

Frank Edelblut  
Commissioner



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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
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**APPROVED BY FISCAL COMMITTEE**

NOV 08 2019

October 30, 2019

The Honorable Mary Jane Wallner, 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**

Pursuant to RSA 9:16-c, I, authorize the Department of Education, Division of Career Tech and Adult Learning, Bureau of Vocational Rehabilitation to reallocate grant funds, in the amount of \$600,000 for the support of facilitating client services, effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. 100% Federal Funds.

Funds to be budgeted as shown below:

		FY20		
		<u>Program Administration (VR)</u>		
		Account: 06-56-56-565010-25370000		
Class	Description	Adjusted Authorized FY20 Budget	Requested Action	Adjusted FY20 Budget
<u>Income</u>				
000-400374	FEDERAL FUNDS	\$ (1,734,356)	\$ (100,000)	\$ (1,834,356)
<u>Expenditures</u>				
010-500100	PERSONAL SERVICES PERM CLAS	\$ 698,923		\$ 698,923
018-500106	OVERTIME	\$ -	\$ 100,000	\$ 100,000
020-500200	CURRENT EXPENSES	\$ 12,000		\$ 12,000
026-500251	ORGANIZATIONAL DUES	\$ 22,127		\$ 22,127
027-582703	TRANSFERS TO DOIT	\$ 67,059		\$ 67,059
028-582814	TRANSFERS TO GENERAL SERVIC	\$ 96,831		\$ 96,831
029-500290	INTRA-AGENCY TRANSFERS	\$ 10,380		\$ 10,380
030-500301	EQUIPMENT NEW REPLACEMENT	\$ 2,500		\$ 2,500
037-500174	TECHNOLOGY-HARDWARE	\$ 4,500		\$ 4,500
038-500177	TECHNOLOGY-SOFTWARE	\$ 29,498		\$ 29,498
039-500191	TELECOMMUNICATIONS	\$ 20,000		\$ 20,000

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040-500800	INDIRECT COSTS	\$	89,695	\$	89,695
041-500801	AUDIT FUND SET ASIDE	\$	1,666	\$	1,666
042-500620	ADDITIONAL FRINGE BENEFITS	\$	73,742	\$	73,742
050-500109	PERSONAL SERVICE TEMP APPOI	\$	2,500	\$	2,500
057-500531	BOOKS PERIODICALS SUBSCRIPT	\$	9,000	\$	9,000
060-500601	BENEFITS	\$	405,635	\$	405,635
070-500704	IN STATE TRAVEL REIMBURSEME	\$	16,000	\$	16,000
080-500710	OUT OF STATE TRAVEL REIMB	\$	37,300	\$	37,300
085-588527	INTERAGCY XFR OUT OF FED FN	\$	135,000	\$	135,000
	TOTAL	\$	1,734,356	\$	100,000
				\$	1,834,356

**VR Field Programs - Federal**

Account: 06-56-56-565010-25380000

Class	Description		Adjusted Authorized FY20 Budget	Requested Action	Adjusted FY20 Budget
<b>Income</b>					
000-400374	FEDERAL FUNDS	\$	(22,117,567)	\$ 100,000	\$ (22,017,567)
<b>Expenditures</b>					
010-500100	PERSONAL SERVICES PERM CLAS	\$	4,723,300		\$ 4,723,300
018-500106	OVERTIME	\$	19,724	\$ 100,000	\$ 119,724
020-500200	CURRENT EXPENSES	\$	250,308		\$ 250,308
021-502668	FOOD INSTITUTIONS	\$	11,734		\$ 11,734
022-500248	RENTS-LEASES OTHER THAN STA	\$	723,500		\$ 723,500
023-500291	HEAT ELECTRICITY WATER	\$	12,835		\$ 12,835
024-500225	MAINT OTHER THAN BUILD-GRN	\$	3,217		\$ 3,217
026-500251	ORGANIZATIONAL DUES	\$	14,515		\$ 14,515
027-582703	TRANSFERS TO DOIT	\$	975,763		\$ 975,763
028-582814	TRANSFERS TO GENERAL SERVIC	\$	58,947		\$ 58,947
029-500290	INTRA-AGENCY TRANSFERS	\$	10,374		\$ 10,374
030-500301	EQUIPMENT NEW REPLACEMENT	\$	200,249		\$ 200,249
037-500174	TECHNOLOGY-HARDWARE	\$	146,872		\$ 146,872
038-500177	TECHNOLOGY-SOFTWARE	\$	39,516		\$ 39,516
039-500191	TELECOMMUNICATIONS	\$	235,516		\$ 235,516
040-500800	INDIRECT COSTS	\$	1,987,979		\$ 1,987,979
041-500801	AUDIT FUND SET ASIDE	\$	25,939		\$ 25,939
042-500620	ADDITIONAL FRINGE BENEFITS	\$	610,112		\$ 610,112
046-500464	CONSULTANTS	\$	241,840		\$ 241,840
049-584902	TRANSFER TO OTHER STATE AGE	\$	67,171		\$ 67,171
050-500109	PERSONAL SERVICE TEMP APPOI	\$	389,661		\$ 389,661
060-500601	BENEFITS	\$	2,914,562		\$ 2,914,562
066-500546	EMPLOYEE TRAINING	\$	117,980		\$ 117,980
070-500704	IN STATE TRAVEL REIMBURSEME	\$	223,866		\$ 223,866
072-500577	GRANTS FEDERAL	\$	160,000		\$ 160,000
080-500719	OUT OF STATE TRAVEL REIMB	\$	255		\$ 255
085-588527	INTERAGCY XFR OUT OF FED FN	\$	55,000		\$ 55,000
102-500731	CONTRACTS FOR PROGRAM SER VI	\$	1,402,002		\$ 1,402,002
103-500741	CONTRACTS FOR OP SERVICES	\$	89,120		\$ 89,120
230-500765	INTERPRETER SERVICE	\$	29,439	\$ 100,000	\$ 129,439
603-500933	VR CLIENTS	\$	6,376,273	\$ (300,000)	\$ 6,076,273
	TOTAL	\$	22,117,567	\$ (100,000)	\$ 22,017,567

**FY21**  
**Program Administration (VR)**  
 Account: 06-56-56-565010-25370000

Class	Description	Adjusted Authorized FY21 Budget	Requested Action	Adjusted FY21 Budget
<u>Income</u>				
000-400374	FEDERAL FUNDS	\$ (1,717,309)	\$ (100,000)	\$ (1,817,309)
<u>Expenditures</u>				
010-500100	PERSONAL SERVICES PERM CLAS	\$ 711,632		\$ 711,632
018-500106	OVERTIME	\$ -	\$ 100,000	\$ 100,000
020-500200	CURRENT EXPENSES	\$ 12,000		\$ 12,000
026-500251	ORGANIZATIONAL DUES	\$ 1,000		\$ 1,000
027-582703	TRANSFERS TO DOIT	\$ 67,489		\$ 67,489
028-582814	TRANSFERS TO GENERAL SERVIC	\$ 94,913		\$ 94,913
029-500290	INTRA-AGENCY TRANSFERS	\$ 10,406		\$ 10,406
030-500301	EQUIPMENT NEW REPLACEMENT	\$ 2,500		\$ 2,500
037-500174	TECHNOLOGY-HARDWARE	\$ 4,500		\$ 4,500
039-500191	TELECOMMUNICATIONS	\$ 20,000		\$ 20,000
040-500800	INDIRECT COSTS	\$ 92,091		\$ 92,091
041-500801	AUDIT FUND SET ASIDE	\$ 1,706		\$ 1,706
042-500620	ADDITIONAL FRINGE BENEFITS	\$ 75,131		\$ 75,131
050-500109	PERSONAL SERVICE TEMP	\$ 2,500		\$ 2,500
057-500531	BOOKS PERIODICALS SUBSCRIPT	\$ 9,750		\$ 9,750
060-500601	BENEFITS	\$ 423,391		\$ 423,391
070-500704	IN STATE TRAVEL REIMBURSEME	\$ 16,000		\$ 16,000
080-500710	OUT OF STATE TRAVEL REIMB	\$ 37,300		\$ 37,300
085-588527	INTERAGCY XFR OUT OF FED FN	\$ 135,000		\$ 135,000
	TOTAL	\$ 1,717,309	\$ 100,000	\$ 1,817,309

**VR Field Programs - Federal**  
 Account: 06-56-56-565010-25380000

Class	Description	Adjusted Authorized FY21 Budget	Requested Action	Adjusted FY21 Budget
<u>Income</u>				
000-400374	FEDERAL FUNDS	\$ (11,556,854)	\$ 100,000	\$ (11,456,854)
<u>Expenditures</u>				
010-500100	PERSONAL SERVICES PERM CLAS	\$ 2,867,451		\$ 2,867,451
018-500106	OVERTIME	\$ -	\$ 100,000	\$ 100,000
020-500200	CURRENT EXPENSES	\$ 36,000		\$ 36,000
021-502668	FOOD INSTITUTIONS	\$ 700		\$ 700
022-500248	RENTS-LEASES OTHER THAN STA	\$ 318,664		\$ 318,664
023-500291	HEAT ELECTRICITY WATER	\$ 500		\$ 500
027-582703	TRANSFERS TO DOIT	\$ 458,710		\$ 458,710
028-582814	TRANSFERS TO GENERAL SERVIC	\$ 59,831		\$ 59,831
029-500290	INTRA-AGENCY TRANSFERS	\$ 7,206		\$ 7,206
030-500301	EQUIPMENT NEW REPLACEMENT	\$ 5,000		\$ 5,000

037-500174	TECHNOLOGY-HARDWARE	\$	9,000	\$	9,000
038-500177	TECHNOLOGY-SOFTWARE	\$	20,000	\$	20,000
039-500191	TELECOMMUNICATIONS	\$	102,040	\$	102,040
040-500800	INDIRECT COSTS	\$	373,286	\$	373,286
041-500801	AUDIT FUND SET ASIDE	\$	11,514	\$	11,514
042-500620	ADDITIONAL FRINGE BENEFITS	\$	304,644	\$	304,644
046-500464	CONSULTANTS	\$	25,000	\$	25,000
050-500109	PERSONAL SERVICE TEMP	\$	29,730	\$	29,730
060-500601	BENEFITS	\$	1,657,830	\$	1,657,830
066-500546	EMPLOYEE TRAINING	\$	36,250	\$	36,250
070-500704	IN STATE TRAVEL REIMBURSEME	\$	85,000	\$	85,000
085-588527	INTERAGCY XFR OUT OF FED FN	\$	55,000	\$	55,000
102-500731	CONTRACTS FOR PROGRAM SERVI	\$	373,998	\$	373,998
103-500741	CONTRACTS FOR OP SERVICES	\$	18,500	\$	18,500
230-500765	INTERPRETER SERVICE	\$	1,000	\$ 100,000	\$ 101,000
603-500933	VR CLIENTS	\$	4,700,000	\$ (300,000)	\$ 4,400,000
	TOTAL	\$	11,556,854	\$ (100,000)	\$ 11,456,854

### EXPLANATION

The Department of Education, Bureau of Vocational Rehabilitation receives a grant award from the U.S. Department of Education as authorized under Title IV of the Workforce Innovation Opportunity Act. This is a formula grant for states to provide Vocational Rehabilitation services to individuals with disabilities to assist them in achieving their employment goals and career pathways. The department has budgeted this grant in two accounting units: 25370000-Program Administration (VR) and 25380000-VR Field Programs.

The Bureau is requesting approval of this fiscal item to allow overtime class funding in both our administrative and field programs. Overtime availability will allow our Vocational Rehabilitation Counselors and other staff to expedite the release of customers from the waitlist and assist in completing necessary agency documentation to help customers obtain employment. Additionally requested is funding for interpreter services so counselors may better provide client services.

The following appropriation authorities are being requested:

Class 018	Overtime	Appropriation needed to pay for employee overtime
Class 230	Interpreter Services	Appropriation need to pay for interpreter services

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

Justification:

1) Does transfer involve continuing programs or one-time projects?  
 Continuing Programs

2) Is this transfer required to maintain existing program level or will it increase the program level.  
Maintain program level

3) Cite any requirements, which make this program mandatory.  
RSA 200C; Title IV of the Workforce Innovation and Opportunity Act; The Rehabilitation Act of 1973

4) Identify the source of the funds on all accounts listed on this transfer.  
Federal Funds

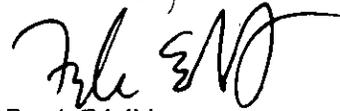
5) Will there be any effect on revenue if this transfer is approved or disapproved?  
No

6) Are funds expected to lapse if this transfer is not approved?  
No

7) Are personnel services involved? If yes, answer the following:  
Yes, only due to this funding overtime for existing positions. No positions are being transferred.  
H-1: Number of positions budgeted in each account.  
H-2: Number of positions filled in each account.  
H-3: Reason for vacant positions.  
H-4: Have any positions been transferred previously in these accounts?  
H-5: Will any positions be transferred as a result of this request?

The Department has conducted a detailed review of these line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully Submitted,



Frank Edelblut  
Commissioner of Education