



NEW HAMPSHIRE
COUNCIL ON
DEVELOPMENTAL DISABILITIES

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March 16, 2022

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

REQUESTED ACTION

Pursuant to RSA 19-J:2, authorize **RETROACTIVELY** for the New Hampshire Council on Developmental Disabilities (NHCDD) to accept and expend funds from the DHHS, Administration of Community Living (ACL), Washington, DC, in the amount of \$95,319 to further expand the public health workforce within the disability network. Effective upon the approval of Governor and Executive Council for the period of March 1, 2022, thru September 30, 2024. 100% Federal Funds

Funds are to be budgeted in Fiscal Year 2022 in the following account:

01-97-97-970010-NEW00000, Covid Workforce Specific Federal Funds

FY2022

Class/Account	Class Title	Current Modified Budget	Increase Amount	Revised Modified Budget
000-16-400502	Federal Funds	-	\$95,319.00	\$95,319.00
	Total Revenue	-	\$95,319.00	\$95,319.00
020-500200	Current Expenses	-	\$750.00	\$ 750.00
040-500800	Indirect Costs	-	\$2,000.00	\$2,000.00
072-500575	Grants-Federal	-	\$92,569.00	\$92,569.00
	Total Expenses	-	\$95,319.00	\$95,319.00

EXPLANATION

These funds are requested **RETROACTIVE** because NHCDD didn't receive the federal Notice of Award detailing the total amount of the grant funds available till after March 1st, 2022.

RSA §19-J:2 provides that "the council may receive, administer and expend any funds from any sources public or private, to serve as the designated state agency pursuant to the DD Act and to enter into contracts for the purposes of its programs. The specific reason for the one-time additional federal funds is to assist the Developmental Disabilities community with *Expanding the Public Health Workforce within the Disability Networks through the DD Council* per the ACL Notice of Award. This can be done through marketing, collaborating with state agencies, other DD agencies and/or community partners, and through data collection.

The New Hampshire Council on Developmental Disabilities (Council) was established in 1971, pursuant to the federal Developmental Disabilities Act (DD Act) of 1970. Councils are 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.

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.

The following appropriation authority is being requested for Fiscal Year 2022:

Class 20 - Current Expenses, will be used for RFP advertising, marketing, and supplies.

Class 40 - Indirect Costs, will be used to pay indirect costs.

Class 72 - Federal Grants, will be used to give sub-grants to DD Community Organizations.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Isadora Rodriguez-Legendre', written in a cursive style.

Isadora Rodriguez-Legendre
Executive Director

Notice of Award

**Title of Program: (SCPH) Expanding the Public Health Workforce within the Disability Network:
DD Councils
Award Authority: P.L. 117-2 and P.L. 116-131**

Grantee:
New Hampshire
New Hampshire Council
on Developmental Disabilities
2 1/2 Beacon St., Suite 10
CONCORD, NEW HAMPSHIRE 03301

Date: March 1, 2022

Grant No.: 2201NHSCPH-00
Award Instrument: Grant (Formula)
Project Period: 03-01-2022 - 09-30-2024
Budget Period: 03-01-2022 - 09-30-2024

EIN: 1026000618L5
DUNS#: 011040545

CFDA: 93.630

Object Class Code: 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-X-0140	2022,299PHDD	\$95,319.00	\$95,319.00
	Total	\$95,319.00	\$95,319.00

ACL Contact Information:

Please find your assigned ACL programmatic and fiscal contacts on ACL's website at
<https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts>.

Emmanuel Ekwo
ACL Grants Officer

Terms and Conditions:

1. This grant award is issued under the authority of Section 2501 of the American Rescue Plan (ARP) Act of 2021, P.L. 117-2. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Please visit ACL's website at <https://www.acl.gov/grants/managing-grant> for Terms and Conditions and Federal Funding Requirements.

ACL Title of Program: Expanding the Public Health Workforce within the Disability Network: DD Councils
Grant No.: 2201NHSCPH-00
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ACL has developed a Frequently Asked Question guidance for the "Expanding the Public Health Workforce within the Disability Network for State Councils on Developmental Disabilities" grant, please see the following link: https://acl.gov/sites/default/files/COVID19/FAQ%20-%20PHWF%20DDC_2-9-22.docx.

2. Award Acceptance: Initial withdrawal of funds by the recipient, constitutes acceptance of the terms and conditions of this award. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program and will comply with the terms and conditions and other requirements of this award.
3. Withdrawals of funds are not to exceed the total grant award shown above under provisions of Treasury Circular No. 1075. Failure to adhere to these requirements may cause the suspension of grant funds.
4. SF-425 Financial Reporting: Grantee is required to submit SF-425s cumulatively on annual basis, except for the first report described below. The SF-425 shall be submitted using the HHS' Payment Management System (PMS): <https://pms.psc.gov>. Reports are due within 90 days for the periods ending September 30 through September 30, 2024. The first report for 7 months (3/1/2022 - 9/30/2022) is due on December 31, 2022. The second annual report (10/1/2022 - 9/30/2023) is due on December 31, 2023. A final report (due within 120 days after September 30, 2024) is due on January 31, 2025.
5. The grant is issued for the grantee to cover wages and benefits for public health professionals (directly or through contract), as well as the costs of associated equipment, training and supplies for these professionals and indirect costs. Examples of public health professional positions are listed in the Federal Register Notice (FRN) published on January 12, 2022 for this program.
6. No non-federal participation (match) is required.
7. A Program Performance Report (PPR) is due annually by December 31, for the activities that end on September 30, and should be submitted in the Verity Analytics Reporting system: <https://ddcouncils.verityanalytics.org/>.
8. Program income: the additive method, 45CFR75.307(e)(2), must be used for all program income generated.

Remarks:

1. This grant award provides one-time funding to support "Expanding the Public Health Workforce within the Disability Network for State Councils on Developmental Disabilities" for the project period listed above.
2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at <https://pms.psc.gov/training/pms-user-guide.html#Request>, or contact your PSC Account Liaison; 1-877-614-5533; PMSSupport@psc.gov.
3. Federal Cash Reporting: On the SF-425 form, lines 10 a. through c. are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS' Payment Management System (PMS). PMS website is located at: <https://pms.psc.gov>. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30, 4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.
4. Special Clause for Change in Key Personnel: Per 2 CFR 200.308, recipients of federal funds must request approval from the grantor for a number of changes related to the grant, including a Change in Key Personnel identified in the application for federal funds or in the grant award. The regulation defines a Change in Key Personnel as the replacement or change in status (such as an absence for any continuous period of 3

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months or more, or reduction of time devoted to the project by 25 percent or more from the level in the approved application) of the Principal Investigator/Project Director (PI/PD).

Please click on following link for ACL process to request Change in Key Personnel:
https://acl.gov/sites/default/files/grants/Mandatory_Formula%20Grantee%20Notice_Mandatory_Formula%20Grants%20Module%20in%20GrantSolutions_Final.pdf.

5. Closeout Requirements: A final Federal Financial Report (SF-425), a Property Inventory and Disposition Statement if applicable, and a final Performance Report are due within 120 days after the expiration of the project period of the Notice of Award.