



NEW HAMPSHIRE  
COUNCIL ON  
DEVELOPMENTAL DISABILITIES

55 MLC

July 26, 2021

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

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

**REQUESTED ACTION**

1. Pursuant to RSA 19-J:2, authorize the New Hampshire Council on Developmental Disabilities to accept a one-time, purpose-specific allotment of additional federal funds not otherwise appropriated from DHHS, Administration of Community Living, Washington, DC, in the amount of \$26,695.00 effective upon date of approval of Governor and Executive Council, through September 30, 2022. 100% Federal Funds.
2. Pursuant to RSA 124:15 and contingent upon approval of Requested Action #1, Authorize the NH Council on Developmental Disabilities to establish Class 46 – Consultants for the purpose of assisting the Developmental Disabilities Community with the costs related to accessing the Covid 19 vaccine. Effective upon date of approval of Fiscal Committee and Governor and Executive Council, through September 30, 2022. 100% Federal Funds.

Funds will be deposited into account, 01-97-97-970010-19800000, Covid Specific Federal Funds

**FY2022**

Class/Account	Class Title	Current Modified Budget	Increase Amount	Revised Modified Budget
000-400502	Federal Funds	0	\$26,695.00	\$26,695.00
<b>Total Revenue</b>		0	\$26,695.00	\$26,695.00
020-500252	Current Expenses, Misc	0	\$ 1,695.00	\$ 1,695.00
046-500464	Consultants	0	\$ 5,000.00	\$ 5,000.00
072-500572	Grants-Federal	0	\$10,000.00	\$10,000.00
072-500575	Grants-Federal	0	\$10,000.00	\$10,000.00
<b>Total</b>		0	\$26,695.00	\$26,695.00

## EXPLANATION

RSA §19-J:2 provides that “the council may receive, administer and expend any fund from any sources public or private, to serve as the designated state agency pursuant to the DD Act and to enter into contracts for the purposes of its programs. The specific reason for the one time additional federal funds is to assist the Developmental Disabilities community with costs related to accessing the COVID-19 vaccine. This can be done through marketing, collaborating with other DD agencies, direct payment to individuals with Developmental Disabilities for transportation, payments made to DSP or private citizens to help them travel to a doctor’s office, pharmacy or COVID-19 vaccination site.

The New Hampshire Council on Developmental Disabilities (Council) 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.

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.

The following appropriation authority is being requested for Fiscal Year 2022:

Class 20 - Current Expenses, will be used for consumable supplies

Class 46 – Consultants, will be used for general consultants

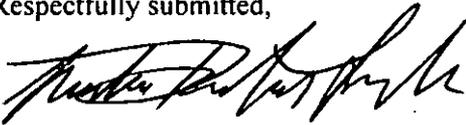
Class-72 - Federal Grants, will be used to give grants to individuals with DD and DD Community Organizations.

The following information is provided in accordance with Comptroller’s instructional memorandum dated September 21, 1981.

1. List of personnel involved: Temporary Consultants.
2. Nature, Need, and Duration: The temporary consultants will provide subject matter expertise beyond the resources of in-house personnel. The consultants will support the expansion of access to COVID-19 vaccines in the disability and aging communities in NH. Once the request is approved, the Council will develop appropriate contracts to reduce barriers related to vaccination access for people with disabilities and aging populations, including providing assistance in scheduling appointments, supporting individuals to and from those appointments, address needs related to transportation costs, and providing accurate information about vaccinations in accessible formats. The funding project period expiration is 9/30/22.

3. Relationship to existing agency programs: The Council will collaborate and coordinate with existing agency programs and state projects so as not to duplicate efforts, and supplement work already being done in these area.
4. Has a similar program been requested of the legislature and been denied? No.
5. Why wasn't the funding included in agency's budget request? The funds were allotted via a special grant from DHHS, Administration of Community Living, in Washington, DC on April 29, 2021, and were retroactive to April 1, 2021.
6. Can portions of the grant funds be utilized? All grant dollars are being used for this request.
7. Estimate the funds required to continue this position : The consultant services necessary for this work will not be permanent and will not exceed amount of allotment, nor date of completion.

Respectfully submitted,



Isadora Rodriguez-Legendre  
Executive Director



Notice of Award

**Title of Program: (SCC5) Expanding Disabilities Network's (DD Councils) Access to COVID 19 Vaccines**

**Award Authority: P.L. 116-260 and P.L. 106-402 (DD Act) and 42 U.S. Code Sec. 241 (PHS Act)**

**Grantee:**  
New Hampshire  
New Hampshire Council  
on Developmental Disabilities  
2 1/2 Beacon St., Suite 10  
CONCORD, NEW HAMPSHIRE 03301

**Date:** April 29, 2021

**Grant No.:** 2101NHSCC5-00  
**Award Instrument:** Grant (Formula)  
**Project Period:** 04-01-2021 - 09-30-2022  
**Budget Period:** 04-01-2021 - 09-30-2022

**EIN:** 1026000618L5  
**DUNS#:** 011040545

**CFDA:** 93.630

**Object Class Code:** 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-2124-0943	2021,299CDSC	\$26,695.00	\$26,695.00
	Total	\$26,695.00	\$26,695.00

**ACL Contact Information:**

Please find your assigned ACL programmatic and fiscal contacts on ACL's website at <https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

  
**Emmanuel Ekwo**  
**ACL Grants Officer**

**Terms and Conditions:**

1. This grant award is issued under Section 301 of the Public Health Service Act and Division M, Consolidated Appropriations Act, 2021, Public Law 116-260. Funds are issued to organizations established under Title I, Subtitle B of Developmental Disabilities Assistance and Bill of Rights (DD) Act of 2000. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Please visit ACL's website at <https://www.acl.gov/grants/managing-grant> to view some of these terms and conditions such as:

- Prohibition on certain telecommunications and video surveillance services or equipment

**ACL Title of Program:** Expanding Disabilities Network's (DD Councils) Access to COVID 19 Vaccines  
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- SAM.gov / DUNS Requirement
  - National Policies including Trafficking Victims Protection Act, Whistleblower Protections, and DOMA: Implementation of Same-Sex Spouses/Marriages
  - Federal Funding Accountability and Transparency Act (FFATA)
  - Federal Awardee Performance and Integrity Information System (FAPIS)
2. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program and will comply with the terms and conditions and other requirements of this award.
3. For this grant award, grantees are to obligate and complete the work authorized by September 30, 2022 as outlined in the Federal Register Notice: <https://www.federalregister.gov/documents/2021/04/07/2021-07126/availability-of-program-application-instructions-for-the-state-councils-on-developmental>.
4. The grant is issued in order for the State Councils on Developmental Disabilities to carry out the following:
- Disseminating credible information about COVID-19 vaccines and help direct those with questions to additional sources of information
  - Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site
  - Helping with scheduling a COVID-19 vaccination appointment for those who need help
  - Arranging or providing accessible transportation to COVID-19 vaccination sites
  - Providing technical assistance to local health departments and other entities on vaccine accessibility,
  - Providing personal support if needed (e.g., peer support), and
  - Reminding the person of their second vaccination appointment if needed.
5. The award recipient will do outreach to Aging and Disability Resource Centers, Centers for Independent Living, and University Centers for Excellence in Developmental Disabilities to maximize state coordination wherever possible.
6. Annual federal financial reports are required. SF-425 Financial Reporting: For this grant award, the SF-425 shall be submitted using the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Annual reports are due within 90 days after 3/31/2022 and a final report due 120 days after the project period end date of 9/30/2022.
7. Award recipients will be required to submit annual progress reports on the activities conducted, challenges, successes, and lessons learned and provide a written summary. In addition, to show impact of the grant awards, the grantee will include the number of people served or impacted by the services provided against each of the activities chosen to be implemented. Further details on Federal reporting requirements will be provided in a separate email.
8. There are no cost-sharing nor match requirements associated with this award.

**Remarks:**

1. This Notice of Award provides one-time funding to support Expanding Access to COVID 19 Vaccines. The grant award for this program to your organization has been approved for the project period listed above. This grant award is issued under Section 301 of the Public Health Service Act and Division M, Consolidated Appropriations Act, 2021, Public Law 116-260 and Title I, Subtitle B of Developmental Disabilities Assistance and Bill of Rights (DD) Act of 2000.
2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your PSC Account Liaison; 1-877-614-5533; [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov).

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3. Federal Cash Transaction Report: On the SF-425 form, lines 10 a. through c. are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30, 4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.