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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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Citizens Services Line 1-800-339-9900

June 5, 2015

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

REQUESTED ACTION

Authorize the Department of Education to pay the FY 2016 Council of State Administrators of Vocational Rehabilitation (Vendor code 170661) annual dues in the amount not to exceed \$8,730.58 effective July 1, 2015 through June 30, 2016. **100% Federal Funds.**

Funding is available in the account entitled Field Program-Match for FY 16/17 pending legislative approval of the next biennial budget:

06-56-56-565510-40200000-026-500251 Organizational Dues \$8,730.58

EXPLANATION

For many years the Director of Vocational Rehabilitation (VR) has been an active member of the Council of State Administrators of Vocational Rehabilitation (CSAVR). The Council of State Administrators of Vocational Rehabilitation is composed of the chief administrators of all the public rehabilitation agencies serving persons with physical and mental disabilities in the states, District of Columbia, and the territories. These agencies constitute the state partners in the State-Federal program of rehabilitation services provided under the Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendments of 1998. The Council provides information, staff training and serves as a resource for the formulation and expression of the collective points of view of state rehabilitation agencies on all issues affecting the provision of quality rehabilitation services to persons with disabilities. Dues are assessed on the federal and state authorization of the Basic Support Program to each State Agency.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization? 74 Years. NHVR has been a member of CSAVR since 1974/1975.
2. Is there any other organization which provides the same or similar benefits which your agency belongs to? No.
3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member? Fifty states plus the territories, the Bureau of Vocational Rehabilitation is the only member of the organization.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.) Formula, based on annual federal appropriation.
5. What benefit does the state receive from participating in this membership? The CSAVR is the only national organization whose sole purpose and function is to represent the State Vocational Rehabilitation Agencies in Washington, D.C., before federal agencies; such as the U.S. Department of Education, Office of Special Education and Rehabilitation Services (OSERS), the U.S. Department of Labor, the Social Security Administration that have programs which impact the employment of individuals with disabilities. The CSAVR provides input into federal policy through its relationship with OSERS, it serves as the collective voice of the administrators of the Public VR program which has been critical to the development of federal regulations, and policies which guide the 93-year old program. In addition, when requested, the CSAVR provides information to the U.S. Congress about disability and employment issues as it considers changes, repeal, or innovative solutions to issues addressed in federal law, regulations and policies. For a small state like N.H., CSAVR is critical to its ability to have access to complex information in a timely manner, so that the state's voice can be presented. In 2014 the federal statute governing our program was reauthorized and CSAVR has been integral in assisting with a coalition of programs in Washington, D.C. to ensure federal regulations are developed in the best interest of our customers with disabilities. The VR programs around the country rely on this relationship for the future success of our programs.
6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail. Yes, materials are no cost; there is cost for meeting registration for the annual spring and fall conferences. However, the

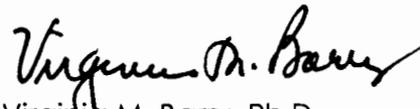
June 5, 2015

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training provided at the annual conferences is vital to the administration of the program. New initiatives, research-based innovations, evidence-based practices, etc. are discussed in detail. As a result of attendance at these annual conferences, NHVR has initiated new programs, the most recent being the collaboration between Keene State College, Special Educators and VR which has resulted in a summer/fall internship for Special Educators.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain. No.
8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips. No travel monies are included in the dues.
9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.) The Director of the Bureau of Vocational Rehabilitation is a voting member, serves on CSAVR committees. The current Director is the President-Elect of the organization and a member of the Officers for the organization. The Administrator for Blind Services is also a participant. Other VR staff are included, at the discretion of the Director, as needed.
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization. There are no negative impacts to the State in being a member of the CSAVR. Two previous State VR Directors served as President of the organization and were critical participants in the leadership of the organization for many years. If the agency were not a member it would be considerably more difficult to have knowledge of the issues, legislation and policies that might affect the customers with disabilities of the agency.

Respectfully submitted,



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

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INVOICE

COUNCIL OF STATE ADMINISTRATORS OF VOCATIONAL REHABILITATION FEDERAL ID# 52-6071153

1 Research Court, Suite 450
Rockville, Maryland 20850
(301) 519-8023 phone
(866) 322-4434 fax
www.rehabnetwork.org

To:

Lisa K. Hinson-Hatz, M.A., CRC
Vocational Rehabilitation State Director
VR Field Service Administrator
21 S. Fruit Street, Suite 20
Concord, NH 03301

May 28, 2015

Re: FY 2016 CSAVR Membership Dues

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
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Membership in the CSAVR for Fiscal Year 2016 July 1, 2015 – June 30, 2016			\$8,730.58
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*No portion of these funds support lobbying activities

Amount Due: \$8,730.58

**Please make check payable to CSAVR and mail to:
P.O. Box 75751, Baltimore, MD 21275-5751**

Should you have any questions regarding this invoice, please contact:
Steve Wooderson at swooderson@rehabnetwork.org.

Plymouth State University
Re-delegation of Signature Authority

Date: May 2, 2014

SIGNATURE AUTHORITY IS RE-DELEGATED AS FOLLOWS:

1. NAME and TITLE: **Jahnay Pickett, Senior Grants and Contracts Manager**
2. INSTRUCTIONS: *Very Important!* Please refer to the reverse side of this delegation form.
3. TERM of AUTHORITY: From: 5/2/14 until revoked
4. SCOPE of AUTHORITY: Matters within the scope, responsibility and duties of your position and not beyond.
5. SOURCE of AUTHORITY: The By-laws of the University System of New Hampshire as amended by the Board of Trustees on March 8, 2000 and as delegated to the undersigned Plymouth State University officer by the Vice Chancellor for Financial Affairs and Treasurer.
6. RE-DELEGATION OF AUTHORITY PERMITTED: No; Yes—with notification to USNH Treasurer -- (limit of re-delegation: \$ N/A)
7. OTHER AUTHORITY GRANTED: Individual may; may not waive insurance requirements
8. NATURE of AUTHORITY:

Document Types	Signature Authority	Dollar and Other Limitations Per Transaction
Acquisition of Goods and Services from Outside Parties for Payment		
A) Subawards and subcontracts B) - Consultants and service providers on Independent Contractor Agreement (ICA) - Presenters on Standard Performance /Presentation Agreement (SPA)	Yes	A) \$50,000 B) \$25,000 - For sponsored grants and contracts only - Must be on USNH-approved form - Term of any agreement/contract must not exceed one (1) year in duration
Provision of Goods and Services to Outside Parties for Revenue		
- Short-term facility use agreements for PSU sites used by other entities	No	
Applications for and Acceptance of Revenue Opportunities		
- Sponsored grants and contracts	Yes	\$50,000 - For sponsored grants and contracts only
Other Documents (not involving revenue or payment)		
- Letters and memoranda of agreement or understanding; cooperative agreements - Student internships - Agreements related to patents, copyrights, trademarks, servicemarks, - Land use and similar documents that set forth mutual duties, responsibilities, corrective actions and similar matters	No	

Approved

By: Stephen J. Taksar

Stephen J. Taksar

Vice President for Finance and Administration (VFPA)

Distribution: Original to Authorized Individual

Copies to: PSU: President; VPFA; Director of Purchasing, Disbursements & Contract Services

UNIVERSITY SYSTEM OF NEW HAMPSHIRE
Signature Authority Instructions

Overall Delegation of Authority. The Board of Trustees, through the bylaws of the University System of New Hampshire, has authorized the USNH Treasurer to execute all contracts, leases, grants, deeds, negotiable instruments and other legal documents on behalf of USNH and its component institutions. (Reference: OLPM – BOT.I.C.1)

Specific Delegation of Authority. This delegation grants the individual named on the reverse side the authority to make commitments only for the institution at which the individual is employed. As a steward of Plymouth State University funds, the delegatee must follow sound business practices including accountability and compliance with USNH policies and procedures and any regulatory requirements which may pertain to the document being signed.

Please observe the following when signing a document.

1. Determine if the document is within your purview to sign.
2. Agreements/contracts for the following transactions require specific delegations and/or approvals:
 - Acceptance of gifts of any type
 - Acquiring an equity interest in start-up companies in exchange for the transfer of technology and other intellectual property
 - Banking services
 - Borrowing instruments
 - Calling of bonds
 - Federal, state and local tax returns and other tax-related documents
 - Hiring auditors and/or accountants
 - Hiring outside legal counsel
 - Insurance
 - Legal settlements
 - Loans and loan guarantees
 - Personnel benefits
 - Purchases or sales of real property
 - Stock transfer transactions
 - Any agreement longer than three (3) years
3. If prior approval by the Board of Trustees is required, do not sign until after the Board has enacted the approval.
4. Where dollar amounts are specified, multiple documents may not be processed for the same transaction in order to avoid such limits.
5. Non-revenue contracts require a source of funds and a purchase order.
6. The campus chief financial officer or his/her designee is the only campus official with authority to waive insurance requirements for independent contractors. That individual may not waive any other type of insurance or bonding requirement. If insurance is waived by the campus CFO, the campus will be fully responsible for the cost of any liability developed by the insurance waiver.
7. The University System of New Hampshire may indemnify and hold harmless the opposite party to an agreement or contract; however, USNH does not defend, and that term should be struck from any document.
8. In the event of conflicting language, the terms and conditions asserted by USNH shall govern.
9. USNH may agree to honor proprietary or confidentiality requirements only to the extent allowed by New Hampshire statute.
10. USNH may not accept financial liability with respect to any third parties who may be involved with the transaction at hand.
11. If the document requires that any legal matter or issue be governed by state laws other than New Hampshire's, the document must be reviewed by the USNH General Counsel or his/her designee prior to its being signed.
12. If a contract or agreement is non-routine in nature, or could have major financial or other implications, the USNH Treasurer or his/her designee must review the document. Individuals shall sign these contracts or agreements only after receiving approval from the USNH Treasurer.
13. All fully executed contracts are to be on file in the USNH Purchasing and Contract Services database.
14. No work may be performed until a contract has been fully executed. All non-revenue contracts will also require that a PO be entered into Banner. For those contracts where work will be performed at a USNH institution, a certificate of insurance must also be on file before work may begin.