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Frank Edelblut
Commissioner of Education

Christine Brennan
Deputy Commissioner of Education

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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June 3, 2021

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

REQUESTED ACTION

Authorize the Department of Education, Division of Workforce Innovation, Bureau of Vocational Rehabilitation to enter into an agreement with the Governor's Commission on Disability, Concord, NH (Vendor Code 177929) in an amount not to exceed \$180,000 to house the Statewide Independent Living Council (SILC) and its Program Assistant I, effective upon Governor and Council approval through June 30, 2023. 100% Federal Funds.

Funds to support this request are anticipated to be available in the accounts titled VR-Field Programs-Federal in FY2022 and FY2023, upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

	<u>FY2022</u>	<u>FY2023</u>
06-56-56-565510-25380000-102-500731	\$90,000	\$90,000
Contracts for Program Services		

EXPLANATION

The 1992 Amendments to the Rehabilitation Act, Sec. 705 (a) required that the State Vocational Rehabilitation Agency establish a Statewide Independent Living Council in order to be eligible to receive Federal financial assistance to provide independent living services to persons with severe disabilities. During negotiations with the Rehabilitation Services Administration of the US Department of Education, it was determined that the Governor's Commission on Disability was an appropriate entity in which to establish and house the Statewide Independent Living Council and its administrative support services. It was also determined that a part-time position for a Program Assistant I would be filled at the Governor's Commission on Disability to provide support for the Statewide Independent Living Council and facilitate the Council's responsibilities as outlined in Section 705 (a) of the Amendments of the Rehabilitation Act.

His Excellency, Governor Christopher T. Sununu
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The agreement between the Division of Workforce Innovation's Bureau of Vocational Rehabilitation and the Governor's Commission on Disability establishes complete compliance with the requirements to provide services to persons with severe disabilities residing in the state, enabling these individuals to be more independent in their homes and communities.

In the event that the Federal Funds are no longer available, General Funds will not be requested to support this program.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut", with a stylized flourish extending from the end.

Frank Edelblut
Commissioner of Education

AGREEMENT BETWEEN
THE GOVERNOR'S COMMISSION ON DISABILITY
AND
DIVISION OF WORKFORCE INNOVATION, NEW HAMPSHIRE BUREAU OF VOCATIONAL
REHABILITATION
DEPARTMENT OF EDUCATION

Under this Agreement, the Governor's Commission on Disability (GCD) agrees to house the Statewide Independent Living Council (SILC) and to incorporate the SILC's Program Assistant I into its staff structure. In doing so, the GCD and New Hampshire Department of Education (DOE) (through the SILC and its Program Assistant I) will provide solid in-kind services to each other while providing an independent setting for the SILC and its Program Assistant I.

The GCD will assess an "Administrative Fee" (as delineated on Page 3 of this Agreement) of \$25,400 in FY2022 and \$24,257 in FY2023 to supplement the GCD's efforts to enhance independent living services and promote education and awareness with the Americans with Disabilities Act. .

Subject to payment by DOE to GCD, GCD will provide services for the payment of expenses related to mailings, teleconference call charges, lunches for all appropriate full Council and committee meetings, interpreter coordination and billing, purchase of any technology (e.g. including conventional computers, access technology, Zoom or other communications platforms, and all other appropriate and miscellaneous SILC-related expenses). DOE will pay GCD for all "Miscellaneous Expenses" (as listed on page 3 of this Agreement) up to \$35,000 for FY2022 and FY2023 respectively. It is understood that the GCD will administratively process payments, which are the subject of the "Miscellaneous Expenses". "Miscellaneous Expenses" may be included on the GCD monthly invoice to DOE, accompanied by verifying invoice costs.

The GCD will arrange for the payment for the provision of support services for all full Council and committee meetings (interpreters, personal care attendants, readers, transportation, etc.) with copies of invoices and allied documentation, as available, to DOE and/or the SILC Chair.

The GCD will provide office space for the SILC Program Assistant I and allow for routine telephone calls, faxing, and copying.

The GCD will assist the SILC Program Assistant to secure meeting room space for the SILC's subcommittees on a space available basis.

General Job Responsibilities for Program Assistant I

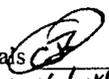
The duties of the Program Assistant I include the following and may include other activities in support of SILC responsibilities:

- provide support to the SILC Chairperson in carrying out policies, programs, projects, and activities as recommended by the SILC;
- annually canvas disability related organizations, inviting potential new members;
- arrange meetings for full SILC and committees;
- take meeting minutes for full SILC and subcommittees when present or arrange for the taking of such minutes at these various meetings;
- maintain SILC membership list;
- Retrieve and update information and maintain a variety of documents on program participants in a computerized database or other tracking system;

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Contractor Initials

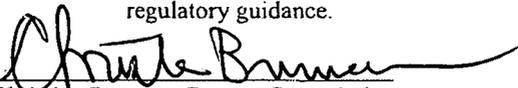
Date


06/04/2021

- Provide support to the SILC program in carrying out the development and monitoring of the state plan for independent living policies, programs, projects, and activities as recommended by the SILC;
- Order supplies and provide clerical support for the SILC;
- Arrange for provision of all minutes and their distribution as directed;
- Assist the SILC and the Designated State Unit (DSU) with reports as required;
- Manage and track membership terms and liaise with the appointing authority in the Governor's Office; and
- Upon failure to comply with any of these performance expectations to the satisfaction of the GCD, Designated State Entity, or SILC, may be subject to appropriate discipline, in consultation with the Human Resources affiliated with the GCD.

The Division of Workforce Innovation, New Hampshire Bureau of Vocational Rehabilitation, NH. Department of Education will provide the following:

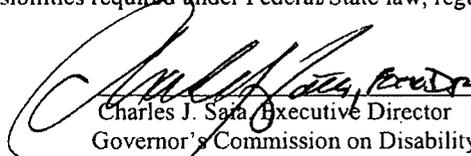
- \$25,400 "Administrative Fee" upon receipt of quarterly invoices for state fiscal year 2022;
- \$24,257 "Administrative Fee" upon receipt of quarterly invoices for state fiscal year 2023;
- Up to \$35,000 Miscellaneous Expense upon receipt of invoice for expenses provided for state fiscal year 2022;
- Up to \$35,000 Miscellaneous Expense upon receipt of invoice for expenses provided for state fiscal year 2023;
- An amount for the salary of the Administrative Assistant I of \$29,600 for FY2022 and \$30,743 for FY2023, prorated as necessary and subject to any salary increases in the approved FY 2022/FY 2023 State of NH Budget, to be paid on a quarterly basis when invoices and reports are received. These figures are above and beyond any "Administrative Fee's and/or "Miscellaneous Expenses" referenced elsewhere in this Agreement;
- Make available copies of New Hampshire's State Plan for Independent Living to all New England SILC Chairpersons; and
- The DSE will undertake all other responsibilities required under Federal/State law, regulation, or sub-regulatory guidance.


 Christine Brennan, Deputy Commissioner
 Department of Education

6/07/21
 Date


 Approved by the Attorney General

6/9/21
 Date


 Charles J. Sara, Executive Director
 Governor's Commission on Disability

06/04/2021
 Date


 Frank Edelblut
 Commissioner of Education

6-8-21
 Date

Contractor Initials 
 Date 06/04/2021

SILC In-Kind Expenses toward \$25,400 Administrative Fee 2022

Salary-Benefits:		
FY22 Salary (12/4 \$17.37)	26,194.00	26 Pay Periods (1508 hrs.)
FY22 Annual Leave	<u>1,302.00</u>	75 Hours
Subtotal:	27,496.00	
Benefits:	<u>2,104.00</u>	7.65%
Total:	<u>29,600.00</u>	
 <u>Administrative Fee:</u>		
Executive Director	\$ 8,000.00	for supervision (8.5%)
Accounting	3,700.00	for payroll/accounting (7%)
Benefits	5,000.00	for above payroll taxes
Telephone line	1,200.00	plus use of toll-free line
Copier share	1,200.00	plus supplies (paper, toner)
Indirect/Audit Fees	300.00	audit fees
Rent share	<u>6,000.00</u>	(based on per staff person)
Subtotal	25,400.00	
Misc. Expenses	<u>35,000.00</u>	postage, calls, interpreter, etc.
Total	<u>\$60,400.00</u>	

SILC In-Kind Expenses toward \$24,257 Administrative Fee 2023

Salary-Benefits:		
FY23 Salary (12/5 \$18.04)	27,205.00	26 Pay Periods (1508 hrs.)
FY23 Annual Leave	<u>1,353.00</u>	75 Hours
Subtotal:	28,558.00	
Benefits:	<u>2,185.00</u>	7.65%
Total:	<u>30,743.00</u>	
 <u>Administrative Fee:</u>		
Executive Director	\$ 8,000.00	for supervision (7%)
Accounting	3,700.00	for payroll/accounting (6%)
Benefits	5,000.00	for above payroll taxes
Telephone line	1,000.00	plus use of toll-free line
Copier share	1,000.00	plus supplies (paper, toner)
Indirect/Audit Fees	300.00	audit fees
Rent share	<u>5,257.00</u>	(based on per staff person)
Subtotal	24,257.00	
Misc. Expenses	<u>35,000.00</u>	postage, calls, interpreters, etc.
Total	<u>\$59,257.00</u>	

Total Payments for FY 2022, salary and administrative fee:	Cost
Salary/Benefits	\$29,600.00
Administrative Fee:	25,400.00
Misc. Silc Expenses	<u>35,000.00</u>
	\$90,000.00

Total Payments for FY 2023, salary and administrative fee:	Cost
Salary/Vacation	\$30,743.00
Administrative Fee:	24,257.00
Misc. Silc Expenses	<u>35,000.00</u>
	\$90,000.00