necessary for this year.

Class 37-Technology/Hardware-Appropriations decreased due to anticipated hardware not being necessary for this year.

Class 38-Technology/Software-Appropriations increased due to the need for additional software to accomplish bureau responsibilities.

Class 46-Consultants-Appropriations decreased due to anticipated consultant needs not being necessary for the year.

Class70-In State Travel Reimburse-Appropriations decreased due to anticipated travel not occurring due to COVID-19 and virtual service delivery.

Class 72-Grants Federal-Appropriations decreased due to anticipated grants not being necessary for this year.

Class 102-Contracts for Program Services-Appropriations increased due to the bureau developing additional contracts to complete bureau responsibilities.

EXPLANATION

The Department of Education, Bureau of Vocational Rehabilitation receives a grant award from the U.S. Department of Education as authorized under Title IV of the Workforce Innovation Opportunity Act. This is a formula grant for states to provide Vocational Rehabilitation services to individuals with disabilities to assist them in achieving their employment goals and career

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pathways. The department has budgeted this grant in two accounting units: 25370000 and 25380000.

The Department has analyzed expense accounts and based on the current rates of expenditures anticipates the need for additional appropriation in some expense accounts. Since the budgeting process occurred the bureau has developed additional contracts to assist with program services and additional appropriation for spending is required.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

Justification:

1) Does transfer involve continuing programs or one-time projects?

Continuing Programs

2) Is this transfer required to maintain existing program level or will it increase the program level?

Maintain program level

3) Cite any requirements which make this program mandatory?

RSA 200-C; Title IV of the Workforce Innovation and Opportunity Act; The Rehabilitation Act of 1973

4) Identify the source of the funds on all accounts listed on this transfer?

Federal Funds

5) Will there be any effect on revenue if this transfer is approved or disapproved?

No

6) Are funds expected to lapse if this transfer is not approved?

No

7) Are personnel services involved? If yes, answer the following:

No

The Department has conducted a detailed review of these line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education