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NH Governor's Commission on Disability
Christopher T. Sununu, Governor
Paul Van Blarigan, Chair
Charles J. Saia, Executive Director

November 2, 2022

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

Requested Action

Authorize the Governor's Commission on Disability, to accept and expend, funds in the amount of \$16,000 (\$12,000 for FY2023, & \$4,000 for FY2024), from the Institute of Human Centered Design, New England ADA Center for services between the Institute of Human Centered Design's New England ADA Center and the Governor's Commission on Disability. Effective upon Governor & Council approval through August 31, 2023, and further authorize these funds to be allocated as follows: 100% Private & Local Funds.

Governor's Commission on Disability
01-02-02-020510-10040000
State Fiscal Year 2023

Class Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
001-484956	Transfers From Other Agency	91,871.00	-	91,871.00
005-402831	Private Local Funds	2,875.00	12,000.00	14,875.00
00S-000010	General Funds	536,656.00	-	536,656.00
Total Revenue		631,402.00	12,000.00	643,402.00
010-500100	Personal Services Perm Class	213,165.00	3,855.00	217,020.00
011-500126	Personal Services Unclass	101,724.00	2,925.00	104,649.00
020-500200	Current Expenses	16,021.00	400.00	16,421.00
022-500255	Rents-Leases Other Than State	1,972.00	-	1,972.00
026-500251	Organizational Dues	360.00	-	360.00
027-582703	Transfers To Doit	9,209.00	-	9,209.00
028-582814	Transfers To General Services	1,054.00	-	1,054.00
030-500321	Equipment	50.00	-	50.00

037-500174	Technology-Hardware	2,000.00	-	2,000.00
039-500190	Telecommunications	4,370.00	-	4,370.00
040-500800	Indirect Costs	9,165.00	-	9,165.00
041-500801	Audit Fund Set Aside	40.00	-	40.00
042-500620	Additional Fringe Benefits	2,150.00	-	2,150.00
046-500464	Consultants	3,500.00	-	3,500.00
049-584959	Transfer To Other Agencies	25,602.00	-	25,602.00
050-500109	Personal Service Temp	31,714.00	-	31,714.00
060-500601	Benefits	185,245.00	4,420.00	189,665.00
065-500541	Board Expenses	9,000.00	-	9,000.00
066-500546	Employee Training	1.00	-	1.00
070-500704	In State Travel	1,500.00	-	1,500.00
080-500714	Out Of State Travel	50.00	400.00	450.00
211-501530	Catastrophic Casualty Ins	320.00	-	320.00
230-500765	Interpreter Service	13,190.00	-	13,190.00
Total Expenses		631,402.00	12,000.00	643,402.00

Governor's Commission on Disability
01-02-02-020510-10040000
State Fiscal Year 2024

Class Account	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
005-402831	Private Local Funds	-	4,000.00	4,000.00
Total Revenue		-	4,000.00	4,000.00
010-500100	Personal Services Perm Class	-	1,290.00	1,290.00
011-500126	Personal Services Unclass	-	985.00	985.00
060-500601	Benefits	-	1,725.00	1,725.00
Total Expenses		-	4,000.00	4,000.00

Explanation

This request is to accept and expend grant funds from the Institute for Human Centered Design, New England ADA Center, in the amount of \$16,000 (\$12,000 for FY2023, & \$4,000 for FY2024). The Governor's Commission on Disability (GCD) and Institute for Human Centered Design, New England ADA Center, has entered into a written agreement for services whereby the GCD is subcontracting as the New England ADA Center's State Affiliate.

New England ADA Center is a member of the ADA National Network and provides information, guidance, and training on the American with Disabilities Act, tailored to meet the needs of business, government, and individuals at local, regional, and national levels.

The Governor's Commission on Disability is committed to a coordinated effort to increase understanding and implementation of the ADA throughout the State as well as assist in research activities. The GCD will provide information, guidance, and training on the American with Disabilities Act, tailored to meet the needs of business, government, and individuals at local and state levels.

These funds are to be budgeted as follows:

Class 010-Personnel Services-Perm. Classified: Funds will be used to support salary costs, due to increased GCD responsibilities.

Class 011-Personnel Services Unclassified: Funds will be used to support salary costs, due to increased GCD responsibilities.

Class 020-Current Expenses: Funds will be used to purchase office & printing supplies to support the grant deliverables.

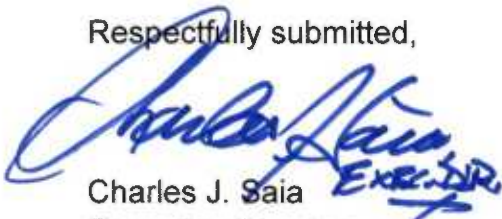
Class 060-Benefits: Funds will be used to pay increased benefit costs associated with increased GCD responsibilities.

Class 080-Out of State Travel: Funds will be used for travel costs for GCD members to attend the State Affiliate Meeting in Boston MA.

In order to support the current written agreement, the GCD is requesting approval to accept and expend \$16,000 (\$12,000 for FY2023, & \$4,000 for FY2024) to appropriately reimburse anticipated expenses for the State Fiscal Year's 2022 & 2023.

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

Respectfully submitted,



Charles J. Saia
Executive Director



**New England ADA Center and the
New Hampshire Governor's Commission on Disability**

State Affiliate Scope of Work and Agreement

September 1, 2022 – August 31, 2023

This is an agreement for services between the Institute of Human Centered Design's New England ADA Center and New Hampshire Governor's Commission on Disability. The Governor's Commission is sub-contracting as the New England ADA Center's State Affiliate in NH.

New England ADA Center is a member of the ADA National Network and provides information, guidance, and training on the Americans with Disabilities Act, tailored to meet the needs of business, government and individuals at local, regional and national levels.

The New England ADA Center's State Affiliate is committed to a coordinated effort to increase understanding and implementation of the ADA throughout the State. The State Affiliate will provide information, guidance, and training on the Americans with Disabilities Act, tailored to meet the needs of business, government and individuals at local and state levels.

The New England ADA Center is funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) under the Office of Health and Human Services' Administration for Community Living.

This agreement can be amended at any time by the New England ADA Center to meet requirements from our funders the National Institute on Disability, Independent Living, and Rehabilitation and Research (NIDILRR), or for any reason by the New England ADA Center.

Grant Period: September 1, 2022--August 31, 2023

NIDILRR Grant Award # 90DPAD0011

YEAR 1	ADA Technical Assistance Activities	Total
Award Amount	\$16,000	\$16,000

This allocation is subject to change on an annual basis.

Programmatic Requirements

State Affiliate will:

1. **Explain all Titles of the ADA through:**
 - a. Technical assistance by phone, email, fax, CHAT and in-person
 - b. Trainings and Webinars
 - c. Outreach to target audiences
 - d. Capacity Building in developing and delivering trainings with stakeholders

2. **Co-train** either virtually or in-person with New England ADA Center staff.

3. **Co-staff** either virtually or in-person an exhibit with New England ADA Center staff.

4. Strategically reach out to new target audiences and provide ADA Services to:
 - a. People with addiction recovery in cities and rural areas
 - b. Older workers ages 65 +
 - c. People of color with disabilities

5. Assist in disseminating the ADA, Addiction and Recovery Fact Sheet Series and Frequently Asked Questions and other guidance to persons with addiction and in recovery from alcohol, substance use and opioid use disorders.

6. Provide the ADA Center with an article & photo for the Access New England Newsletter once a quarter.

7. Meet twice a year for the State Affiliate Meeting.

8. Make clear attribution to the New England ADA Center on grant supported trainings, meetings, websites, materials, and conference events, *"With support from the New England ADA Center"* and/or Logo (PNG of log is attached and in Appendix A). Provide examples of how attributions for examples, logo on website.

10. Submit a digital copy of the ADA Quarterly Report.

11. Submit a digital invoice on your letterhead quarterly. And, include a line item for any outstanding monies owed to you.

Quarterly Report and Invoice Requirements

1. Submit digital Quarterly Reports. These are due at the end of each quarter:

- **September 1 - November 30** (Quarter 1)
- **December 1 - February 28** (Quarter 2)
- **March 1 - May 31** (Quarter 3)
- **June 1 - August 31** (Quarter 4)

Please submit reports and within 15 days of the due date.

2. Submit a digital Quarterly Invoice on your letterhead at the end of each quarter. Include a line item for any monies owed to you.

- **September 1 - November 30** (Quarter 1) **\$4,000.00**
- **December 1 - February 28** (Quarter 2) **\$4,000.00**
- **March 1 - May 31** (Quarter 3) **\$4,000.00**
- **June 1 - August 31** (Quarter 4) **\$4,000.00**

Please submit within 15 days of the due date.

3. ADA Center will process payment within *45-60 days* of receiving both quarterly invoice and report.

Annual Financial Requirements

Subcontractors are responsible for:

- Provide a budget with expenditure allocation to be included with signed agreement. This is required before payment can be made.
- Annual financial reporting that confirms the expenditure of money based on the allocations you projected, this must be submitted to receive 4th quarter payment.
- Submission of your most recent annual audit and financial statements - when applicable, arrange for audits and assure audit resolution (those entities receiving less than \$25,000 in federal financial assistance from all sources per year are exempt from the federal audit requirements).
- If you are a State agency, submit your agency's financial report.
- Retain support documents of expenses and labor related to this agreement making these documents available to the Center upon request.
- Complete all documentation required by the Center related to fiscal concerns in a timely manner.
- Reply to IHCD's independent Auditors KPM Confirmations in a timely manner.

Miscellaneous Provisions

The subcontractor shall comply with all applicable provisions under the Rehabilitation Act of 1973, Sections 502 and 504 as well as the Americans with Disabilities Act of 1990 in carrying out all of the activities specified by this agreement. Failure to comply may result in the termination of this agreement.

While the quarterly progress reports are vehicles of communication between the subcontractor and the Center, there will be occasions when the subcontractor must communicate information to the Center instead of waiting for the submission of the next quarterly report. Examples of this are a change in the state budget, or significant barriers to conducting the business of the subcontract.

Lobbying Form

Our funders, the National Institute on Disability, Independent Living, and Rehabilitation and Research (NIDILRR) request that state affiliates sign a 'Lobbying Form' (See below). Please sign and return Lobbying Form below.

The subcontractor shall report all activities undertaken as part of this agreement to the Center utilizing the quarterly reporting format required by the Center. Failure to submit a quarterly report and comply with the other provisions of this agreement will result in loss of funds under this agreement. Sub-Contractors will not be reimbursed for quarters in which the report and invoice is more than 15 days from due date.

Please send a budget: outlining how you will spend the money and isolating research expenditure. This money will not be paid without attendance at the required meetings and trainings.

Please sign and return digitally to Oce Harrison oharrison@IHCDesign.org

IHCD's New England ADA Center

NH Governor's Commission on Disability

Oce Harrison

Shirley King, Ph.D. P.R.
09/29/2022

9.8.2022
Date

Date

APPENDIX A

LOGO

New England  Center



A project of the
Institute for Human Centered Design