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June 21, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

*Retroactive
100% Federal Funds*

REQUESTED ACTION

Authorize the Department of Education, Division of Career Technology and Adult Learning to enter into a retroactive agreement with the Governor's Commission on Disability, Concord, NH to house the Statewide Independent Living Council (SILC) upon Governor and Council approval for the period effective from July 1, 2013 through June 30, 2015 in an amount not to exceed \$74,971 pending legislative approval of the next biennial budget. Funding is available as following with authority to adjust encumbrances in each of the State fiscal years through the Budget Office is needed and justified:

<u>Account No.</u>	<u>Amount</u>	<u>Fiscal Year</u>
06-56-56-565510-6485-102 (100% Federal)	\$36,827	2014
06-56-56-565510-6485-102 (100% Federal)	\$38,144	2015

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 half-time position for a program specialist 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 Vocation 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,

Virginia M. Barry

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Commissioner of Education

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 7,690 in FY 2014 and \$7,839 in FY 2015 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, travel, 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 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:

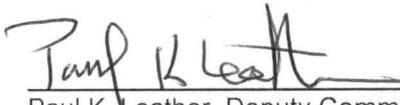
- \$7,690 administrative fee upon receipt of invoice at beginning of fiscal period for state fiscal year 2014;
- \$7,839 administrative fee upon receipt of invoice at beginning of fiscal period for state fiscal year 2015;

Contractor Initials

Date


5-29-2013

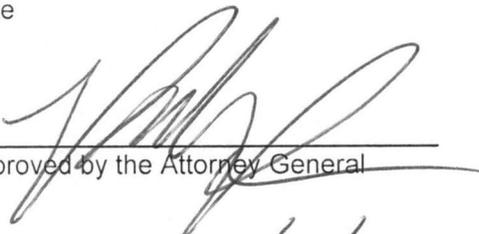
- an amount not to exceed \$29,137 for FY 14 and \$30,305 for FY 15, prorated as necessary, to be paid on a quarterly basis when invoice and reports are received, accompanied by a list of activities against this agreement and equal to thirty hours per week for a temporary part-time Program Assistant 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.

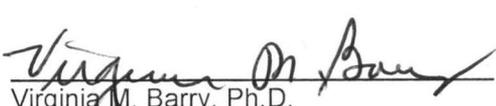

 Paul K. Leather, Deputy Commissioner
 Department of Education


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

 Date

 Date


 Approved by the Attorney General


 Virginia M. Barry, Ph.D.
 Commissioner of Education

 Date

6/3/13

 Date

6-7-13

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Contractor Initials 
 Date 05-30-2013

SILC Expenses toward Administrative Fee 2014

Salary-Benefits:

FY14 Salary	25,677.60	26 Pay Periods (1560 hrs)
FY14 Annual Leave	<u>1,388.61</u>	84.375 Hours
Subtotal:	27,066.41	
Benefits:	<u>2,070.58</u>	
Total:	<u>29,136.99</u>	

Administrative Fee:

Charles Saia – Exec Dir	\$ 1,210.24	for supervision (1%)
Gayle Baird – Accounting	2,672.38	for payroll/accounting (5%)
Telephone line	400.00	plus use of toll-free line
Copier share	400.00	plus supplies (paper, toner)
Janitorial services share	138.86	(based on per staff person)
Rent share	<u>2,868.00</u>	(based on per staff person)
Total	<u>\$ 7,689.48</u>	

SILC Expenses toward Administrative Fee 2015

Salary-Benefits:

FY15 Salary	26,707.20	26 Pay Periods (1560 hrs)
FY15 Annual Leave	<u>1,444.50</u>	84.375 Hours
Subtotal:	27,066.41	
Benefits:	<u>2,153.61</u>	
Total:	<u>30,305.31</u>	

Administrative Fee:

Charles Saia – Exec Dir	\$ 1,238.10	for supervision (1%)
Gayle Baird – Accounting	2,793.67	for payroll/accounting (5%)
Telephone line	400.00	plus use of toll-free line
Copier share	400.00	plus supplies (paper, toner)
Janitorial services share	138.86	(based on per staff person)
Rent share	<u>2,868.00</u>	(based on per staff person)
Total	<u>\$ 7,838.62</u>	

Total Payments for FY 2014, salary and administrative fee:	Full Cost	Rounded
Salary/Benefits	\$29,136.99	29,137
Administrative Fee:	<u>7,689.48</u>	<u>7,690</u>
	\$36,826.47	\$36,827

Total Payments for FY 2015, salary and administrative fee:	Full Cost	Rounded
Salary/Vacation	\$30,305.31	30,305
Administrative Fee:	<u>7,838.62</u>	<u>7,839</u>
	\$38,143.93	38,144

Contractor Initials 
 Date 05-30-2013