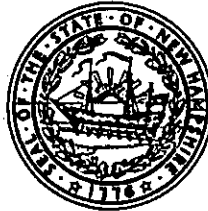


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Frank Edelblut
Commissioner of Education

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

October 3, 2018

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

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning, 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 \$110,000.00 to house the Statewide Independent Living Council (SILC) and its Program Assistant 1 through June 30, 2021, effective July 1, 2019 upon Governor and Council approval, whichever is later. **100% Federal.**

Funds to support this request are anticipated to be available in the account titled Field Program-Match, with the authority to adjust encumbrances between State fiscal years through the Budget Office, if needed and justified:

	<u>FY2020</u>	<u>FY2021</u>
06-56-56-565510-25380000-049-584902 Contracts for Program Services	\$55,000	\$55,000

EXPLANATION

The 1992 Amendments to the Rehabilitation Act, Sec. 705 (a) require 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. 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. The agreement between the Division of Career Technology and Adult Learning'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

Frank Edelblut
Commissioner of Education

AGREEMENT
BETWEEN
THE NH GOVERNOR'S COMMISSION ON DISABILITY
AND
THE NH DEPARTMENT OF EDUCATION
DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING

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 will be providing an independent setting for the SILC's Program Assistant I and the SILC with solid in-kind assistance (Interaction and support with the GCD, such as staff meetings, various projects, research/collaboration etc.)

The Governor's Commission on Disability will assess an administrative fee of \$20,515.07 in FY20 and \$20,193.84 in FY21 to be used to defray office maintenance costs, provide computer training and/or consultation, to supplement GCD efforts to enhance independent living services and promote compliance with the Americans with Disabilities Act. The funds will defray printing, interoffice mailing and other miscellaneous costs related to the above mentioned efforts.

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

The GCD will provide meeting room space for the SILC's subcommittees on a space available basis.

This Agreement shall commence on July 1, 2019 and terminate on June 30, 2021.

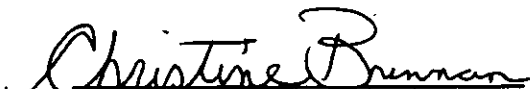
General Job Responsibilities for Program Assistant I

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

- 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 minutes at 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;
- Provide support to the SILC program in carrying out 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.

Division of Career Technology and Adult Learning will provide the following:

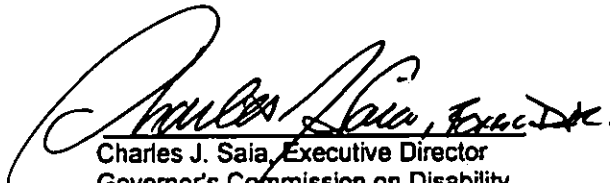
- \$20,515.07 Administrative fee upon receipt of quarterly invoices for state fiscal year 2020.
- \$20,193.84 Administrative fee upon receipt of quarterly invoices for state fiscal year 2021.
- An amount not to exceed \$34,484.93 for FY20 and \$34,806.16 for FY21, prorated as necessary, to be paid on a quarterly basis when invoice and reports are received, accompanied by a list of activities, as necessary against this agreement and equal to up to twenty-nine hours per week (not to exceed 58 hours in a State of NH payroll period) for a temporary part-time Program Assistant I position housed at the GCD.
- Large mailings, teleconference call expenses, lunches for meetings and all other SILC-related expenses are the full responsibility of the NH Department of Education, Division of Career Technology and Adult Learning.
- Arrange for the provision of support services for all full Council and committee meetings (interpreters, PCAs, readers, transportation, etc.) with copies of ledger pages to SILC Chair,
- Make available copies of New Hampshire's State Plan for Independent Living to all New England SILC Chairpersons.


Christine Brennan, Deputy Commissioner
Department of Education

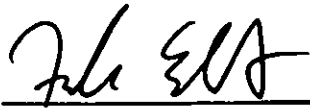
10/10/18
Date


Approved by the Attorney General

10/10/18
Date


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

10/09/2018
Date


Frank Edelblut
Commissioner of Education

10-10-18
Date

SFY 2020

Salary-Benefits:		
FY20 Salary	31,033.15	26 Pay Periods (1508 hrs.)
FY20 Annual Leave	<u>1,001.15</u>	67 Hours
	Subtotal: 32,034.30	
Benefits:	<u>2,450.63</u>	
	Total: <u>34,484.93</u>	
 Administrative Fee:		
Executive Director	6,555.82	for supervision (7%)
Accounting	3,032.64	for payroll/accounting (6%)
Benefits	4,580.55	for above payroll taxes
GCD Equipment Usage	500.00	Use of office technology and equipment
Telecom	900.00	plus use of toll-free line
Copier share	600.00	plus supplies (paper, toner)
Indirect/Audit Fees	346.06	for shared services & audit fees
Rent share	<u>4,000.00</u>	(based on per staff person)
	Total <u>\$20,515.07</u>	

Total Payments for FY 2020, salary and administrative fee:	Full Cost	Rounded
Salary/Benefits	34,484.93	34,485
Administrative Fee	<u>20,515.07</u>	<u>20,515</u>
	\$55,000.00	\$55,000

SFY 2021

Salary-Benefits:		
FY21 Salary	31,331.56	26 Pay Periods (1508 hrs.)
FY21 Annual Leave	<u>1,001.15</u>	84 Hours
	Subtotal: 32,332.71	
Benefits:	<u>2,473.45</u>	
	Total: <u>34,806.16</u>	
 Administrative Fee:		
Executive Director	6,555.82	for supervision (7%)
Accounting	3,042.00	for payroll/accounting (6%)
Benefits	4,736.38	for above payroll taxes
GCD Equipment Usage	500.00	Use of office technology and equipment
Telecom	900.00	plus use of toll-free line
Copier share	600.00	plus supplies (paper, toner)
Indirect/Audit Fees	350.00	for shared services & audit fees
Rent share	<u>3,509.64</u>	(based on per staff person)
	Total <u>\$20,193.84</u>	

Total Payments for FY 2021, salary and administrative fee:	Full Cost	Rounded
Salary/Benefits	34,806.16	34,806
Administrative Fee	<u>20,193.84</u>	<u>20,194</u>
	\$55,000.00	\$55,000

NOTE: Total SFY 2020-21 "In Kind Support" from the Governor's Commission on Disability equals 25.50 hours per month at \$67.35 an hour, for a monthly dollar amount of \$670.35. Annual amount of \$8,044.20 based on state pay schedule of 1/04/2019.

Contractor Initials GS
Date 1/9/18