

July 1, 2017

NDBEDP Reimbursement Request form/Qualified Expenses

A. Individualized assessments of applicant eligibility and communication needs:

1. Costs associated with verifying applicant eligibility both deaf-blind disability and low-income requirements, regardless of outcome, eligible or not eligible.
2. Time spent by the Assessors conducting communications assessments for the determination of appropriate equipment to meet consumer needs.
3. Expenses incurred by Assessors travelling to consumer premises to perform assessments including transportation costs incurred by personnel directly and hired drivers (but excluding Assessor travel time), lodging and food.
4. Auxiliary aids: interpreters and support personnel service time costs and all travel costs incurred by the aids to assist in providing assessment services.
5. Other expenses related to eligibility and communications assessments.
6. Cost of Assessors' time travelling to consumer premises.
7. Intra-state travel expenses incurred by consumers travelling to an assessor site within their home state for assessment.
8. Inter-state travel expenses incurred by consumers travelling to an assessor site beyond their home state for assessment. This requires pre-approval by the NDBEDP Administrator before the costs are incurred.

B. Consumer equipment and related items to make telecommunications service, Internet access service, and advanced communications, including interexchange services and advanced telecommunications and information services accessible to eligible low-income individuals who are deaf-blind:

9. Specialized hardware purchased for consumer premises necessary to accommodate deaf-blind telecommunications which would not be purchased by or for persons without special communication needs.
10. Major hardware purchased "off-the-shelf" for consumer premises which could be purchased by or for persons without special communication needs.
11. Software applications.
12. Cost of replacement hardware and software to upgrade existing consumer equipment.
13. Expenses incurred by technicians travelling to consumer premises to perform equipment repairs and upgrades including the cost of travel time and transportation, lodging and food.
14. Cost of time spent and materials required for handling consumer equipment for maintenance, repair and refurbishing including broken equipment under warranty and returning equipment no longer needed and the cost of product protection plans and extended warranties.
15. Accessories: cases, cables, keyboards, clamps, etc., required to enable the individual to use and access the equipment.
16. Devices to alert individuals to incoming communication through the distributed equipment, such as flashing lights.
17. Equipment shipping expenses and sales tax where applicable.
18. Partial payment for a piece of NDBEDP equipment, when another entity pays remaining balance.
19. Batteries or upgrades for equipment that was not distributed by the NDBEDP.

20. Other types of equipment that make telecommunications service, Internet access service, and advanced communications accessible to individuals who are deaf-blind.

¹ There must be a clear delineation between the multiple funding sources in all reporting to the FCC and the TRS Fund Administrator.

C. Installation of equipment and individualized consumer training:

21. Cost of Installers time spent installing equipment and/or software.
22. Cost of Trainers time spent training consumers on equipment and/or software.²
23. Expenses incurred by Installers/Trainers travelling to consumer premises to perform installation and training including transportation costs incurred by personnel directly and hired drivers (but excluding Installer/Trainer travel time), lodging and food.
24. Instructional materials in an accessible format that are necessary for the use of the distributed equipment³
25. Auxiliary aids: interpreters and support personnel service time costs and all travel costs incurred by the aids to assist in providing installation and training services.
26. Other expenses related to installation and training.
27. Cost of Installer/Trainer time travelling to consumer premises.
28. Intra-state travel expenses incurred by a consumers travelling to a Certified Program site within their home state for installation or training.
29. Inter-state travel expenses incurred by a consumers travelling to a Certified Program site beyond their home state for installation or training. This requires pre-approval by the NDBEDP Administrator before the costs are incurred.
30. Train-the-trainer: Costs to provide education for training staff. A maximum of 2.5% of the total state allocation at the time of claim reimbursement is permissible.

² See Section G, non-reimbursable expenses, for examples of training not qualified for reimbursement.

³ The NDBEDP will not reimburse the cost of making user manuals or guides used with mainstream or specialized equipment accessible because manufacturers and service providers must ensure that the information and documentation that they provide to customers is accessible.

D. Line 37. Costs for and maintenance of an inventory of equipment:

Cost of equipment purchased and the maintenance of this equipment used to loan to consumers when their assigned equipment is being repaired, used to assess consumers' needs, to train users or used for outreach demonstrations.

E. State and local outreach and education – maximum of 10% of the total annual allocation at time of claim reimbursement permissible unless otherwise authorized.

31. Participating in outreach including responding to program inquiries, attending education events and activities such as conducting workshops at deaf-blind related conferences and hosting program exhibit booths, including the cost of registration fees.
32. Development and production of program information in accessible formats for the public or applicants, such as flyers, application forms, public service announcements, advertisements, and press releases
33. Development and maintenance of an accessible program website.
34. In-state travel costs associated with attending events including cost of travel time and travel expenses incurred by personnel directly and hired drivers, lodging and food.

35. Auxiliary aids: interpreters and support personnel service time costs and all travel costs incurred by aids to facilitate community outreach activities.
36. Other expenses related to outreach and education.

F. Line 38. Administrative costs – maximum of 15% of the total state allocation at time of claim reimbursement is permissible:

- Accounting.
- Regular audits.
- Reporting requirements.
- Program oversight.
- Attending monthly national calls.
- Payments for use of a database.
- Development of program documents for internal use, such as verification of disability and low-income.
- Interpreters for staff in conjunction with administrative duties.
- Cost associated with maintaining physical facilities for administration, maintaining an inventory of demonstration equipment, to conduct assessments, demonstrate equipment, or provide training.
- Office supplies specific for use in program operations.
- Other expenses related to program administration.

G. Expenses not reimbursable by the NDBEDP:

1. Expenses incurred or paid prior to the official start date of the program.
2. Costs that exceed the certified program's annual funding allocation.
3. Train-the-trainer expenses that exceed more than 2.5% of the certified program's annual budget allocation at the time of claim reimbursement.
4. Separately invoiced training of family members, personal attendants, or others who might provide support on how to use and maintain the distributed equipment. Others may be trained on how to use and maintain the equipment if such training occurs at the same time as the training for the equipment recipient and there is no additional cost incurred for training additional people.
5. Telecommunications, broadband or other advanced communications services.
6. Equipment or devices that facilitate other life functions (*e.g.*, hearing aids, wheelchairs).
7. Teaching Braille.
8. Teaching English or other language skills, such as reading or writing.
9. Teaching keyboarding skills or basic computer skills.
10. Training to use equipment that was not distributed by an NDBEDP certified program.
11. Converting equipment user manuals or guides into accessible formats.
12. Assistive lighting unrelated to signaling devices to alert user to an incoming call.
13. Administrative expenses that exceed 15% of the certified program's annual allocation at the time of claim reimbursement.
14. Outreach expenses that exceed 10% of the certified program's annual allocation at the time of claim reimbursement unless prior approval is granted.
15. Interstate consumer travel expenses without prior approval of the NDBEDP Administrator.
16. Other expenses determined by the FCC and/or the TRS Fund Administrator to be not reimbursable.