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NEW HAMPSHIRE  
COUNCIL ON  
DEVELOPMENTAL DISABILITIES

May 30, 2019

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

**REQUESTED ACTION**

The NH Council on Developmental Disabilities requests to place item on the Consent Calendar.

Authorize New Hampshire Council on Developmental Disabilities to amend Governor & Council item #48, previously approved on May 2, 2018, action #2, the Acceptance and Expenditure of \$60,000, by extending the end date from June 30, 2019, to September 30, 2022, to align the authority to expend the grant funds with the authorized Memorandum of the Cooperative Agreement between the NH Council on Developmental Disabilities and the University of New Hampshire-Institute on Disabilities. This is a no cost request.

**EXPLANATION**

The NH Council on Developmental Disabilities submitted and received approval from Governor and Council on May 2, 2018, to enter into a cooperative agreement with the University of New Hampshire, Institute on Disabilities, as well as to accept grant funds intended to improve the quality and satisfaction for users of the developmental services delivery system. The cooperative agreement has an end date of September 30, 2022. The acceptance and expenditure of funds was submitted with an end date of June 30, 2019. This request is to align the dates of the agreement with the term of the expending of funds. There are no changes in cost. The NH Council on Developmental Disabilities has made great strides with this agreement and acceptance of funds. The collecting of data this past year by holding several focus groups at advocate-led meetings is invaluable their input gives them a voice for change. Several more focus groups are scheduled and a study is underway of direct support professional employment training, which is being reviewed to offer suggestions for improvement. Your approval of this request is needed to allow the agency to continue to fulfill the agreement conditions, as well as the continuation of work with self-advocates establishing measures of quality and satisfaction, developing and implementing self-advocate led trainings for Direct Support Providers in the system.

The New Hampshire Council on Developmental Disabilities 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. Council members are appointed by the Governor, and represent people with developmental disabilities, parents and guardians and representatives of agencies that support people with developmental disabilities as specified in federal and state law. 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. Our role on the Living Well: Quality Frameworks grant will be to participate in the Quality Council/Advisory Committee for this grant, work with self-advocates establishing measures of quality and satisfaction, and developing and implementing self-advocate-led trainings for Direct Support Providers in the system.

Respectfully submitted,

Isadora Rodriguez-Legendre  
Executive Director



NEW HAMPSHIRE  
COUNCIL ON  
DEVELOPMENTAL DISABILITIES



April 5, 2018

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

**REQUESTED ACTION**

1. Authorize the Developmental Disabilities Council to **RETROACTIVELY** enter into a Cooperative Agreement with the University of New Hampshire in the amount of \$150,000 to participate in the Quality Council/Advisory Committee, from October 1, 2017 through September 30, 2022, upon Governor and Council Approval. 100% Other Funds
2. Authorize the Developmental Disabilities Council to **RETROACTIVELY** accept and expend funds from the University of New Hampshire in the amount of \$60,000 to participate in the Quality Council/Advisory Committee, from October 1, 2017 through June 30, 2019, upon Governor and Council Approval. 100% Other Funds

In SFY 2018 and 2019, funds to be budgeted as follows:

**01-97-97-970010 -3896 –Quality Frameworks Living Well account**

Class	Description	Current SFY 18 adj. authorized	Requested Action	Revised SFY 18 adj. authorized	Current SFY 19 adj. authorized	Requested Action	Revised SFY 19 adj. authorized
009-402321	Program Income	\$0.00	\$30,000.00	\$30,000.00	\$0.00	30,000.00	30,000.00
Total				\$30,000.00			\$30,000.00
CLASS 20 500200	Current Expenses	\$0.00	\$346.00	\$346.00	\$0.00	\$346.00	\$346.00
CLASS 21 500207	Food-non institutional	\$0.00	\$250.00	\$250.00	\$0.00	\$250.00	\$250.00
CLASS 22 500258	Lease other than state	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
CLASS 40 501587	Indirect Costs	\$0.00	\$2,727.60	\$2,727.60		\$2,727.60	\$2,727.60
CLASS 46 500464	Consultant	\$0.00	\$5,750.00	\$5,750.00	\$0.00	\$5,750.00	\$5,750.00
CLASS 50 500109	Personal Services PT	\$0.00	\$14,717.00	\$14,717.00	\$0.00	\$14,717.00	\$14,717.00
CLASS 60 500601	Benefits/fringe	\$0.00	\$4,709.40	\$4,709.40	\$0.00	\$4,709.40	\$4,709.40
CLASS 70 500704	In State Travel	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00
Total		\$0.00	\$30,000.00	\$30,000.00	\$0.00	30,000.00	\$30,000.00

Funds in class 20, will be used for current expenses purchases postage, printing, and copying  
Funds in class 21, will be used to purchase food for advocate and DSP trainings and summits.  
Funds in class 22, will be used for rentals of conference rooms, training rooms and/ or equipment rental for trainings.  
Funds in class 40, will be used to pay state of NH indirect costs  
Funds in class 46, will be used to pay training consultants, speakers and self- advocates that conduct workshops  
Funds in class 50, will be used to pay staff wages.  
Funds in class 60, will be used to pay for fringe benefits.  
Funds in class 70, will be used for any instate travel of staff, council members and self-advocates traveling on behalf of NH council on Developmental Disabilities

### EXPLANATION

The Living Well: Quality Frameworks grant is a federal grant that was awarded to the University of New Hampshire's Institute on Disability (IOD). It is intended to improve quality and satisfaction for users of the developmental services delivery system. Because this is a federal grant, the fiscal year runs from October 1<sup>st</sup> thru September 30<sup>th</sup> for any given grant year. However, although the grant was supposed to be awarded with a start date of October 1<sup>st</sup>, 2017, the IOD was not notified until the end of 2017. Subsequently, the materials developed for sub-grantees were not distributed to us until January, 2018. It has taken some time to develop the scope of work, budget, budget justification and other documents, as well as establishing an account in the federal System for Award Management (SAM), which is a requirement for this grant, and establishing the necessary accounting unit in the State of New Hampshire's treasury system. These reasons have all contributed to the need to take these funds in retroactively. The grant incorporates various elements of the developmental services system, including the NH Bureau of Developmental Services, Self- advocacy groups and the NH Council on Developmental Disabilities and provides funding for these entities to work together on a Quality Council/Advisory Group.

The New Hampshire Council on Developmental Disabilities 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. Council members are appointed by the Governor, and represent people with developmental disabilities, parents and guardians and representatives of agencies that support people with developmental disabilities as specified in federal and state law. 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. Our role on the Living Well: Quality

Frameworks grant will be to participate in the Quality Council/Advisory Committee for this grant, work with self-advocates establishing measures of quality and satisfaction, and developing and implementing self-advocate-led trainings for Direct Support Providers in the system.

Respectfully submitted,



Isadora Rodriguez-Legendre  
Executive Director

## Agreement No. 18-033

This agreement is entered into by and between the University of New Hampshire ("University"), and New Hampshire Council on Developmental Disabilities ("Subcontractor").

### RECITALS

University is the recipient of Cooperative Agreement No. 90DNIQ00010100 FAIN No. 90DNIQ00010100 (CFDA No. 93.631 Developmental Disabilities Projects of National Significance) ("Prime Agreement") from U.S. Department of Health and Human Services ("Federal Awarding Agency") (a.k.a. "Government") with an issue Date of 09/22/2017. The total amount of Federal Award to University is \$1,785,000. This award is R&D and is subject to FFATA.

The Prime Agreement provides for collaborative effort by Subcontractor to be implemented through appropriate contractual arrangements.

Subcontractor agrees to participate in the manner, and for the consideration, described in this document.

NOW THEREFORE, the parties agree to the following terms:

### SPECIAL PROVISIONS

#### Article 1 - Statement of Work

The Subcontractor shall, as an independent contractor, provide all labor, materials, equipment and facilities necessary to accomplish the work required under this Agreement, as described in the Statement of Work incorporated into this Agreement and attached to this document as Exhibit I.

The Subcontractor represents that all work and services it provides under this Agreement will conform to high professional standards in the field.

#### Article 2 - Period of Performance

The period of performance for this Agreement is from October 1, 2017 through September 30, 2022. Expenditures incurred prior to the beginning date or subsequent to the end date are not allowable costs.

#### Article 3 - Key Personnel

The Subcontractor's project director, Isadora Rodriguez-Legendre, is considered Key Personnel and may not be replaced without prior University Approval.

#### **Article 4 - Cost & Limitation of Obligation**

The total estimated cost to University for the performance of this work must not exceed \$150,000. Subcontractor's budget is incorporated into this Agreement and attached to this document as Exhibit II.

Total funds in the amount of \$30,000 have been allotted and are available for payment of allowable costs incurred during the Period of Performance, as stated in **Article 2 – Period of Performance**. University will not reimburse Subcontractor for costs exceeding the amount specified in this paragraph.

#### **Article 5 - Allowable Costs**

For the performance of the tasks described in Article 1 of this Agreement, University will pay those of Subcontractor's costs that are determined to be allowable in accordance with:

A) The cost principles applicable to Subcontractor's type of organization as required in 2 CFR 200 Subpart E – Cost Principles.

Indirect costs will be reimbursed in accordance with Subcontractor's most recent negotiated rate agreement as required in 2 CFR 200.414. Fringe benefits will be reimbursed in accordance with Subcontractor's institutional policies. Subcontractor shall provide University one copy of the most recent rate agreement memorandum it has negotiated with its cognizant Federal agency.

Fringe benefits will be reimbursed in accordance with such cost and pricing data as are reasonably required to establish the appropriateness of Subcontractor's rates.

Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs as required by 2 CFR 200.414.

B) The budget included in this document as Exhibit II.

C) The terms of this Agreement.

#### **Article 6 - Payment**

Subcontractor may submit invoices to University at least quarterly but not more frequently than monthly. Invoices must show the period for which reimbursement is being requested and must itemize the costs by budget category as shown on the budget, Exhibit II. The invoice must show "current" costs, "cumulative" costs, cost sharing, Subaward number, and certification as to truth and accuracy of invoice in accordance

with 2 CFR 200.415. Detailed transactions shall be included with each invoice. Subcontractor shall provide receipts upon request by University. University will pay properly submitted invoices within 30 days of receipt. Subcontractor shall submit its final invoice, which must be marked "Final," no later than 45 days after the ending date of this Agreement as specified in **Article 2 - Period of Performance**. The final invoice will be used as Subcontractor's final report of expenditures.

Subcontractor shall mail the invoices to:

Jennifer Donahue  
University of New Hampshire  
Institute on Disability  
10 West Edge Drive  
Durham, NH 03824  
(603) 862-0321  
Jennifer.Donahue@unh.edu

Upon request by University, Subcontractor shall refund any payments received for what are, as a result of a Federal or University audit, determined to be unallowable expenditures. Subcontractor, however, has the right to establish allowability of any such expenditures. University may withhold payment of the final invoice pending receipt of the Final Report, as referred to in **Article 10 - Reports**, by University's Project Director and/or resolution of any audit findings.

#### **Article 7 - Rebudgeting**

The Subcontractor is authorized to rebudget funds in accordance with the General Provisions incorporated into this Agreement and attached to this document as Exhibit III. University approval is required for rebudgeting that requires prior approval under the terms of the General Provisions. All requests for rebudgeting approval must be directed to the Authorized University Representative identified in **Article 17 - Notices**.

#### **Article 8 - Equipment: Vesting & Reporting**

The Subcontractor may retain title to all equipment purchased under this Agreement, subject to the conditions of the Prime Agreement attached to this document as Exhibit III. The Subcontractor shall, within 30 days of the expiration of this Agreement, submit a final report of equipment purchased under this Agreement (including negative reports) to the Authorized University Representative identified in **Article 17 - Notices**.

## **Article 9 - Records & Audit**

Subcontractor agrees to establish and maintain a system of administrative monitoring procedures and controls, and maintain accounting records in accordance with generally accepted accounting principles, which will enable Subcontractor to comply with the general and specific requirements that apply to performance and expenditures under this Agreement. To assure the adequacy of Subcontractor's procedures and controls, University will be entitled to take reasonable steps to monitor Subcontractor's compliance. Such steps may include performing desk audits, having University audit representatives perform reviews of Subcontractor performance, or requiring Subcontractor, at Subcontractor's expense, to arrange performance of an independent audit of Subcontractor's compliance with the terms of this Agreement. If, in the opinion of University and/or an independent auditor, Subcontractor fails to comply with the terms of this Agreement, University may impose appropriate sanctions on Subcontractor, including but not limited to terminating this Agreement and/or adjusting the total payment amount to be paid to Subcontractor hereunder. Subcontractor agrees that if its expenditures under this Agreement are disallowed during audit, Subcontractor shall promptly repay UNH the amount of any such disallowances. Subcontractor, however, has the right to establish allowability of any such item of cost under the Agreement.

Subcontractor shall maintain adequate financial records, in accordance with generally accepted accounting practices, to clearly identify expenses of the Agreement, to describe the nature of each expense and to establish relatedness to the Agreement. All records of this Agreement must be available for inspection by representatives of University and/or the Federal Government at the regular place of business of Subcontractor during normal business hours. All records of this Agreement must be retained for a period of three years with the following qualifications:

- A. The retention period starts from the date of FINAL PAYMENT made to Subcontractor by University under this Agreement.
- B. Records related to any audit initiated prior to the expiration of the three-year period must be retained until the audit findings involving the records have been resolved.

## **Article 10 - Reports**

Subcontractor shall, within 30 days of the expiration of this Agreement, provide a final programmatic report to the University project director, and Subcontractor shall provide semi-annual progress report to the University project director no later than 15 days after the close of the period. Subcontractor's reports will include copies of all reprints, conference papers, etc. resulting from work funded under this Agreement. University's project director is entitled to request submission of additional progress reports on a schedule agreeable to Subcontractor's project director.

## **Article 11 - Publication & Copyright**

Subject to the provisions of the Prime Agreement, publication of the results obtained from work funded under this Agreement is encouraged and Subcontractor may copyright material that is developed by its staff in the course of or under this Agreement. The Subcontractor agrees to grant to the Federal Government, and others acting on its behalf, a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use the material developed under this agreement. The Subcontractor also grants University a royalty free, non-exclusive, and irrevocable license to use any data, copyrighted material (including computer programs) or know-how developed under this Agreement for the purpose of allowing University to meet its reporting/deliverables obligations under the Prime Agreement. All publications must cite the source of support and indicate that the findings, opinions and recommendations they express therein are those of the author and not necessarily those of University or of the Federal Awarding Agency.

## **Article 12 - Inventions**

Subject to the provisions of the Prime Agreement, rights of ownership and disposition of inventions made under this Agreement will be governed in accordance with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements", which is incorporated in this Agreement by reference to the same extent as if provided in full text.

## **Article 13 - Indemnification**

Subcontractor shall hold the University harmless from and shall indemnify University for any and all claims, demands, and actions based upon or arising out of any activities, services performed, or work done by Subcontractor or its employees or agents under this Agreement, and shall defend any and all claims or demands. The Subcontractor shall indemnify, save and hold harmless the University and the federal government and its representatives against any liability resulting from any willful or intentional violation by the Subcontractor arising out of any services performed under this Agreement.

## **Article 14 - Termination**

University is entitled to terminate this Agreement, upon written notification to the Subcontractor, for convenience of either University or Subcontractor or because of Subcontractor's default or failure to:

- Accomplish the work required under this Agreement within the time specified as the Period of Performance or any extension of the Period of Performance.
- Make progress, so as to endanger University's performance of the Prime Agreement.



- Correct any breach of this Agreement within a reasonable time after having been advised of such breach.

In the event of termination, Subcontractor will be reimbursed for allowable costs and non-cancelable obligations incurred prior to the date of notice of termination.

Termination of this Agreement for any reason will not affect the rights and obligations of either party accrued prior to the termination of this Agreement, including rights and remedies provided by law for default or failure to perform.

Either party may terminate this subaward with thirty days written notice to the appropriate party's authorized official contact. University shall pay Subcontractor for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 74 Appendix E, "Principles for Determining Costs Applicable to Research & Development under Grants and Contracts with Hospitals, as applicable.

#### **Article 15 - Disputes**

Any dispute arising under this Agreement which cannot be resolved by mutual consent of the parties to this Agreement may be settled by mediation, arbitration at the parties' mutual agreement, or other appropriate legal proceedings. Pending the resolution of any such proceedings, Subcontractor shall, at University's discretion, proceed diligently with the performance of this Agreement.

#### **Article 16 - Hold Harmless**

Each party to this Agreement assumes all risk of personal injury and property damage attributable to the negligent acts or omissions of its personnel.

#### **Article 17 - Notices**

Communications concerning Subcontractor's performance under this Agreement will be directed to University's project director at the following address:

Linda Bimbo  
University of New Hampshire  
Institute on Disability  
10 West Edge Drive  
Durham, NH 03824  
(603) 228-2085  
[linda.bimbo@unh.edu](mailto:linda.bimbo@unh.edu)

Communications concerning contractual and administrative aspects of this Agreement will be directed to University's Grant & Contract Administrator at the following address:

Susan Sosa  
University of New Hampshire  
Sponsored Programs Administration  
Service Building  
51 College Road  
Durham, NH 03824  
(603) 862-4848

#### **Article 18 - Use of Name**

Neither Subcontractor nor University may make use of this Agreement, or use the other's name or that of any member of the other's staff for publicity or advertising purposes without prior written approval of the other party.

#### **Article 19 - Certifications**

**Debarment and Suspension (E.O.s 12549 and 12689)** – The Subcontractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the Subcontractor is unable to certify to this statement, it shall attach an explanation to this Agreement, and, at University's option, University may void this Agreement. Subcontractor shall promptly notify University if it or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

**Equal Employment Opportunity** – The Subcontractor must comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended** – The Subcontractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

**Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – The Subcontractor certifies, to their knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid by or on behalf of Subcontractor, 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 obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- If any funds other than Federal appropriated funds have been paid or will be paid by or on behalf of Subcontractor, 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 obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352, Subcontractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- Subcontractor shall require that the language of this certification be included in the award documents of all subcontracts at all tiers and that all subcontractors shall certify and disclose accordingly.

**Human Subjects and Animal Welfare** - Subcontractor assures that adequate safeguards will be taken whenever using vertebrate animals or human subjects in research or training projects, and that an institutional review committee composed of sufficient members with varying backgrounds to assure complete and adequate review of projects involving the use of human or animal subjects has reviewed and approved the projects. Subcontractor shall abide by all applicable regulations of the U.S. Department of Health and Human Services and the U.S. Department of Agriculture regarding the use of human or animal subjects and comply with state and local laws.

**Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – The Subcontractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

**Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)** - The Subcontractor shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

**Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)** – The Subcontractor shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act

(40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

#### **Article 20 - General Provisions**

All applicable requirements, regulations, provisions, terms and conditions of the Prime Agreement are included as Exhibit III to this document and are hereby adopted in full force and effect to the relationship between University and Subcontractor. References to Contractor or Recipient in Exhibit III will be taken to mean Subcontractor; references to the Government or Federal Awarding Agency in Exhibit III will be taken to mean Government/Federal Awarding Agency or University or both, as appropriate.

#### **Article 21 - Assignment**

Subcontractor shall not assign, delegate or otherwise transfer, either in whole or in part, any of its rights or obligations under this Agreement without the prior written approval of University.

#### **Article 22 - Order of Precedence & Severability**

In the event of conflict between the Special and General Provisions in this Agreement, the Special Provisions shall prevail over the General Provisions.

In the event that any part of this Agreement is held to be unenforceable or invalid in any court of competent jurisdiction, then said part must be deleted or modified, as necessary, to render the remainder of this Agreement valid and enforceable.

**Article 23 - Entire Agreement**

This Agreement is the entire agreement between Subcontractor and University regarding this collaborative effort and supersedes and replaces any previously existing arrangements, oral or written; all changes herein must be made by written amendment and executed for the parties by their authorized officials.

IN WITNESS WHEREOF, The University of New Hampshire and have executed this Agreement.

By An Authorized Official of:

UNIVERSITY OF NEW HAMPSHIRE

**Susan Sosa**

Digitally signed by Susan Sosa  
DN: cn=Susan Sosa, o=UNHSponsored  
Programs Administration,  
email=susan.sosa@unh.edu, c=US  
Date: 2018.03.23 10:47:56 -0400

Name: Susan Sosa

Title: Sr. Grant & Contract Administrator  
Sponsored Programs Administration

Date: \_\_\_\_\_

By An Authorized Official of:

NEW HAMPSHIRE COUNCIL ON  
DEVELOPMENTAL DISABILITIES



Name: Isadora Rodriguez-Legendre

Title: Executive Director

Date: 4/10/18

**EXHIBIT I  
SUBAWARD AGREEMENT**

**Statement of Work**

### Scope of Work

The New Hampshire Council of Development Disabilities (DDC) will participate as a partner in this grant to implement the goals and objectives outlined in the work plan and participate as an active member of the Quality Council/Advisory Committee. The DDC will take the lead on activities within the goal related to building competencies for DSPs and other HCBS providers to improve access to quality of home and community based services related to developing a self-advocate led training (curriculum development and training). The focus will be on decision-making, choice, independence, and respect. In addition, the DDC will take the lead on the development and implementation of individual rights training, in collaboration with and by self-advocate leaders in NH, to enhance individual knowledge of their rights to support the ability to exercise those rights.

**EXHIBIT II**  
**SUBAWARD AGREEMENT**

**Budget**



BUDGET TEMPLATE						
Full Benefit Rates	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Partial Benefit Rates	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	TOTALS
<b>Personnel @ Full Fringe Rate:</b>						
Exec. Dir.	11,286	3,762	3,762	3,762	7,524	
Project Manager	3,431	6,862	6,862	6,862	5,146	
<b>Total Personnel @ Full Fringe</b>	<b>14,717</b>	<b>10,624</b>	<b>10,624</b>	<b>10,624</b>	<b>12,670</b>	<b>59,259</b>

<b>Personnel @ Partial Fringe Rate:</b>						
<b>Total Personnel @ Partial Fringe Rate</b>						

<b>Total Personnel:</b>	<b>14,717</b>	<b>10,624</b>	<b>10,624</b>	<b>10,624</b>	<b>12,670</b>	<b>59,259</b>
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<b>Fringe Benefits:</b>	<b>4,709.4</b>	<b>3,399.7</b>	<b>3,399.7</b>	<b>3,399.7</b>	<b>4,054.4</b>	<b>18,962.9</b>
<b>Total Personnel &amp; Fringe Benefits:</b>	<b>19,426</b>	<b>14,024</b>	<b>14,024</b>	<b>14,024</b>	<b>16,724</b>	<b>78,222</b>

<b>Total Travel:</b>	<b>500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>500</b>	<b>4,000</b>
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<b>Supplies:</b>	<b>196</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>199</b>	<b>1,995</b>
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<b>Other</b>						
Printing/Copying	200	299	299	299	300	
Postage	200	200	200	200	200	
Consultants	5,750	10,000	10,000	10,000	8,000	
Training Venues	1,000	1,550	1,550	1,550	1,350	
Other						

Total Other	7,150	12,049	12,049	12,049	9,850	153,147
Subtotal Direct Expenses	17,172	17,173	17,173	17,173	17,173	136,863
FEA	5,272	5,272	5,272	5,272	5,272	13,636
Grand Total:	30,000	30,000	30,000	30,000	30,000	150,000