

NDBEDP Certified Program Expenses – as of July 2, 2012

The following are examples of expenses that may be reimbursable up to each state's annual funding allocation and to the extent that the expenses incurred are reasonable and examples of expenses that are not reimbursable:

- A. Equipment to make telecommunications service, Internet access service, and advanced communications, including interexchange services and advanced telecommunications and information services, accessible to low-income individuals who are deaf-blind
  - 1. specialized customer premises equipment
  - 2. off the shelf equipment
  - 3. hardware
  - 4. software
  - 5. applications
  - 6. upgrades and replacement
  - 7. maintenance of an inventory of loaner equipment while distributed equipment is being repaired
  - 8. accessories, such as switches and clamps, required to enable the individual to access the equipment
  - 9. devices to alert individuals that they are receiving a communication through the distributed equipment, such as flashing lights
  - 10. equipment shipping expenses
  - 11. partial payment for a piece of NDBEDP equipment, when another entity pays remaining balance<sup>1</sup>
  - 12. batteries or upgrades for equipment that was not distributed by the NDBEDP
  - 13. other types of equipment that make telecommunications service, Internet access service, and advanced communications accessible to individuals who are deaf-blind
  
- B. Individualized assessments of applicant eligibility and communication needs
  - 1. verifying applicant eligibility (deaf-blind disability and low-income)
  - 2. conducting communications assessments, such as assessments conducted by assistive technology specialists
  - 3. travel expenses for assessment personnel,<sup>2</sup> such as for mileage to reach clients who live in rural or remote areas, support service providers,<sup>3</sup> and drivers
  - 4. auxiliary aids and services, such as sign language interpreter services, to ensure effective communication with individuals who are deaf-blind
  - 5. other expenses related to eligibility and communications assessments

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

<sup>2</sup> The NDBEDP will not reimburse client travel expenses.

<sup>3</sup> Support service providers (SSPs) are specially trained professionals who enable people who have combined vision and hearing losses to access their environments and make informed decisions. SSPs provide visual and environmental information, sighted guide services, and communication accessibility. <http://www.aadb.org/information/ssp/ssp.html>

C. Installation and training

1. installing equipment
2. providing individualized consumer training on how to use distributed equipment, such as how to use a specific e-mail program or installed application on a PC, how to use a specific keyboard or other computer component necessary to use the distributed equipment<sup>4</sup>
3. travel expenses for installation and training personnel,<sup>5</sup> such as for mileage to reach clients who live in rural or remote areas, support service providers, or drivers
4. instructional materials in an accessible format that are necessary for the use of the distributed equipment<sup>6</sup>
5. auxiliary aids and services, such as sign language interpreter services, to ensure effective communication with individuals who are deaf-blind
6. other expenses related to installation and training

D. State and local outreach and education

1. participating in outreach and education events and activities, such as conducting workshops at deaf-blind related conferences, hosting program exhibit booths, and responding to program inquiries
2. 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
3. development and maintenance of an accessible program website
4. in-state travel expenses for outreach personnel,<sup>7</sup> support service providers, or drivers, such as expenses for mileage to and from outreach events
5. auxiliary aids and services, such as sign language interpreter services, to ensure effective communication with individuals who are deaf-blind
6. other expenses related to outreach and education

E. Equipment maintenance, repairs, and warranties

1. equipment warranties
2. equipment maintenance and repairs that are not covered under a warranty
3. returning and refurbishing of equipment that is no longer needed by the deaf-blind individual
4. other expenses related to equipment maintenance, repairs, and warranties

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<sup>4</sup> This training is not intended to include general typing lessons.

<sup>5</sup> The NDBEDP will not reimburse client travel expenses.

<sup>6</sup> The NDBEDP will not reimburse the costs of making user manuals or guides used with mainstream or specialized equipment accessible. This is because manufacturers and service providers must ensure that the information and documentation that they provide to customers is accessible, if readily achievable (for telecommunications under section 255) or achievable (for advanced communications manufacturers and service providers under section 716).

<sup>7</sup> The NDBEDP will not reimburse client travel expenses.

- F. Administrative costs – capped at 15% of the total reimbursable costs for equipment distribution and related services – incurred through:
1. reporting requirements
  2. accounting
  3. regular audits
  4. program oversight
  5. development of program documents for internal use, such as verification of disability and low-income
  6. physical facilities to conduct assessments, demonstrate equipment, or provide training
  7. other expenses related to program administration
- G. Expenses that are 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. client travel expenses
  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. The NDBEDP will not reimburse costs incurred for training anyone but the equipment recipient.)
  5. “training the trainer” expenses
  6. telecommunications, broadband or other advanced communications services
  7. equipment or devices that facilitate other life functions (*e.g.*, hearing aids, wheelchairs)
  8. teaching Braille
  9. teaching English or other language skills, such as reading or writing
  10. teaching keyboarding skills or basic computer skills
  11. equipment or devices that facilitate other life functions (*e.g.*, hearing aids, wheelchairs)
  12. training to use equipment that was not distributed by an NDBEDP certified program
  13. converting equipment user manuals or guides into accessible formats
  13. assistive lighting (unrelated to signaling devices to alert user to an incoming call)
  14. administrative expenses that exceed 15% of the certified program’s total reimbursable expenses
  15. other expenses determined by the FCC and/or the TRS Fund Administrator to be not reimbursable