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NEW HAMPSHIRE  
COUNCIL ON  
DEVELOPMENTAL DISABILITIES

March 1, 2021

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

**REQUESTED ACTION**

Authorize the Developmental Disabilities Council to **RETROACTIVELY** accept and expend funds from the University of New Hampshire vendor #177867, in the amount of \$30,000 to participate in the Living Well Quality Framework effective October 1<sup>st</sup> 2020 through September 29, 2021, upon Governor and Council approval. 100% Federal Funds.

Funding is available in the following account for State Fiscal years 2021 with the authority to adjust encumbrances between State Fiscal years within the price limitation through the Budget Office, if needed and justified. In SFY 2021 funds to be budgeted as follow:

**01-97-97-970010 -38960000-Quality Frameworks Living Well Account**

Class	Description	Current SFY21 budget	Requested Action	Revised SFY21
009-402321	Program Income	-28,141.06	0	-28,141.06
000-403801	Federal Income	-16,820.84	-30,000	-46,820.84
total		-44,961.90	-30,000.00	-74,961.90
CLASS 20 500200	Current Expenses	805.12	473.00	1278.12
CLASS 22 500258	Lease other than state	2,985.00	0	2985.00
CLASS 40 501587	Indirect Costs	4,122.52	2,727.00	6849.52
CLASS 46 500464	Consultant	21,105.82	20,000	41,105.82
CLASS 50 500109	Personal Services PT	8,615.11	5,200.00	13,815.11
CLASS 60 500602	Benefits/fringe	6,588.42	1,550.00	8,138.42
CLASS 70 500704	In State Travel	739.91	50.00	789.91
Total		44,961.90	30,000	74,961.90

Funds in class 20, will be used for current expenses purchases postage, printing, and copying.

Funds in class 22 will not be used this fiscal year.

Funds in class 40 will be used to pay state of NH indirect costs.

Funds in class 46 will be used to pay training consultants, speakers and self-advocates that conduct workshops.

Funds in class 50 will be used to pay for staff hourly wages.

Funds in class 60 will be used to pay for fringe benefits.

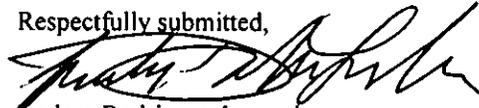
Funds in class 70, will be used for any instate travel of staff, council members and self-advocates traveling on behalf of NH Council on Developmental Disabilities.

### EXPLANATION

The Living Well: Quality Frameworks grant is a federal grant that was awarded to the University of New Hampshire's Institute on Disability (IOD). It is intended to improve quality and satisfaction for users of the developmental services delivery system. Because this is a federal grant, the fiscal year runs from October 1<sup>st</sup> thru September 29<sup>th</sup> for any given grant year. However, although the year four grant funds were supposed to be awarded with a start date of October 1<sup>st</sup>, 2020, we were not notified until January 28, 2021 of the approved budget amendment. It has taken some time to develop the scope of work, budget and budget justification, which is a requirement for this grant. These reasons have all contributed to the need to take these funds in retroactively. The grant incorporates various elements of the developmental services system, including the NH Bureau of Developmental Services, Self-advocacy groups and the NH Council on Developmental Disabilities and provides funding for these entities to work together on a Quality Council/Advisory Group.

The New Hampshire Council on Developmental Disabilities was established in 1971, pursuant to the federal Developmental Disabilities Act (DD Act) of 1970. Councils are located in every State and Territory and represent a Federal-State partnership to expand opportunities and improve the quality of life of people with developmental disabilities and their families. Council members are appointed by the Governor, and represent people with developmental disabilities, parents and guardians and representatives of agencies that support people with developmental disabilities as specified in federal and state law. Councils are charged by Federal law to identify the most pressing needs of people with developmental disabilities in their State or Territory and to develop innovative and cost effective strategies to meet those needs. Councils work to promote the independence and productivity of people with developmental disabilities and promote systems change that will eliminate obvious inequities in areas such as employment, education, and access to healthcare. Our role on the Living Well: Quality Frameworks grant will be to participate in the Quality Council/Advisory Committee for this grant, work with self-advocates establishing measures of quality and satisfaction, and developing and implementing self-advocate-led trainings for Direct Support Providers in the system.

Respectfully submitted,



Isadora Rodriguez-Legendre  
Executive Director

**NH Council on Developmental Disabilities (NHCDD 097)**

**Fiscal Situation**

**01-97-97-970010 -38960000–Quality Frameworks Living Well Account**

Beginning Balance 7/1/2020	\$44,961.90
FY2021 Budget Estimated Revenue	<u>\$30,000.00</u>
Total Budgeted FundingFY2021	\$74,961.90
Less: Budgeted Expenditures FY2021	(44,961.90)
Less: Current Requested Action	<u>(30,000.00)</u>
Projected Fund Balance as of 9/29/2021	<u>\$20,000.00</u>

AMENDMENT NUMBER 05  
TO SUBCONTRACT NUMBER 18-033  
BETWEEN THE UNIVERSITY OF NEW HAMPSHIRE  
AND  
NEW HAMPSHIRE COUNCIL ON DEVELOPMENTAL DISABILITIES

The purpose of this amendment is to reduce the total funds allotted and available for payment of allowable costs incurred during the Period of Performance, in the amount of \$15,948 and provide Year 4 funding in the amount of \$30,000.

Therefore,

1. Article 4 - Cost & Limitation of Obligation - is amended to reduce funding in the amount of \$15,948 and is revised to read:

"The total estimated cost to University for the performance of this work must not exceed \$111,074. Subcontractor's budget is incorporated into this Agreement and attached as Exhibit II of the original agreement.

Total funds in the amount of \$81,073 have been allotted and are available for payment of allowable costs incurred during the Period of Performance as stated in Article 2-Period of Performance. University will not reimburse Subcontractor for costs exceeding the amount specified in this paragraph."

2. All other terms and conditions remain unchanged.

In Witness Whereof, the parties agree to this amendment to the subcontract.

UNIVERSITY OF NEW HAMPSHIRE  
Jennifer Taylor-  
Hillebrand

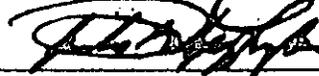
Digitally signed by Jennifer  
Taylor-Hillebrand  
Date: 2021.01.29 11:56:04 -05'00'

Name: Jennifer Taylor-Hillebrand

Title: Sr. Subaward Administrator

Date: January 29, 2021

NEW HAMPSHIRE COUNCIL ON  
DEVELOPMENTAL DISABILITIES



Name: Isadora Rodriguez-Legendre

Title: Executive Director

Date: 1/29/21

January 15, 2021

**REVISED Year 4 Budget Justification for Living Well NH Quality Framework  
Sub-Award 18-033 - The New Hampshire Council on Developmental Disabilities**

**Personnel:**

The New Hampshire Council on Developmental Disabilities (NHCDD) employs two fulltime staff who receive fringe benefits. They are the Executive Director (ED) (at a rate of \$42.51 per hour) and the Project Manager (PM) (at a rate of \$18.10 per hour). It is expected that in the first year of the grant, the ED will need to provide approximately 300 hours in the planning, coordination, implementation of the grant and PM will provide 100 hours to the plan development. In years 2-4 of the grant, the PM's time in carrying out the scope of work will increase to about 200 hours per year and the ED's time coordinating the work is expected to be about 50 hours per year. In the final year of the grant, the ED's time on the grant is expected to increase to 75 hours as the final preparations and reporting requirements are met and the PM is expected to spend about 175 hour in the final year.

PT Staff consists of two employees Administrative Assistant (at a rate of \$13.32 per hour) and Senior Accounting Tech (at a rate of \$18.04 per hour).

**Fringe:**

The calculated fringe is based on actual costs associated with State of New Hampshire fringe benefits provided to full-time employees, and therefore is not negotiable. This number is about 32% of the staff's base salary. It is calculated based on the anticipated time spent working on the grant in a particular year. PT staff fringe is a rate of 8%.

**Travel:**

It is expected that meetings and events will require staff travel. Additional the travel line is meant to cover reimbursement costs of self-advocate travel. The NHCDD uses a State mileage reimbursement rate of .56 cents per mile (however, this number changes slightly on an annual basis). Moreover, for DSP outreach and training events, there may be additional costs for travel such and non-medical transport,

**Supplies:**

Because the scope of service includes developing and implementing trainings, the NHCDD anticipates needing to spend funds on postage, marketing, and publications, etc., in addition to the regular office needs, for this project.

**Other:**

The NHCDD will develop and implement trainings geared towards increasing the competency of Direct Support Providers (DSPs), as well as develop tools to measure the impact of these using some form of surveys, focus groups, or structured interviews.

NEW HAMPSHIRE

## COUNCIL ON DEVELOPMENTAL DISABILITIES

2 ½ Beacon Street, Suite 10, Concord, NH 03301-4447  
603-271-3236 FAX 603-271-1156 TTY/IDD 1-800-735-2964

Planning for data gathering for both baselines and increases in knowledge will require additional printing, copying and postage outside of our regular office needs.

### **Consultants:**

The NHCDD will hire a project management consultant specifically for the grant. Additionally, self-advocates and other individuals with a lived experience of developmental disabilities will be paid stipends as consultants to help plan, develop, participate in and implement initiatives through the grant. These may include DSP training materials and facilitation, support for the NH Direct Support Professionals conference and Charting the Life course Frameworks initiatives statewide.

### **Facilities and Administrative Costs (F&A):**

The State of New Hampshire adheres to the Uniform Guidance: Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs as required by 2 CFR 200.414.

The NHCDD has never received a negotiated indirect cost rate, therefore we calculated 10% for the F & A costs associated with this project. These include the State of New Hampshire's indirect costs, overhead costs, as well as telecommunications and IT support costs.

If there are any questions or concerns, please do not hesitate to reach Isadora Rodriguez-Legendre at (917) 232-2623 or [Isadora.rodriguez-legendre@ddc.nh.gov](mailto:Isadora.rodriguez-legendre@ddc.nh.gov)

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UPDATED Total Budget 18-033						
NHDDC	Yrs 1-3	1st Adjustment	Yr 4	2nd Adjustment	Yr 5	TOTAL
Personnel	40,461.00	-6,282.40	5,200.00	-5,486.00	12,670.00	46,562.60
Fringe	9,645.10	-1,043.66	1,550.00	-1,864.85	4,054.20	12,340.79
Travel	3,500.00	-1,838.94	50.00	-967.30	500.00	1,243.76
Supplies	596.00	598.70	473.00	-136.00	199.00	1,730.70
Printing/Copying	599.00	-267.11	0.00	-299.00	300.00	332.89
Postage	400.00	-150.00	0.00	-200.00	200.00	250.00
Telecommunications	540.00	-540.00	0.00	0.00	0.00	0.00
Consultants	23,040.00	-9,876.18	20,000.00	-3,995.16	8,000.00	37,168.66
Training Venues Other	2,550.00	-1,000.00	0.00	-1,550.00	1,350.00	1,350.00
F & A (10%)	8,668.54	-2,578.89	2,727.00	-1,449.72	2,727.27	10,094.20
F & A Adj.	0.33	-0.33	0.00	0.00		0.00
Total	90,000	-22,979	30,000	-15,948	30,000	111,074