



**New Hampshire
Governor's Commission on Disability**

OCT08'21 PM 2:51 RCVD

39 *Ham*

Christopher T. Sununu, Governor
Paul Van Blarigan, Chair
Charles J. Saia, Executive Director

October 27, 2021

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

Requested Action

Authorize the Governor's Commission on Disability, to accept and expend funds in the amount of \$70,000.00, (\$35,000.00 for FY22, & \$35,000.00 for FY23), from the Department of Education, Division of Workforce Innovation, Bureau of Vocational Rehabilitation, to further fund the Statewide Independent Living Council (SILC) and its Program Assistant I. Effective upon Governor & Council approval through June 30, 2023, and further authorize these funds to be allocated as follows: 100% Transfer Funds (via 100% Federal Funds Department of Education).

Governor's Commission on Disability
Statewide Independent Living Council (SILC)
01-02-02-020510-10040000
State Fiscal Year 2022

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
001-484956	Transfers from Other Agency	54,972.00	35,000.00	89,972.00
005-402831	Private Local Funds	3,989.00	.00	3,989.00
00S-000010	General Funds	512,796.00	.00	512,796.00
Total Revenue		571,757.00	35,000.00	606,757.00
010-500100	Personal Serv-Perm. Classified	198,017.00	659.00	198,676.00
011-500126	Personal Services-Unclass	93,654.00	1,445.00	95,099.00
020-500200	Current Expense	4,779.00	9,600.00	14,379.00
021-500207	Food Non-Institutional	.00	4,000.00	4,000.00
022-500255	Rents-Leases Other than State	1,572.00	500.00	2,072.00
026-500251	Org Dues	360.00	.00	360.00
027-582703	Transfers to Doit	10,842.00	.00	10,842.00
028-582814	Transfers to General Services	1,031.00	.00	1,031.00

030-500301	Equipment	300.00	.00	300.00
037-500174	PC Desktop Hardware-Replace	.00	2,000.00	2,000.00
039-500188	Telecommunications	4,348.00	.00	4,348.00
040-500800	Indirect Costs	7,765.00	1,000.00	8,765.00
041-500801	Audit Fund Set Aside	40.00	.00	40.00
042-500620	Additional Fringe Benefits	2,150.00	.00	2,150.00
046-500464	Consultants	.00	4,500.00	4,500.00
049-584959	Trans to Other State Agencies	25,519.00	.00	25,519.00
050-500109	Pers Services Temp	30,749.00	.00	30,749.00
060-500601	Benefits	174,741.00	796.00	175,537.00
065-500541	Board Expenses	5,500.00	5,500.00	11,000.00
066-500546	Employee Training	50.00	.00	50.00
070-500704	In State Travel	2,000.00	.00	2,000.00
080-500714	Out of State Travel	50.00	.00	50.00
211-500757	Catastrophic Casualty Ins	290.00	.00	290.00
230-500765	Interpreter Service	8,000.00	5,000.00	13,000.00
TOTAL EXPENSES		571,757.00	35,000.00	606,757.00

Governor's Commission on Disability
 Statewide Independent Living Council (SILC)
 01-02-02-020510-10040000
 State Fiscal Year 2023

Class/Object	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
001-484956	Transfers from Other Agency	56,590.00	35,000.00	91,590.00
005-402831	Private Local Funds	.00	.00	.00
00S-000010	General Funds	530,790.00	.00	530,790.00
Total Revenue		587,380.00	35,000.00	622,380.00
010-500100	Personal Serv-Perm. Classified	207,693.00	680.00	208,373.00
011-500126	Personal Services-Unclass	97,257.00	1,700.00	98,957.00
020-500200	Current Expense	3,115.00	8,906.00	12,021.00
021-500207	Food Non-Institutional	.00	4,000.00	4,000.00
022-500255	Rents-Leases Other than State	1,572.00	400.00	1,972.00
026-500251	Org Dues	360.00	.00	360.00
027-582703	Transfers to Doit	8,682.00	.00	8,682.00
028-582814	Transfers to General Services	1,054.00	.00	1,054.00
030-500301	Equipment	50.00	.00	50.00
037-500174	Pc Desktop Hardware-Replace	.00	2,000.00	2,000.00
039-500188	Telecommunications	4,370.00	.00	4,370.00
040-500800	Indirect Costs	7,765.00	1,400.00	9,165.00

041-500801	Audit Fund Set Aside	40.00	.00	40.00
042-500620	Additional Fringe Benefits	2,150.00	.00	2,150.00
046-500464	Consultants	.00	3,500.00	3,500.00
049-584959	Trans to Other State Agencies	25,602.00	.00	25,602.00
050-500109	Pers Services Temp	31,714.00	.00	31,714.00
060-500601	Benefits	183,485.00	824.00	184,309.00
065-500541	Board Expenses	4,000.00	5,000.00	9,000.00
066-500546	Employee Training	1.00	.00	1.00
070-500704	In State Travel	1,500.00	.00	1,500.00
080-500714	Out of State Travel	50.00	.00	50.00
211-500757	Catastrophic Casualty Ins	320.00	.00	320.00
230-500765	Interpreter Service	6,600.00	6,590.00	13,190.00
TOTAL EXPENSES		587,380.00	35,000.00	622,380.00

Explanation

This request is to accept and expend additional grant funds from the US Department of Education, Division of Workforce Innovation, Bureau of Vocational Rehabilitation (VR), in support of the Statewide Independent Living Council (SILC) and its Program Assistant I, per G&C dated 06/30/2021 item #160. The Governor's Commission on Disability (GCD) and VR have entered into a written agreement whereby the GCD will incorporate the SILC, the SILC Program Assistant I and any ancillary SILC components into the GCD agency structure.

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 in past years with the Rehabilitation Services Administration of the US Department of Education, it was determined that the GCD 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 employed and supervised by the GCD to provide support for the SILC and facilitate the Council's responsibilities as outline in Section 705 (a) of the Amendments of the Rehabilitation Act.

The agreement between the Division of Workforce Innovation's Bureau of Vocational Rehabilitation and the GCD establishes complete compliance with the requirement to provide services to persons with severe disabilities residing in the state, enabling these individuals to be more independent in their homes and communities.

These funds are to be budgeted as follows:

Class 010-Personnel Services-Perm. Classified-Funds will be used to support salary costs, due to increased GCD responsibilities.

Class 011-Personnel Services Unclassified-Funds will be used to support salary costs, due to increased GCD responsibilities.

Class 020-Current Expense-Funds will be used for the purpose of consumable items such as copy paper and office supplies.

Class 021-Food Non-Institutional-Funds will be used for food provided to the Council members during meetings.

Class 022-Rents-Leases Other than State-Funds will be used to pay unanticipated program copier rental costs.

Class 037-PC Desktop Hardware-Replacement-Funds will be used to replace existing PC Hardware should the need arise.

Class 040-Indirect Costs-Funds will be used to pay additional Indirect Costs associated with increased grant funds.

Class 046-Consultants-Funds will be used to pay related costs for use of consultant for the SILC program.

Class 060-Benefits-Funds will be used to pay the increased benefits associated with increased GCD responsibilities.

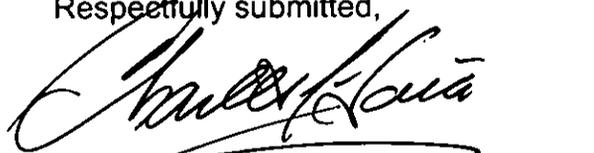
Class 065-Board Expenses-Funds will be used for travel costs for Council members to attend meetings.

Class 230-Interpreters-Funds will be used to pay related costs for Interpreters to be provided at Council meetings.

In order to support the current Statewide Independent Living Council program, the GCD is requesting approval to accept and expend an additional \$70,000.00 (\$35,000 each fiscal year) to appropriately reimburse, anticipated expenses for the State Fiscal Year's 2022 & 2023.

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

Respectfully submitted,



Charles J. Saia
Executive Director

EV

6B

160

G2C
6/30/21



JUN18'21 AM 8:58 RCVD

Frank Edelblut
Commissioner of Education

Christine Brennan
Deputy Commissioner of Education

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

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>
06-56-56-56510-25380000-102-500731	\$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
and the Honorable Council
Page 2 of 2

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 at 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;

Page 1 of 3

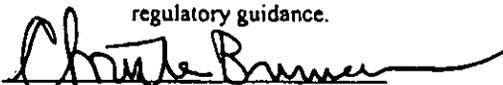
Contractor Initials 

Date 06/01/2021

- 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:

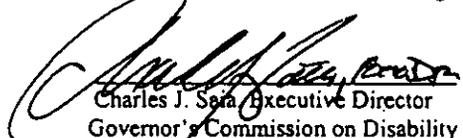
- \$25,400 "Administrative Fee" upon receipt of quarterly invoices for state fiscal year 2022;
- \$24,257 "Administrative Fee" upon receipt of quarterly invoices for state fiscal year 2023;
- Up to \$35,000 Miscellaneous Expense upon receipt of invoice for expenses provided for state fiscal year 2022;
- 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

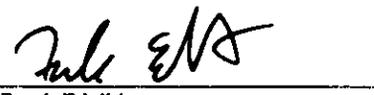
6/07/21
 Date


 Approved by the Attorney General

6/9/21
 Date


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

06/04/2021
 Date


 Frank Edelblut
 Commissioner of Education

6-8-21
 Date

Contractor Initials 
 Date 06/09/2021

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

G&C 6/30/21

#151 Authorize the Division of Learner Support to exercise the final renewal of an existing contract with Demonstrated Success LLC, Rye, NH (originally approved by G&C on 4-17-19, item #123A), to expand the Department's capacity to support school turnaround by partnering with LEAs that have identified Comprehensive Support and Improvement and Targeted Support and Improvement schools in order to achieve equitable student outcomes, by increasing the price by \$393,050 from \$629,500 to \$1,022,550. Effective July 1, 2021 through June 30, 2022. **100% Federal Funds.**

#152 Authorize to enter into a **sole source** contract with Public Consulting Group LLC, Boston, MA, to provide maintenance, support and receive license updates for the current NH Special Education Information System, in an amount not to exceed \$2,626,542.08. Effective upon G&C approval through June 30, 2026, with the option to renew for 4 years. **100% Federal Funds.**

#153 Authorize the Bureau of Instructional Support to enter into a **sole source** contract with Caveon LLC, Midvale, UT, to provide a state assessment system test security audit and a test security handbook, in an amount not to exceed \$65,000. Effective upon G&C approval through June 30, 2022. **100% Federal Funds.**

#154 Authorize the Bureau of Student Wellness to enter into a memorandum of understanding with the Department of Health and Human Services, Bureau of Mental Health Services, Concord, NH, to support the implementation, expansion, and integration of the System of Care approach by creating sustainable infrastructure services for children with serious emotional disturbances, in an amount not to exceed \$3,276,354. Effective upon G&C approval through June 30, 2024. **100% Federal Funds.**

#155 Authorize the Division of Workforce Innovation, Disability Determination Service, to exercise the final renewal option to an existing contract with Surge Temps LLC, Manchester, NH (originally approved by G&C on 9-10-19, item #92A), to provide full time employment services to medical and psychological consultants, by increasing the price by \$4,000,000 from \$3,600,000 to \$7,600,000, and by extending the end date from June 30, 2021 to June 30, 2023. **100% Federal Funds.**

#156 Authorize the Division of Learner Support to enter into a **sole source** contract with Demonstrated Success LLC, Rye, NH, to assist NH schools and districts in their use and analysis of a variety of data, state standards and instructional practices, in the amount of \$292,225. Effective July 1, 2021 or upon G&C approval, whichever is later, through June 30, 2022. **100% Federal Funds.**

#157 Authorize to amend an existing contract with the Center for Teaching/Learning Math, Framingham, MA (originally approved by G&C on 2-3-21, item #33), to provide a thorough follow-up experience after the participants of the "train the trainer program" have had adequate time to access and use the video series produced, by extending the end date from June 30, 2021 to September 30, 2021, with no increase to contract price. **100% Federal Funds.**

#158 Authorize the Division of Learner Support to enter into a **sole source** contract with the NH Learning Initiative Inc., Hampton, NH, to provide professional development and assessment results, in an amount not to exceed \$355,000. Effective upon G&C approval through June 30, 2022. **100% Federal Funds.**

#159 Authorize to enter into a contract with Ubiqus Reporting Inc., New York, NY, to provide official record transcription services, in an amount not to exceed \$56,800. Effective July 1, 2021 through June 30, 2023, with the option to renew for up to one additional one-year term. **53% General, 7% Federal, 40% Other Funds.**

#160 Authorize the Division of Workforce Innovation, Bureau of Vocational Rehabilitation to enter into an agreement with the Governor's Commission on Disability, Concord, NH, to house the Statewide Independent Living Council and its Program Assistant I, in an amount not to exceed \$180,000. Effective upon G&C approval through June 30, 2023. **100% Federal Funds.**

#161 Authorize to enter into a **sole source** contract with RWS Technology LLC, Gilford, NH, to execute the expansion, development and implementation of a web-based financial reporting system, and augmentation of the Grants Management System, in an amount not to exceed \$143,000. Effective upon G&C approval through June 30, 2022. **96% Federal, 4% General Funds.**