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NH Governor's Commission on Disability  
Christopher T. Sununu, Governor  
Paul Van Blarigan, Chair  
Charles J. Saia, Executive Director

October 16, 2024

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 from the Institute of Human Centered Design, New England ADA Center in the amount of \$16,100 (\$12,075 for FY2025 and \$4,025 for FY2026), to provide guidance, training, and research in relation to the Americans with Disabilities Act, effective upon Governor and Council approval through August 31, 2025. 100% Private Local Funds.

In SFY2025, funds shall be allocated as follows:

Governor's Commission on Disability  
01-02-02-020510-10040000  
State Fiscal Year 2025

Class Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
001-494956	Transfers From Other Agency	91,052.00	-	91,052.00
005-492831	Private Local Funds	4,000.00	12,075.00	16,075.00
00S-000010	General Funds	612,107.00	-	612,107.00
<b>Total Revenue</b>		<b>707,159.00</b>	<b>12,075.00</b>	<b>719,234.00</b>
010-500100	Personal Services Perm Class	227,516.00	4,255.00	231,771.00
011-500126	Personal Services Unclassified	107,816.00	3,650.00	111,466.00
020-500200	Current Expenses	6,115.00	-	6,115.00
022-500255	Rents-Leases Other Than State	1,800.00	-	1,800.00
026-500251	Organizational Dues	200.00	-	200.00
027-582703	Transfers To Doit	13,093.00	-	13,093.00

028-582814	Transfers To General Services	1,349.00	-	1,349.00
030-500321	Equipment New Replacement	2,000.00	-	2,000.00
037-500174	Technology-Hardware	2,000.00	-	2,000.00
038-500175	Technology-Software	800.00	-	800.00
039-500190	Telecommunications	4,685.00	-	4,685.00
040-500800	Indirect Costs	6,525.00	125.00	6,650.00
041-500801	Audit Fund Set Aside	1.00	-	1.00
042-500620	Additional Fringe Benefits	3,560.00	400.00	3,960.00
046-500464	Consultants	5,000.00	-	5,000.00
049-584914	Transfer To Other State Agency	26,591.00	-	26,591.00
050-500109	Personal Service Temp	69,093.00	-	69,093.00
060-500601	Benefits	196,667.00	3,395.00	200,062.00
062-500538	Workers Compensation	1,245.00	-	1,245.00
065-500541	Board Expenses	12,000.00	-	12,000.00
066-500546	Employee Training	1.00	-	1.00
070-500704	In State Travel Reimbursement	2,500.00	-	2,500.00
080-500714	Out Of State Travel	1.00	250.00	251.00
211-501530	Catastrophic Casualty Ins	1.00	-	1.00
230-500765	Interpreter Service	16,600.00	-	16,600.00
<b>Total Expenses</b>		<b>707,159.00</b>	<b>12,075.00</b>	<b>719,234.00</b>

In SFY2026, funds shall be allocated as follows:

Governor's Commission on Disability  
 01-02-02-020510-10040000  
 State Fiscal Year 2026

Class Account	Class Title	Enacted Budget	Increase (Decrease) Amount	Revised Enacted Budget
005-492831	Private Local Funds	-	4,025.00	4,025.00
<b>Total Revenue</b>		-	<b>4,025.00</b>	<b>4,025.00</b>
010-500100	Personal Services Perm Clas	-	1,440.00	1,440.00
011-500126	Personal Services Unclassif	-	1,235.00	1,235.00
040-500800	Indirect Costs	-	50.00	50.00
042-500620	Additional Fringe Benefits	-	150.00	150.00
060-500601	Benefits	-	1,150.00	1,150.00
<b>Total Expenses</b>		-	<b>4,025.00</b>	<b>4,025.00</b>

**EXPLANATION**

This request is to accept and expend grant funds from the Institute for Human Centered Design, New England ADA Center, in the amount of \$16,100 (\$12,075 for FY2025 and \$4,025 for FY2026). The Governor's Commission on Disability (GCD) and Institute for Human Centered Design, New England ADA Center, has entered into a written agreement for services whereby the GCD is subcontracting as the New England ADA Center's State Affiliate.

New England ADA Center is a member of the ADA National Network and provides information, guidance, training, and research on the American with Disabilities Act, tailored to meet the needs of business, government, and individuals at the local, regional, and national levels. Furthermore, the New England ADA Center is funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) under the office of Health and Human Services' Administration for Community Living.

The Governor's Commission on Disability is committed to a coordinated effort to increase understanding and implementation of the ADA throughout the State as well as assist in research activities. The GCD will provide information, guidance, and training on the American with Disabilities Act, tailored to meet the needs of business, government, and individuals at the local and state levels.

These funds are to be budgeted as follows:

- Class 010** Funds will be used to offset permanent classified salaries paid from general funds.
- Class 011** Funds will be used to offset permanent unclassified salaries paid from general funds.
- Class 040** Funds will be used to pay associated indirect expense.
- Class 042** Funds will be used to pay associated post-retirement expense.
- Class 060** Funds will be used to offset associated benefit expense paid from general funds.
- Class 080** Funds will be used for travel costs for GCD staff members to attend the State Affiliate Meeting in Boston MA.

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

Respectfully submitted,



Charles J. Saia  
Executive Director



**New England ADA Center and the  
New Hampshire Governor’s Commission on Disability**

**State Affiliate Scope of Work and Agreement**

**September 1, 2024 – August 31, 2025**

This is an agreement for services between the Institute of Human Centered Design’s New England ADA Center and New Hampshire Governor’s Commission on Disability. The Governor’s Commission is sub-contracting as the New England ADA Center’s State Affiliate in New Hampshire. This contract award for is for Year 4 of a five-year grant.

New England ADA Center is a member of the ADA National Network and provides information, guidance, training and research on the Americans with Disabilities Act, tailored to meet the needs of business, government and individuals at local, regional and national levels

The New England ADA Center’s State Affiliate is committed to a coordinated effort to increase understanding and implementation of the ADA throughout the State. The State Affiliate will provide information, guidance, and training on the Americans with Disabilities Act, tailored to meet the needs of employers, business, government and individuals at local and state levels.

The New England ADA Center is funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) under the Office of Health and Human Services’ Administration for Community Living.

This agreement can be amended at any time by the New England ADA Center to meet requirements from NIDILRR, or for any reason by the New England ADA Center.

**Grant Period:** September 1, 2024--August 31, 2025

**NIDILRR Grant Award #** 90DPAD0011

<b>YEAR 1</b>	<b>ADA Technical Assistance Activities</b>	<b>Total</b>
Award Amount	\$16,100	\$16,100

This allocation is subject to change on an annual basis.

## Programmatic Requirements

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### State Affiliate will:

1. **Explain all Titles of the ADA through:**
  - a. Technical assistance by phone, email, fax, CHAT and in-person
  - b. Trainings and Webinars
  - c. Outreach to target audiences
  - d. Capacity Building in developing and delivering trainings with stakeholders
2. **Co-train** either virtually or in-person with New England ADA Center staff.
3. **Co-staff** either virtually or in-person an exhibit with New England ADA Center staff.
4. Strategically reach out to new target audiences and provide ADA Services to:
  - a. People with addiction recovery in cities and rural areas
  - b. Older workers ages 65 +
  - c. People of color with disabilities
5. Assist in disseminating: The ADA Checklist for Existing Facilities, The ADA Action Guide for State and Local Governments, and the ADA, Addiction and Recovery Fact Sheet Series to persons with addiction and in recovery from alcohol and substance use disorders.
6. **Assist with other requests that might arise over the course of the year. Occasionally the ADA Center gets one-off requests that might make more sense for Affiliates to facilitate. If this should occur we'll reach out to you to discuss.**
7. Provide the ADA Center with an article & photo for the Access New England Newsletter once a quarter.
8. Meet twice a year for the State Affiliate Meeting.
9. Make clear attribution to the New England ADA Center on grant supported trainings, meetings, websites, materials, and conference events, *"With support from the New England ADA Center"* and/or Logo (PNG of log is attached and in Appendix A). Provide examples of how attributions for examples, logo on website.
10. Submit a digital copy of the ADA Quarterly Report.
11. Submit a digital invoice on your letterhead quarterly. And, include a line item for any outstanding monies owed to you.

### Quarterly Report and Invoice Requirements

1. Submit digital Quarterly Reports. These are due at the end of each quarter:

- **September 1 - November 30** (Quarter 1)
- **December 1 - February 28** (Quarter 2)
- **March 1 - May 31** (Quarter 3)
- **June 1 - August 31** (Quarter 4)

Please submit reports and within 15 days of the due date. **Reports and forms for year 4 have been updated. Please note changes.**

2. Submit a digital Quarterly Invoice on your letterhead at the end of each quarter. **Include a line item for any monies owed to you.**

- **September 1 - November 30** (Quarter 1) **\$4,025.00**
- **December 1 - February 28** (Quarter 2) **\$4,025.00**
- **March 1 - May 31** (Quarter 3) **\$4,025.00**
- **June 1 - August 31** (Quarter 4) **\$4,025.00**

Please submit within 15 days of the due date.

3. ADA Center will process payment within *45-60 days* of receiving both quarterly invoice and report.

### Annual Financial Requirements

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#### Subcontractors are responsible for:

- Provide a budget with expenditure allocation to be included with signed agreement. This is required before payment can be made.
- Annual financial reporting that confirms the expenditure of money based on the allocations you projected, this must be submitted to receive 4<sup>th</sup> quarter payment.
- Submission of your most recent annual audit and financial statements - when applicable, arrange for audits and assure audit resolution (those entities receiving less than \$25,000 in federal financial assistance from all sources per year are exempt from the federal audit requirements).
- If you are a State agency, submit your agency's financial report.
- Retain support documents of expenses and labor related to this agreement making these documents available to the Center upon request.
- Complete all documentation required by the Center related to fiscal concerns in a timely manner.
- Reply to IHCD's independent Auditors KPM Confirmations in a timely manner.

**Miscellaneous Provisions**

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The subcontractor shall comply with all applicable provisions under the Rehabilitation Act of 1973, Sections 502 and 504 as well as the Americans with Disabilities Act of 1990 in carrying out all of the activities specified by this agreement. Failure to comply may result in the termination of this agreement.

While the quarterly progress reports are vehicles of communication between the subcontractor and the Center, there will be occasions when the subcontractor must communicate information to the Center instead of waiting for the submission of the next quarterly report. Examples of this are a change in the state budget, or significant barriers to conducting the business of the subcontract.

**Lobbying Form**

Our funders, the National Institute on Disability, Independent Living, and Rehabilitation and Research (NIDILRR) request that state affiliates sign a 'Lobbying Form' (See below). Please sign and return Lobbying Form below.

**The subcontractor shall report all activities undertaken as part of this agreement to the Center utilizing the quarterly reporting format required by the Center. Failure to submit a quarterly report and comply with the other provisions of this agreement will result in loss of funds under this agreement. Sub-Contractors will not be reimbursed for quarters in which the report and invoice is more than 15 days from due date.**

**Please send a budget: outlining how you will spend the money and isolating research expenditure. This money will not be paid without attendance at the required meetings and trainings.**

**Please sign and return digitally to Taciana Ribeiro Saab [tribeirosaab@IHCDesign.org](mailto:tribeirosaab@IHCDesign.org)**

IHCD's New England ADA Center

NH Governor's Commission on Disability

*Taciana Ribeiro Saab*

*Charles Hain, EXECUTIVE DIRECTOR*

9.1/2024

Date

10/09/2024  
Date

**Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

**The undersigned certifies, to the best of his or her knowledge and belief, that:**

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (Please contact Gabriela Sims if you need this form 617-695-1225 x222 or gsims@HumanCenteredDesign.org)

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Please sign and return digitally to Taciana Ribeiro Saab [tribeirosaab@IHCDesign.org](mailto:tribeirosaab@IHCDesign.org)**

New Hampshire Governor's Commission on Disability

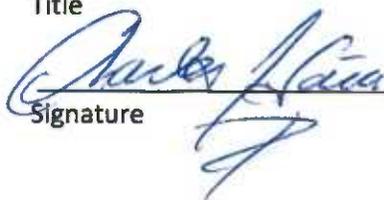
Applicants Organization

Charles J. Saia

Printed Name of Authorized Representative

Executive Director

Title

  
Signature

10/9/2024

Date

## APPENDIX A

### LOGO

