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Frank Edelblut  
Commissioner of Education  
Tel. 603-271-3144

Paul K. Leather

Deputy Commissioner  
Tel. 603-271-7301

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

June 26, 2017

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) effective upon Governor and Council approval through June 30, 2019. **100% Federal.**

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

06-56-56-565010-2538-049-500420	Transfer to Other State Agencies	\$55,000.00	FY 2018
06-56-56-565010-2538-049-500420	Transfer to Other State Agencies	\$55,000.00	FY 2019

**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 their responsibilities as outlined in Section 705 (a) of the Amendments of the Rehabilitation Act. The agreement between the 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

S:\dcta\bvr\vrco\common\g&C\Governor's Comm 2018 Letter

**AGREEMENT**  
**BETWEEN**  
**THE GOVERNOR'S COMMISSION ON DISABILITY**  
**AND**  
**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 Council's Program Assistant I into its staff structure. In doing so, the Commission will be providing an independent setting for the SILC's Program Assistant I and the Council with solid in-kind assistance (phone, copier, fax, utilities, etc.)

The Governor's Commission on Disability will assess an administrative fee of \$21,781.00 in FY18 and \$20,264.00 in FY19 to be used to defray office maintenance costs, provide computer training and/or consultation, to supplement Commission 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 Commission will provide office space for the Program Assistant I and allow for routine telephone calls, faxing, and copying.

The Commission will provide 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;
- 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.

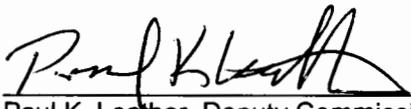
Division of Career Technology and Adult Learning will provide the following:

- \$21,781 administrative fee upon receipt of quarterly invoices for state fiscal year 2018;
- \$20,264 administrative fee upon receipt of quarterly invoices for state fiscal year 2019;

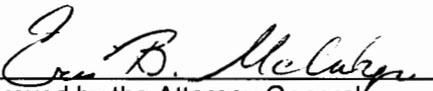
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- an amount not to exceed \$33,219 for FY18 and \$34,736 for FY19, prorated as necessary, to be paid on a quarterly basis when invoice and reports are received, accompanied by a list of activities against this agreement and equal to twenty-nine hours per week for a temporary part-time Program Assistant I position housed at the GCD (**does NOT include Administrative Fees**);
- large mailings, teleconference call expenses, lunches for meetings and all other SILC-related expenses are the full responsibility of the DSU;
- 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.

  
 Paul K. Leather, Deputy Commissioner  
 Department of Education

7-6-17  
 Date

  
 Approved by the Attorney General

7/26/17  
 Date

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

06/06/17  
 Date

  
 Frank Edelblut  
 Commissioner of Education

6-7-17  
 Date

Contractor Initials   
 Date 6-17-17

SILC In-Kind Expenses toward \$21,781 Administrative Fee 2018

**Salary-Benefits:**

FY18 Salary	29,871.00	26 Pay Periods (1508 hours)
FY18 Annual Leave	<u>987.00</u>	67 Hours
Subtotal:	<b>30,858.00</b>	
Benefits:	<u>2,361.00</u>	
Total:	<b><u>33,219.00</u></b>	

**Administrative Fee:**

Executive Director	\$ 6,281.00	for supervision (7.25%)
Accounting	3,040.00	for payroll/accounting (6.72%)
Benefits	4,412.00	for above payroll taxes
Telephone line	1,500.00	plus use of toll-free line
Copier share	1,158.00	plus supplies (paper, toner)
Indirect/Audit Fees	390.00	for shared services & audit fees
		(% of Other Funds to Budget)
Rent share	<u>5,000.00</u>	(based on per staff person)
Total	<b><u>\$21,781.00</u></b>	

SILC In-Kind Expenses toward \$20,264 Administrative Fee 2019

**Salary-Benefits:**

FY19 Salary	30,858.00	26 Pay Periods (1508 hours)
FY19 Annual Leave	<u>1,409.00</u>	84 Hours
Subtotal:	<b>32,267.00</b>	
Benefits:	<u>2,469.00</u>	
Total:	<b><u>34,736.00</u></b>	

**Administrative Fee:**

Executive Director	\$ 6,280.00	for supervision (7.25%)
Accounting	3,165.00	for payroll/accounting (6.72%)
Benefits	4,627.00	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	390.00	for shared services & audit fees
		(% of Other Funds to Budget)
Rent share	<u>3,802.00</u>	(based on per staff person)
Total	<b><u>\$20,264.00</u></b>	

Total Payments for FY 2018, salary and administrative fee:	<b>Full Cost</b>
Salary/Benefits	\$33,219.00
Administrative Fee:	<u>21,781.00</u>
	\$55,000.00

Total Payments for FY 2019, salary and administrative fee:	<b>Full Cost</b>
Salary/Vacation	\$34,736.00
Administrative Fee:	<u>20,264.00</u>
	\$55,000.00

Contractor Initials   
Date 6-2-18