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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

October 18, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to amend a Governor and Council approved contract with Granite State Independent Living (GSIL), of Concord, NH (Vendor Code 155330), by **Retroactively** extending the start date from October 13, 2021 to September 29, 2021, with no change to the dollar amount, to provide Independent Living (IL), Part B services, effective upon Governor and Council. The original item was approved by the Governor and Council on October 13, 2021, Item #77. 100% Federal Funds.

EXPLANATION

The New Hampshire Department of Education request this **Retroactive** amendment to the GSIL contract as this contract was originally intended to be approved at the cancelled Governor and Council meeting dated September 29, 2021. This contract was subsequently included on the October 13, 2021 agenda but was not made retroactive due to miscommunication between the vendor and the department. It has come to the attention of the department that the vendor continued to provide independent living services to individuals with significant disabilities as they expected the item to be approved with an effective date of September 29, 2021. As the services provided are within the scope of the contract, and would have been reimbursable if the contract had been approved as originally intended, the Department requests the Governor and Council approve this amendment.

Respectfully Submitted,

Frank Edelblut
Commissioner of Education

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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
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September 14, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a contract with Granite State Independent Living (GSIL), of Concord, NH (Vendor Code 155330), in an amount not to exceed $290,781, to provide Independent Living (IL), Part B services, effective upon Governor and Council approval through September 30, 2023. 100% Federal Funds.

Funds to support this request are available in FY 2022 and FY 2023, and anticipated to be available in FY 2024 in the account titled Independent Services (Part B) upon the availability of continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between fiscal years through the budget office without further Governor & Council approval if needed and justified.

	FY 2022	FY 2023	FY 2024
06-56-56-565010-25420000-102-500731 Contracts for Program Services	$109,042.75	$145,390.50	$36,347.75

EXPLANATION

The New Hampshire Department of Education receives an annual grant of $338,117 from the United States Department of Health and Human Services, Administration of Community Living, and Independent Living Administration. The grant under Title VI, Part B of the Rehabilitation Act, as amended, enables the state to provide independent living services to individuals with significant disabilities so they can become more independent in their homes and communities. The Department provides services through contracts with nonprofit organizations which are directed and managed primarily by persons with significant disabilities. The services provide under the contract are available statewide. Services include: information and referral, peer advocacy,

Granite State Independent Living has a governing board that is controlled by persons with disabilities and provides the core independent living services as the only Center for Independent Living in the state. The purpose of GSIL is to promote life with independence for people with disabilities who reside in the state, which makes them uniquely suited to provide services to persons with disabilities.

A Request for Proposals (RFP) was advertised on the Department of Education website on 3/8/21 with a deadline for proposals of 4/26/21. There were five (5) proposals submitted to the Request for Proposals "Independent Living, Part B" in response to the notice.

A review committee consisting of the Administrator for Blind Services, a Program Specialist, Field Service Administrator and a VR Supervisor. The team reviewed the five (5) proposals received by the deadline (Attachment A). Base on the review, the team recommended funding all 5 proposals, and Granite State Independent Living was selected to receive a contract in the amount of $290,781. Each contract will be submitted to the Governor and Council as it is completed.

The outcome VR would like to achieve with this contract is to have independent living services provided statewide so more individuals with significant disabilities can maintain residence in their chosen locations within their communities.

If Federal Funds should become unavailable, General Funds will not be requested to support this program.

Respectfully Submitted,

Christine Brennan
For
Frank Edelblut
Commissioner of Education

Granite State Independent Living
Attachment A

Scoring for the Independent Living, Part B proposals:

Significance of Proposal: Description of applicant's abilities to meet or exceed the Purposes and Priorities, Minimum Requirements and Services to be Provided, including a description of work experience and educational background in Independent Living service provision. This will include a review of the letter of interest, letters of recommendation and resumes.

Proposal Criteria	Potential Score
Statement of Need	10
Project Description	20
Sustainability	20
Organizational Capacity	15
Collaboration	15
Organization Budget	20
Total for Evaluation Criteria	100

Evaluation Criteria Scores (proposals above 60 will receive funding if appropriate)

	Dan F.	Lisa B.	Scott V.	Beth D.	Average Score
B & F	100	96	98	97	97.75
FIS	89	91	89	95	91
BIANH	87	83	92	93	88.75
NDHHS	85	85	85	89	86
GSIL	70	73	80	76	74.75

BIANH=Brain Injury Association of New Hampshire, GSIL=Granite State Independent Living, NDHHS=Northeast Deaf and Hard of Hearing Services, FIS=Future In Sight, B & F= B & F Teaching and Technology

Scoring for review occurred on May 5, 2021. The proposal review panel consisted of the following employees from the Department of Education:

Reviewer Qualifications:

Dan F. has worked for the VR agency for 2 years and is the Administrator for Blind and Vision-Impaired.

Lisa B. has worked for the agency for six years and is a VR Supervisor. She has oversight of a local office and assists in other activities as needed within the administration.

Scott V. has worked for the VR agency for over 20 years and has primary responsibility over blind services operations.

Beth D. has worked for the agency for 29 years and oversees the agencies VR offices and supervisors for the bureau.

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education	1.2 State Agency Address 21 S. Fruit Street, Suite 20 Concord, NH 03301
1.3 Contractor Name GRANITE STATE INDEPENDENT LIVING	1.4 Contractor Address 21 Chenell Drive Concord, NH 03301
1.5 Contractor Phone Number 603-228-9680 / 1.6 Account Number See exhibit C	1.7 Completion Date 9/30/2023 / 1.8 Price Limitation $290,781
1.9 Contracting Officer for State Agency Lisa Hinson-Hatz	1.10 State Agency Telephone Number 603-419-0086
1.11 Contractor Signature Date: 9/1/21	1.12 Name and Title of Contractor Signatory Deborah Ritcey, Chief Executive Officer
1.13 State Agency Signature Date: 9/15/21 For->	1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner
1.15 Approval by the N.H. Department of Administration, Division of Personnel *(if applicable)* By: Director, On:	
1.16 Approval by the Attorney General (Form, Substance and Execution) *(if applicable)* By: Christopher Bond On: 9/15/21	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number: G&C Meeting Date:	

Contractor Initials
Date 9/1/21

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.17, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds affected by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials

Date

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

8.3. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT B. In addition, at the State's discretion, the Contractor shall, within 15 days of notice of early termination, develop and submit to the State a Transition Plan for services under the Agreement.

10. DATA/ACCESS/CONFIDENTIALITY/ PRESERVATION.

10.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice, which shall be provided to the State at least fifteen (15) days prior to the assignment, and a written consent of the State. For purposes of this paragraph, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.2 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State. The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, its officers and employees, from and against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement, or other claims asserted against the State, its officers or employees, which arise out of (or which may be claimed to arise out of) the acts or omission of the

Contractor Initials

Date

Contractor, or subcontractors, including but not limited to the negligence, reckless or intentional conduct. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $1,000,000 per occurrence and $2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A *("Workers' Compensation")*.

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

17. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

18. CHOICE OF LAW AND FORUM. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. Any actions arising out of this Agreement shall be brought and maintained in New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

19. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and/or attachments and amendment thereof, the terms of the P-37 (as modified in EXHIBIT A) shall control.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Contractor Initials _____
Date 9/6/24

EXHIBIT A

Additional Exhibits D-G.

Federal Certification 2 CFR 200.415

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

All the terms and conditions applicable for the use of Federal funds, as outlined in the Office of Management and Budget (OMB) Uniform Grant Guidance, shall be applied by the contractor to any contract activities and expenses, and may be amended from time to time.

EXHIBIT B

SCOPE OF SERVICES

The Contractor, GRANITE STATE INDEPENDENT LIVING (GSIL) shall provide independent living (IL) services based on the Federal regulation 45 CFR Part 1329 per the Workforce Innovation Opportunity Act (WIOA), upon Governor and Council approval, through September 30, 2023.

The scope of the work for GSIL shall include the contractor identifying individuals who may be eligible for services, develop documentation in support of their eligibility and complete a plan to utilize appropriate and necessary independent living "core" or traditional services.

According to the Administration on Community Living and Definitions in 45 CFR 1329.4 "Independent Living Core services (ILS or CIL) mean, for purposes of services that are supported under ILS or CIL programs-

1) Information and referral services;
2) Independent Living skills training;
3) Peer counseling, including cross-disability peer counseling;
4) Individual and systems advocacy;
5) Services that:
   i. Facilitate the transition of individuals with significant disabilities from nursing homes and other institutions to home and community-based residences, with the requisite supports and services."
   ii. "Provide assistance to individuals with significant disabilities who are at risk of entering institutions so that the individual may remain in the community."
   iii. Facilitate the transition of youth who are individual's with significant disabilities, who were eligible for individualized education programs under IDEA.

GRANITE STATE INDEPENDENT LIVING shall:

1. Employ personnel who are specialists for the development and provision of independent living services (IL) in accordance with 45 CFR 1329.
2. Provide information about IL services make referrals to other programs for individuals with significant disabilities as required under 45 CFR 1329.
3. The Contractor shall obtain medical, psychological, psychiatric, educational, vocational, social and financial information necessary to support eligibility for services.
4. The Contractor shall assist applicants in completion of any necessary forms and will develop an Independent Living Plan (ILP) prior to service provision.
5. The Contractor shall coordinate services with other state and local programs to avoid duplication of services.
6. The Contractor shall develop and maintain a consumer service record for each IL program customer. Documentation shall include eligibility decisions signed and dated by the

Service Coordinator, services requested by the customer, the ILP, the services actually provided and goals achieved by the customer as a result of the IL services.

7. The Contractor shall apply for and document in the customer case record specific comparable benefits sought and obtained, prior to billing the Department of Education, Division of Workforce Innovation, Independent Living Program.
8. The ILP shall identify the service(s) to be received, the approximate cost and duration, the provider, the goal of the program, the intermediate objectives and a review of each objective at specified points.
9. The Contractor shall assist the customer in the completion of a financial needs test per 12 month period which begins on the date of eligibility, for a service or combination of services. Services provided will be contingent upon financial need.
10. If a service has been denied to a customer, that decision, along with rationale should be provided to the customer and appeal rights provided.
11. The Contractor shall maintain contact with customers and services providers to ensure that services are being delivered in a timely and appropriate manner. Contacts will be documented in the customer service record.
12. The Contractor shall coordinate service delivery between service providers and eligible customers to ensure timely and appropriate services until each customers program is determined to be inactive or closed.
13. The Contractor shall provide quarterly reports indicating customers served and total number of hours provided. At the end of the contract period a final report shall incorporate total number of consumers served, services provided under each service category of the contract.
14. Information System to produce the Title VI, Part B 704 annual performance report as required by 45 CFR 1329.
15. All services provided are available statewide.

DELIVERABLES AND TIMELINE

A. Independent Living Core Services

1. Information and referral services: At GSIL, this core service is provided by all employees but particularly through the provision of individualized services by IL Services Coordinators and Lead Transition Specialists. Information &Referral services are provided on an individualized basis to meet the specific needs of the consumer.
2. Independent living skills training: As above, this core service is provided on an individualized basis by IL Services Coordinators and Lead Transition Specialists. These professionals provide coaching for goal setting and achievement through individual Independent Living Plans.
3. Peer counseling, including cross-disability peer counseling: GSIL's staff and Board are comprised of a minimum of 50% individuals with disabilities, which allows staff to provide peer counseling and understanding on a level not possible for people with different life experiences. For example, an IL Services Coordinator who uses a wheelchair provides peer interactions as well as acting as a role model for successful integration in employment and community engagement.

4. Individual and systems advocacy: In addition to GSIL's active systems advocacy in which consumers receive training on successful advocacy on a systems level, GSIL staff works with consumers on an individual basis to assist them with enhancing self-advocacy skills. IL Services Coordinators, Lead Transition Specialists, and Long-Term Support and Nurse Coordinators work with consumers on how to identify and successfully express their needs through modeling, role-playing and encouragement. This is customized based upon individual experiences and the situation at hand.
5. Transition services that:
   a. Facilitate the transition of individuals with significant disabilities from nursing homes and other institutions to home and community-based residences, with the requisite supports and services: At GSIL, this includes Access Modification projects to allow individuals safety and independence, Transportation for vital community access, Independent Living Services Coordination for skills training, as well as Home and Personal Care Services, to support individuals to successfully transition and sustain that transition into the community.
   b. Aid individuals with significant disabilities who are at risk of entering an institution so that the individuals may remain in the community: At GSIL, this includes Access Modification projects to allow individuals safe home accessibility, Transportation for vital community access, IL Services Coordination to allow successful and sustained transition, as well as Home and Personal Care Services. Without these vital services, individuals would not be able to remain in the community.
   c. Facilitate the transition of youth who are individuals with significant disabilities, who were eligible for individual education plans: At GSIL, this is provided through the Inspiring the Mastery of Postsecondary Achievement in College (IMPACCT) and Earn & Learn programs, as well as through IL Services Coordination, Job Placement, Work Incentives, and Benefits Counseling. Youth receive group and individualized supports to enhance their skills and success with reaching their goals, particularly related to Employment, Education, Self-Advocacy, and Independent Living Skills.

B. Transportation Program

Provide a minimum of consumers who are financially eligible annually with trips that cannot be provided by another provider to improve the quality of life for consumers to participate in daily life activities with independence. Provide accessible van transportation totaling approximately 348 trips annually. Provide an estimated 2121 trips annually through Transportation Reimbursement Program.

C. Access Modification Program

Complete access projects annually (home and vehicle modifications, assistive technology, and/or durable medical equipment). The focus of this program is on home and community access, education and employment. The goal is to keep each project at $1,800.

EXHIBIT B CONTINUED

D. Independent Living Services Coordination and Transition

Support consumers annually with Independent Living Services Coordination. These services allow individuals to reach their highest level of independence within their home and community. The goals that consumers set are important to independence in community access, education and employment.

Assist consumers in securing necessary comparable benefits for access modification projects. Assist consumers in securing alternate transportation to increase options and independence.

Support transition-age students in identifying Independent Living skills and plans to increase their independence. Transition services also assist individuals transitioning from nursing or other facilities into the community with services which allow successful and sustained transition.

E. Program Evaluation

The Contractor shall conduct bi-annual customer satisfaction surveys as documentation of quality assurance and program evaluation. The survey will document the individuals satisfaction with the services provided, measuring the extent to which the services received improved the consumer's ability to live independently. Results shall be sent to the Department of Education bi-annually.

F. Reporting

- Summary reports will be provided to the Department on a quarterly basis. This report will include a quarterly itemized expenditure report and budget reconciliation report.
- All Part B funds much be tracked separately, as well as services that were provided by the resources. Monthly reports will include type of service being provided, staff providing the service, date of the service, hours of the service and consumers receiving the service. The first report and invoice will be due November 15, 2021 and the 15th day of each month, thereafter.
- Program site visits can be conducted with a two-week notice, indicating the information that will be reviewed, including a comprehensive financial review.

EXHIBIT C

BUDGET

	FY2022	FY2023	FY2024	Total
Salary & Fringe Benefits	$39,034.75	$52,046.50	$13,011.75	$104,093.00
Partner and Vendor Services (Transportation and Access Modification)	$44,283.75	$59,045.00	$14,761.25	$118,090.00
Vehicle Repairs, Maintenance, Fuel and Insurance	$23,472.00	$31,296.00	$7,824.00	$62,592.00
Transportation Reimbursement Services	$1,868.25	$2,491.00	$622.75	$4,982.00
Staff Mileage Reimbursement	$384.00	$512.00	$128.00	$1,024.00
Total	$109,042.75	$145,390.50	$36,347.75	$290,781.00

In-Kind Costs Covered by GSIL	FY2022	FY2023	FY2024	Total
	$50,702.00	$67,602.00	$16,901.00	$135,205

Limitation on Price: Upon mutual agreement between the state contracting officer and the contractor, line items in this budget may be adjusted one to another, but in no case shall the total budget exceed $ 290,781.

Funding Source: Funds to support this request are available in the account titled VR Field Programs-Federal in FY2022 and FY2023, and anticipated to be available in FY2024, upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

	FY2022	FY2023	FY2024
06-56-56-565010-25420000-102-500731 Contracts for Program Services	$109,042.75	$145,390.50	$36,347.75

Method of Payment:
Invoices and reports shall be electronically submitted to:

Dan Frye, Administrator, Services for Blind and Visually Impaired
Daniel.B.Frye@doe.nh.gov
Copy to:
Lisa Hinson-Hatz, Vocational Rehabilitation
Lisa.K.Hatz@doe.nh.gov

EXHIBIT D

Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at $250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200. Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach
A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements
The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC § 1001 and § 1020.

Environmental Protection
(This clause is applicable if this Contract exceeds $150,000. It applies to Federal-aid contracts only.)
The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials
In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired in the preceding fiscal year exceeded $10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Contractor Initials dh
Date 9/1/21

Exhibit E

Federal Debarment and Suspension

a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:

1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;

2. Does not have a proposed debarment pending;

3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and

4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.

c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the DOE. The certification or explanation shall be considered in connection with the DOE's determination whether to enter into Contract.

d. The Contractor shall provide immediate written notice to the DOE if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Contractor Initials
Date

Revised 8/2/19

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.

b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (http://www.whitehouse.gov/omb/grants/sflllin.pdf).

c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed $100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.

e. The DOE shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Contractor Initials
Date 10/11/21

Exhibit G

Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

Rights to Inventions Made Under a Contract or Agreement
Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the DOE.

Any discovery or invention that arises during the course of the contract shall be reported to the DOE. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality
All Written and oral information and materials disclosed or provided by the DOE under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the DOE and its partners, must remain the exclusive property of the DOE.

Confidential information means all data and information related to the business and operation of the DOE, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the DOE, financial information, partner information(including the identity of DOE partners), Contractor and supplier information, (including the identity of DOE Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the DOE to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the DOE or subcontracted with the Contractor.

Ownership of Intellectual Property
The DOE shall retain ownership of all source data and other intellectual property of the DOE provided to the Contractor in order to complete the services of this agreement. As well the DOE will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the DOE.

Contractor Initials _____
Date 9/1/21

State of New Hampshire

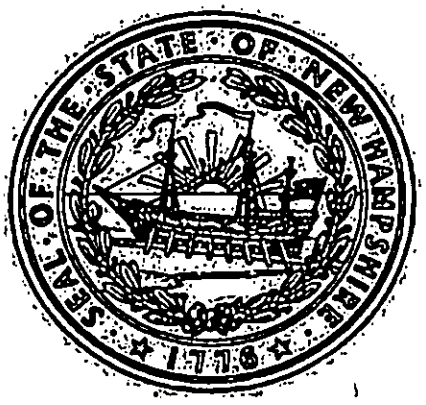
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that GRANITE STATE INDEPENDENT LIVING is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on January 29, 1980. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 63257

Certificate Number: 0005053724



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 9th day of December A.D. 2020.

William M. Gardner
Secretary of State

Granite State Independent Living

Resolutions of the Board of Directors

Whereas: Granite State Independent Living, (herein after GSIL,) is interested in obtaining funds through contracts, grants or other means to promote its mission of supporting persons with disabilities obtain independent living services, and

Whereas: The State of New Hampshire, Department of Education, Division of Career Technology and Adult Learning has made available Title VII Part B funds through a request for proposal (RFP) process funds for such independent living purposes, and

Whereas: GSIL submitted an application and such application was approved by the New Hampshire Department of Education, and

Whereas: the New Hampshire Department of Education: Vocational Rehabilitation seeks to enter into a contract for $290,781.00 with GSIL for such services identified in the approved application.

Now therefore be it RESOLVED: The Board of Directors of GSIL accepts such funds and enters into a contract with the Department of Education: Vocational Rehabilitation effective upon Governor and Council approval.

Be it further RESOLVED: Deborah Ritcey, as President and Chief Executive Officer, is hereby authorized on behalf of **Granite State Independent Living**, to enter into said contracts with the State and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as may be deemed necessary, desirable or appropriate.

The foregoing resolutions have not been revoked, annulled or amended in any manner whatsoever, and remain in full force and effect as of the date hereof, and the following person has been duly elected and now occupy the office indicated below.

Certificate of Vote

The undersigned, being the Secretary of Granite State Independent Living, a New Hampshire voluntary corporation ("Corporation"), does hereby certify that the Board of Directors of the Corporation did approve the resolutions set forth above, at a duly called vote of said Board of Directors held on July 29, 2021.

DATED 7/29 2021

Geoffrey Souther, Secretary

My Commission Expires:

Notary Public

(SEAL) CASEY N. LAVOIE, Notary Public
Commission Expires September 23, 2025

Granite State Independent Living

September 9, 2021

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation.

Jill F. Bilie, Chief Financial Officer

9/9/2021
Date

Client#: 492954 GRANISTA6

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/09/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Insurance Services LLC
3 Executive Park Drive, Suite 300
Bedford, NH 03110
855 874-0123

CONTACT NAME:
PHONE (A/C, No, Ext): 855 874-0123 FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insurance Co.	18058
INSURER B : Granite State Healthcare & Human Svc WC	NONAIC
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Granite State Independent Living
21 Chenell Drive
Concord, NH 03301

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		[redacted]	02/11/2021	02/01/2022	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
	X Professional Liab						MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$3,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$3,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			[redacted]	02/11/2021	02/01/2022	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			[redacted]	02/11/2021	02/01/2022	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $ $10K							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			[redacted]	02/01/2021	02/01/2022	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured Status is Provided When Required By Contract with respect to the Commercial General Liability.

CERTIFICATE HOLDER

The State of New Hampshire
Department of Education
Vocational Rehabilitation
21 So. Fruit Street
Concord, NH 03301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Granite State Independent Living

gsil

Bringing Independence to Life

Concord Main Office
21 Chenell Drive
Concord, NH 03301
603.228.9680
800.826.3700
603.225.3304 (fax)
www.gsil.org

Granite State Independent Living's Mission Statement

To promote quality of life with independence for people with disabilities through advocacy, referral & information, education, peer support and transition services.

Financial Statements

GRANITE STATE INDEPENDENT LIVING

FOR THE YEAR ENDED
SEPTEMBER 30, 2020
AND
INDEPENDENT AUDITORS' REPORT

GRANITE STATE INDEPENDENT LIVING

FINANCIAL STATEMENTS

FOR THE YEAR ENDED SEPTEMBER 30, 2020

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Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

To the Board of Directors of
Granite State Independent Living
Concord, New Hampshire

INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of Granite State Independent Living (a New Hampshire nonprofit organization), which comprise the statements of financial position as of September 30, 2020, and the related statements of activities, cash flows, and functional revenue and expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility
Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Granite State Independent Living as of September 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information
The financial statements of Granite State Independent Living as of September 30, 2019 were audited by other auditors whose report dated February 3, 2020, expresses an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Information
Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards
In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2021 on our consideration of Granite State Independent Living's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Granite State Independent Living's internal control over financial reporting and compliance.

Leone McDonnell & Roberts
Professional Association

Dover, New Hampshire
January 31, 2021

GRANITE STATE INDEPENDENT LIVING

STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2020
(WITH COMPARATIVE TOTALS AS OF SEPTEMBER 30, 2019)

ASSETS

	2020			
	Without Donor Restrictions	With Donor Restrictions	TOTAL	2019 TOTAL
CURRENT ASSETS				
Cash and cash equivalents	$ 4,657,730	$ 34,942	$ 4,692,672	$ 3,533,475
Restricted cash	6,388	-	6,388	19,072
Accounts receivable, net	1,702,466	-	1,702,466	1,605,293
Prepaid expenses	126,556	-	126,556	360,266
Total current assets	6,493,138	34,942	6,528,080	5,418,106
NONCURRENT ASSETS				
Investments	828,828	196,487	1,025,315	1,004,588
Property and equipment, net	965,867	-	965,867	967,308
Total noncurrent assets	1,794,695	196,487	1,991,182	1,971,894
TOTAL ASSETS	$ 8,287,833	$ 231,429	$ 8,519,262	$ 7,390,000

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES				
Accounts payable	$ 285,541	$ -	$ 285,541	$ 98,877
Accrued payroll and related liabilities	953,137	-	953,137	809,850
Accrued expenses	206,116	-	206,116	279,990
Deferred revenue	317,409	-	317,409	151,019
Current portion of contracts payable	7,288	-	7,288	7,950
Total current liabilities	1,769,491	-	1,769,491	1,345,688
Contracts payable, net of current portion	-	-	-	7,288
Total liabilities	1,769,491	-	1,769,491	1,352,974
NET ASSETS				
Without donor restrictions	6,518,342	-	6,518,342	5,799,101
With donor restrictions:				
Time and purpose restricted	-	34,942	34,942	42,283
Perpetual endowment	-	196,487	196,487	195,642
Total net assets	6,518,342	231,429	6,749,771	6,037,026
TOTAL LIABILITIES AND NET ASSETS	$ 8,287,833	$ 231,429	$ 8,519,262	$ 7,390,000

See Notes to Financial Statements

GRANITE STATE INDEPENDENT LIVING

STATEMENTS OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED SEPTEMBER 30, 2019)

	2020			
	Without Donor Restrictions	With Donor Restrictions	Total	2019 Total
REVENUE AND SUPPORT				
Grants	$ 4,207,019	$ 10,898	$ 4,217,915	$ 2,835,617
Public support	80,072	845	80,917	68,000
Special events, net	56,388	-	56,388	45,324
Program fees, net	15,056,022	-	15,056,022	15,462,774
Interest, net	5,229	-	5,229	11,848
Miscellaneous	4,239	-	4,239	6,859
Gain on sale of property	17,200	-	17,200	-
Investment income, net	43,713	-	43,713	36,016
Net assets released from restrictions	18,237	(18,237)	-	-
Total revenue and support	19,488,119	(6,496)	19,481,623	18,506,138
EXPENSES				
Program Services				
Long-term care	12,301,043	-	12,301,043	13,068,767
Community Economic Development	3,178,096	-	3,178,096	3,307,359
Total program services	15,479,139	-	15,479,139	16,376,126
Supporting Services				
General and Administrative	3,184,563	-	3,184,563	2,230,693
Fundraising	105,176	-	105,176	155,902
Total supporting services	3,289,739	-	3,289,739	2,386,595
Total expenses	18,768,878	-	18,768,878	18,762,721
CHANGE IN NET ASSETS	719,241	(6,496)	712,745	(256,583)
NET ASSETS, BEGINNING OF YEAR	5,799,101	237,925	6,037,026	6,293,609
NET ASSETS, END OF YEAR	$ 6,518,342	$ 231,429	$ 6,749,771	$ 6,037,026

See Notes to Financial Statements

GRANITE STATE INDEPENDENT LIVING

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2020 AND 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 712,745	$ (256,583)
Adjustments to reconcile change in net assets to net cash and restricted cash from operating activities:		
Depreciation	219,619	278,014
Gain on sale of property	(17,200)	-
Realized loss (gain) on investments	21,706	(4,515)
Unrealized gain on investments	(49,672)	(16,176)
Restricted contributions	(845)	(1,710)
Decrease (increase) in assets:		
Accounts receivable	(197,173)	419,400
Prepaid expense	233,710	129,380
(Decrease) increase in liabilities		
Accounts payable	188,664	(43,070)
Accrued payroll and related liabilities	143,287	(64,439)
Accrued expenses	(73,874)	(134,087)
Deferred revenue	166,390	32,825
NET CASH PROVIDED BY OPERATING ACTIVITIES	1,347,357	339,039
CASH FLOWS FROM INVESTING ACTIVITIES		
Sales of investments, net	7,237	4,446
Proceeds from sale of property	17,200	-
Purchase of property and equipment	(218,178)	(13,665)
NET CASH USED IN INVESTING ACTIVITIES	(193,741)	(9,219)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from restricted contributions	845	1,710
Payments of contracts payable	(7,950)	(7,950)
NET CASH USED IN FINANCING ACTIVITIES	(7,105)	(6,240)
NET INCREASE IN CASH, CASH EQUIVALENTS AND RESTRICTED CASH	1,146,511	323,580
CASH, CASH EQUIVALENTS AND RESTRICTED CASH, BEGINNING OF YEAR	3,552,547	3,228,967
CASH, CASH EQUIVALENTS AND RESTRICTED CASH, END OF YEAR	$ 4,699,058	$ 3,552,547

See Notes to Financial Statements

GRANITE STATE INDEPENDENT LIVING

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2020
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED SEPTEMBER 30, 2019)

	Program Service			Supporting Services				
	Long-Term Care	Community Economic Development	Total Program Services	General and Administrative	Fundraising	Total Supporting Services	2020 Total	2019 Total
Personnel expenses:								
Salaries and wages	$ 9,735,223	$ 1,819,910	$ 11,555,133	$ 1,955,188	$ 63,581	$ 2,018,769	$ 13,573,902	$ 13,210,825
Employee benefits	1,449,240	380,240	1,829,480	202,797	9,671	212,468	2,041,948	2,349,665
Payroll taxes	713,356	129,306	842,662	225,267	4,514	229,781	1,072,443	1,063,656
Building occupancy	87,228	158,046	245,274	145,351	4,196	149,547	394,821	413,036
Grants	12,969	374,525	387,494	-	-	-	387,494	370,424
Information technology	27,418	22,071	49,489	185,897	4,596	190,493	239,982	80,433
Depreciation	48,520	87,913	136,433	80,852	2,334	83,186	219,619	276,014
Professional fees	33,737	3,996	37,733	97,275	184	97,459	135,192	138,870
Travel	64,556	51,244	115,800	2,855	284	2,939	118,739	157,466
Office, printing, postage, and supplies	48,754	12,299	61,053	50,156	5,537	55,693	116,746	141,213
Miscellaneous	21,660	41,051	62,711	33,505	1,078	34,583	97,294	89,020
Insurance	-	21,975	21,975	66,882	-	66,882	88,857	88,221
Telephone	20,267	7,425	27,692	54,641	238	54,879	82,571	100,521
Advertising	28,915	11,120	40,035	8,269	4,991	13,260	53,295	92,196
Equipment lease and maintenance	130	2,341	2,471	46,982	98	47,080	49,551	48,503
Transportation	4,613	40,516	45,129	305	-	305	45,434	81,585
Professional development	1,948	7,494	9,442	10,090	131	10,221	19,663	7,441
Dues and subscriptions	2,234	3,626	5,860	10,553	1,459	12,012	17,872	18,348
Board of directors	-	-	-	4,260	-	4,260	4,260	4,990
Consultants	-	150	150	3,400	-	3,400	3,550	16,160
Meetings and events	67	174	241	127	2,249	2,376	2,617	6,352
Interpreter	208	2,049	2,257	-	-	-	2,257	3,184
Meals and entertainment	-	625	625	111	35	146	771	798
Total functional expenses 2020	$ 12,301,043	$ 3,178,096	$ 15,479,139	$ 3,184,563	$ 105,176	$ 3,289,739	$ 18,768,878	
Total functional expenses 2019	$ 13,068,767	$ 3,307,359	$ 16,376,126	$ 2,230,693	$ 155,902	$ 2,386,595		$ 18,762,721

See Notes to Financial Statements

GRANITE STATE INDEPENDENT LIVING

NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2020 AND 2019

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Granite State Independent Living (the Organization), is a New Hampshire nonprofit corporation providing a wide range of services to improve the quality of life for individuals with disabilities in New Hampshire. This is accomplished through ensuring the availability of a broad range of services, advocacy efforts, and the establishment of social support. The Organization impacts lives through two primary service areas:

Long-Term Care Program. The Organization offers a variety of personal care service programs based on eligibility. Personal care attendants provide non-medical, hands-on assistance with activities of daily living for seniors and adults living with disabilities. A personal care worker helps individuals bathe, dress, eat, and navigate a range of other daily tasks. In addition to providing assistance with activities of daily living, personal care workers can assist with housekeeping chores, meal preparation, and medication management. Personal care services can be delivered in either a private home, residential care setting, or an individual's place of employment. The Organization also provides nursing facility transition services.

Community Economic Development Program. The Organization is committed to assisting seniors and consumers with disabilities so they can function well within their community and pursue personal goals, whether through employment or earning academic credit through youth transition programs. Options are discussed through a call to Information & Referral Program Service Coordinators, who help individuals set their goals. Services provided can include benefit planning, transportation, ASL referral, peer support, and access modification. Additional services offered may include placement, job coaching, and employment through the Ticket to Work Program.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (US GAAP), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion the Organization's management and board of directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

As of September 30, 2020 and 2019, there were donor restricted net assets of $231,429 $237,925, respectively.

Cash and Cash Equivalents

All cash and highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long-term purposes, are considered to be cash and cash equivalents. Cash and highly liquid financial instruments restricted for permanent endowment or other long-term purposes are excluded from this definition.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position that sum to the total in the statements of cash flows as of September 30, and is comprised of the following components:

	2020	2019
Cash and cash equivalents	$ 4,692,672	$ 3,533,475
Restricted cash	6,386	19,072
Total cash	$ 4,699,058	$ 3,552,547

Accounts Receivable

Accounts receivable consist primarily of noninterest-bearing accounts due for services and programs. The allowance for uncollectible accounts receivable is based on historical experience, as assessment of economic conditions and a review of subsequent collections. Accounts receivable are written off when deemed uncollectible.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursement contracts received in advance are deferred to the applicable period in which the related services are performed or expenditures are incurred, respectively.

Investments

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Property and Depreciation

Property and Equipment additions over $1,000 are recorded at cost, if purchased, or if donated, at estimated fair value on the date received. Material assets with a useful life in excess of one year are capitalized. Depreciation is provided for using the straight-line method over the estimated useful lives of the related assets as follows, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life or the asset or the lease term:

Buildings	40 years
Leasehold improvements	5 to 40 years
Furniture, fixtures and equipment	3 to 5 years
Vehicles	5 years

Costs for repairs and maintenance are expensed when incurred and betterments are capitalized. Assets sold or otherwise disposed of are removed from the accounts, along with the related accumulated depreciation and any gain or loss is recognized.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result for its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment for the year ended September 30, 2020 and 2019.

Fair Value of Financial Instruments

Accounting Standards Codification No. 825 (ASC 825), *Disclosures of Fair Value of Financial Instruments*, requires the Organization to disclose fair values for its financial instruments. The Organization's financial instruments consist of cash and cash equivalents, restricted cash, accounts receivable, prepaid expenses, accounts payable, accrued payroll and related liabilities, accrued expenses and deferred revenue. The carrying value for all such instruments, considering the terms, approximates fair value at September 30, 2020 and 2019. The fair values of investments are measured using a fair value hierarchy, which prioritizes the inputs used in measuring fair values. (see **Note 10**).

Contributions

Contributions are recognized when received. All contributions are reported as increases in net assets without donor restrictions unless use of the contributed asset is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in net assets with donor restrictions. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due and, therefore are reported as net assets with donor restrictions until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Gifts-in-Kind Contributions
The Organization periodically receives contributions in a form other than cash or investments. Contributed property and equipment is recognized as an asset at its estimated fair value at the date of gift, provided that the value of the asset and its estimated useful life meets the Organization's capitalization policy. Donated use of facilities is reported as contributions and as expenses at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of gift, and the expense is reported over the term of use. Donated supplies are recorded as contributions at the date of gift and as expenses when the donated items are places into service or distributed.

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of time and services in the Organization's program operations and in its fundraising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in the financial statements. Generally Accepted Accounting Principals allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Grant Revenue
Grant revenue is recognized when qualifying costs are incurred for cost-reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's, *Uniform Guidance*, and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

Summarized Financial Information
The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organizations financial statements for the year ended September 30, 2019, from which the summarized information was derived.

Accrued Earned Time
The Organization has accrued a liability for future compensated leave time that its employees have earned and which is vested with the employee. Accrued earned time amounted to $190,007 and $182,914 at September 30, 2020 and 2019, respectively.

Advertising Costs
Advertising costs are expensed as incurred and are reported in the Statements of Activities and Statement of Functional Expenses.

Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and qualifies for charitable contributions deductions. The Internal Revenue Service has determined the Organization to be other than a private foundation within the meaning of Section 501(a).

The Organization is required to file a Return of Organization Exempt from Income Taxes (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal year 2020, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Management has evaluated the Organizations tax positions and concluded that the Organization has maintained its tax-exempt status and has taken no uncertain tax positions that would require adjustment to the financial statements. The Organization is no longer subject to income tax examinations by the United States Federal or State tax authorities prior to 2017.

Functional Allocation of Expenses

The costs of providing the various services and other activities have been summarized on a functional basis. Natural expenses are defined by their nature, such as salaries, rent, supplies, etc. Functional expenses are classified by the type of activity for which expenses are incurred, such as management and general and direct program costs. Expenses are allocated by function using a reasonable and consistent approach that is primarily based on function and use. Expenses that relate solely to the functional categories are directly charged, however, there are certain expenses that are allocated. Personnel expenses, including salaries and wages, employee benefits, and payroll taxes, are allocated based on time and effort estimates. Building occupancy costs are allocated on a square footage basis.

Estimates

The preparation of the financial statements in conformity with Generally Accepted Accounting Principals requires estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investment in money market funds. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission. Investments are made by diversified investment managers whose performance is monitored by the Fiscal Committee of the Board of Directors. Although the fair values of investments are subject to fluctuation on a year to year basis, the Fiscal Committee believes that the investment policies and guidelines are prudent for the long-term welfare of the Organization.

New Accounting Pronouncements

During the year ended September 30, 2020, the Organization adopted the provisions of FASB ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (Topic 958). This accounting standard is meant to help not-for-profit entities evaluate whether transactions should be accounted for as contributions or as exchange transactions and, if the transaction is identified as a contribution, whether it is conditional or unconditional. ASU 2018-08 clarifies how an organization determines whether a resource provider is receiving commensurate value in return for a grant. If the resource provider does receive commensurate value from the grant recipient, the transaction is an exchange transaction and would follow the guidance under ASU 2014-09 (FASB ASC Topic 606). If no commensurate value is received by the grant maker, the transfer is a contribution. ASU 2018-08 stresses that the value received by the general public as a result of the grant is not considered to be commensurate value received by the provider of the grant. Results for reporting the year ending September 30, 2020 are presented under FASB ASU 2018-08. The comparative information has not been restated and continues to be reported under the accounting standards in effect in those reporting periods. There was no material impact to the financial statements as a result of adoption. Accordingly, no adjustment to opening net assets was recorded.

2. LIQUIDITY AND AVAILABILITY

The following represents the Organization's financial assets as of September 30, 2020 and 2019:

	2020	2019
Financial assets at year end:		
Cash and cash equivalents	$ 4,692,672	$ 3,533,475
Accounts receivable, net	1,702,466	1,505,293
Investments	1,025,315	1,004,586
Total financial assets	7,420,453	6,043,354
Less amounts not available to be used within one year:		
Net assets with donor restrictions:		
Time and purpose restrictions not expected to be met in less than one year	(34,942)	(42,283)
Perpetual endowment	(196,487)	(195,642)
Total amount not available within one year	(231,429)	(237,925)
Financial assets available to meet general expenditures over the next twelve months	$ 7,189,024	$ 5,835,884

Endowment funds consist of donor-restricted endowments. Income from donor-restricted endowments is available for general use. The portion of endowment funds that are perpetual in nature are not available for general expenditure.

The organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. In addition to financial assets available to meet general expenditures over the next year, the organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

As part of the liquidity management plan, the Organization also has a $1,000,000 revolving line of credit available to meet cash flow needs. See **Note 7**.

3. RESTRICTED CASH

The Organization is the fiscal sponsor for Transport NH, an advocacy organization currently seeking exempt status as an organization described in IRC Section 501(c)(3).

4. ACCOUNTS RECEIVABLE

Accounts receivable consist of the following at September 30, 2020:

	Receivable	Allowance	Net
Medicaid	$ 774,234	$ -	$ 774,234
Other	965,725	(37,493)	928,232
Total	$ 1,739,959	$ (37,493)	$ 1,702,466

Accounts receivable consist of the following at September 30, 2019:

	Receivable	Allowance	Net
Medicaid	$ 737,680	$ -	$ 737,680
Title VII	28,406	-	28,406
Other	740,662	(1,455)	739,207
Total	$ 1,506,748	$ (1,455)	$ 1,505,293

5. INVESTMENTS

The following is a summary of investments at September 30:

		2020	
	Fair Value	Cost	Unrealized Gain (Loss)
Exchange-traded funds	$ 120,524	$ 115,405	$ 5,119
Mutual funds	167,172	144,129	23,043
U.S. Treasury obligations	95,264	95,125	139
U.S. Corporate bonds	399,202	389,572	9,630
U.S. Common stock	243,153	202,317	40,836
Total	$ 1,025,315	$ 946,548	$ 78,767

	2019		
	Fair Value	Cost	Unrealized Gain (Loss)
Exchange-traded funds	$ 119,476	$ 108,970	$ 10,506
Mutual funds	151,327	149,278	2,049
U.S. Treasury obligations	184,985	185,206	(221)
U.S. Corporate bonds	313,130	313,870	(740)
U.S. Common stock	235,668	212,167	23,501
Total	$ 1,004,586	$ 969,491	$ 35,095

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of the investment, the greater the sensitivity of its fair value to changes in market interest rates.

The organizations investment policy states that not more than 10% (at cost) of the investment portfolio may be invested in the securities of any one issue, with the exception of the U.S. Government or its agencies. The maximum amount invested in the securities of issuers in the same industry shall not be more than 25% (at cost) of the portfolio.

6. PROPERTY, EQUIPMENT AND DEPRECIATION

Property, equipment and vehicles consisted of the following as of September 30, 2020 and 2019:

	2020	2019
Land	$ 69,198	$ 69,198
Buildings and Improvements	1,473,974	1,386,907
Furniture, fixtures, and equipment	1,045,689	1,029,239
Vehicles	632,525	667,912
	3,221,386	3,153,256
Less accumulated depreciation	(2,255,519)	(2,185,948)
Property and equipment, net	$ 965,867	$ 967,308

Depreciation expense for the years ended September 30, 2020 and 2019 was $219,619 and $278,014 respectively.

7. BANK LINE OF CREDIT

The Organization has a $1,000,000 revolving line of credit agreement with a bank, secured by all assets. Borrowings under the line bear interest at the bank's LIBOR Advantage rate plus 3.50%, with a floor of 5.00%, adjusted monthly. Interest only payments are required monthly with the principal payable on demand. At September 30, 2020 and 2019, the Organization had no outstanding balance on the line of credit and did not draw on the line during fiscal year 2020.

8. **CONTRACTS PAYABLE**

During fiscal year 2016, the Organization entered into a lease agreement for a new Nashua office location. The Organization was required to make leasehold improvements which were paid in full by the lessor. As part of the terms of the agreement, the Organization is required to pay the lessor $663 per month, in addition to the base rent, for the improvements performed by the lessor. At September 30, 2020 the outstanding balance was $7,288 and is expected to be paid in full during the year ended September 30, 2021.

9. **ENDOWMENT FUNDS**

The Organization's endowment consists of individual funds established by donors to provide funding for specific activities and general operations. New Assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors has interpreted the New Hampshire Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. At September 30, 2020, there were no such donor stipulations. As a result of this interpretation, net assets with donor restrictions are classified as (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts donated to the endowment (including contributions receivable net of discount and allowance for doubtful accounts), and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. Donor restricted amounts not retained in perpetuity are subject to appropriation for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA. The following factors were considered in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund.
- The purposes of the Organization and the donor-restricted endowment fund.
- General economic conditions.
- The possible effect of inflation and deflation.
- The expected total return from income and the appreciation of investments.
- Other resources of the Organization.
- The investment policies of the Organization.

Investment and Spending Policies

The Organization has adopted investment and spending policies for the investment funds that attempt to provide a predictable stream of funding for operations while seeking to maintain the purchasing power of the investment assets. Over time, long term rates of return should be equal to an amount sufficient to maintain the purchasing power of the investment assets, to provide the necessary capital to fund the spending policy, and to cover the costs of managing the investment funds. The target minimum rate of return is the Consumer Price Index plus 5% on an annual basis. Actual returns in any given year may vary from this amount. To satisfy this long-term rate-of-return objective, the investment portfolio is structured on a total-return approach through which

Investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). A significant portion of the funds are invested to seek growth of principal over time or unless the Organization needs to access for immediate need, with Board approval.

The investment fund spending-rate formula is used to determine the maximum amount to spend from the investment fund each year. The rate, determined and adjusted from time to time by the Board of Directors, is applied to the average fair value of the investment fund investments for the prior 12 quarters at December 31 of each year to determine the spending amount for the upcoming year. In establishing this policy, the long-term expected return on the investment fund was considered, the rate set with the objective of maintaining the purchasing power of the investment fund over time.

Funds with Deficiencies

Due to market conditions, the fair value of assets associated with individual donor restricted endowment funds may fall below the level that the donor or UPMIFA requires the Organization to retain as a fund of perpetual duration. There were no deficiencies at September 30, 2020 and 2019.

Changes in endowment net assets for the year ended September 30, 2020 are as follows:

	Perpetual Endowment
Endowment net assets, beginning of year	$ 195,642
Contributions	845
Endowment net assets, end of year	$ 196,487

10. FAIR VALUE MEASUREMENTS

FASB Accounting Standard Codification 820 *"Fair Value Measurements"* provides a definition of fair value which focuses on an exit price rather than an entry price, establishes a framework in generally accepted accounting principles for measuring fair value which emphasizes that fair value is a market-based measurement, not an entity-specific measurement, and requires expanded disclosures about fair value measurements. In accordance with *FASB ASC 820*, the Organization may use valuation techniques consistent with market, income and cost approaches to measure fair value. As a basis for considering market participant assumptions in fair value measurements, *ASC Topic 820* establishes a fair value hierarchy, which prioritizes the inputs used in measuring fair values. The hierarchy gives the highest priority of Level 1 measurements and the lowest priority to Level 3 measurements. The three levels of the fair value hierarchy under *ASC Topic 820* are described as follows:

Level 1 - Inputs to valuation methodology are quoted prices available in active markets for identical investments as of the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies.

Level 3 - Inputs to the valuation methodology are unobservable inputs in situations where there is little or no market activity for the asset or liability and the reporting entity makes estimates and assumptions related to the pricing of the asset or liability including assumptions regarding risk.

The following is a description of the valuation methodologies used for assets at fair value. There have been no changes in the methodologies used at September 30, 2020.

Government obligations: Valued using pricing models maximizing the use of observable inputs for similar securities.

Non-government obligations: Consist of corporate bonds that are valued using pricing models maximizing the use of observable inputs for similar securities. This includes basing value on yields currently available on comparable securities of issuers with similar credit ratings.

Common stocks: Valued at the closing market price on the stock exchange where they are traded (primarily the New York Stock Exchange).

Mutual funds and Exchange traded funds: All actively traded mutual funds and exchange traded funds are valued at the daily closing price as reported by the fund. These funds are required to publish their daily net asset value (NAV) and to transact at that price. All mutual funds and exchange traded funds held by the Organization are open-end mutual funds that are registered with the Securities and Exchange Commission.

	2020			
	Level 1	Level 2	Level 3	Total
Exchange traded funds	$ 120,524	$ -	$ -	$ 120,524
Mutual funds	167,172	-	-	167,172
U.S. Treasury obligations	-	95,264	-	95,264
U.S. Corporate bonds	-	399,202	-	399,202
U.S. Common stock	243,153	-	-	243,153
Total investments	$ 530,849	$ 494,466	$ -	$ 1,025,315

	2019			
	Level 1	Level 2	Level 3	Total
Exchange traded funds	$ 119,476	$ -	$ -	$ 119,476
Mutual funds	151,327	-	-	151,327
U.S. Treasury obligations	-	184,985	-	184,985
U.S. Corporate bonds	-	313,130	-	313,130
U.S. Common stock	235,668	-	-	235,668
Total investments	$ 506,471	$ 498,115	$ -	$ 1,004,586

11. NET ASSETS WITH DONOR RESTRICTION

Net assets with donor restrictions are comprised of the following at September 30, 2020 and 2019:

	2020	2019
Time and purpose restricted		
Access modification program	$ 10,396	$ 18,016
Advocacy activities	5,661	5,161
Community economic development program	6,790	6,790
IMPACCT program	12,095	12,316
Total time and purpose restricted	34,942	42,283
Perpetual endowment	196,487	195,642
Total	$ 231,429	$ 237,925

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or the occurrence of the passage of time as follows for the years ended September 30, 2020 and 2019:

	2020	2019
Subject to expenditure for specified purpose:		
Access modification program	$ 18,016	$ 47,199
Advocacy activities	-	64
IMPACCT program	221	1,242
Total time and purpose restricted	$ 18,237	$ 48,505

12. RETIREMENT PLAN

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. All salaried employees working 30 or more hours a week and are 21 years of age or older may participate in the plan. The Organization matches up to 100% of employee contributions to the plan, to a maximum of 6% of salaries, depending on the years of service. The Organization contributed $82,171 and $114,166 for the years ended September 30, 2020 and 2019, respectively.

13. OPERATING LEASES

The Organization leases office space under the terms of non-cancellable lease agreements that are scheduled to expire at various times through 2024. The Organization also rents additional facilities on a month to month basis. Rent expense under these agreements, which is included in building occupancy in the Statement of Functional Expenses, totaled $173,090 and $221,856 for the years ended September 30, 2020 and 2019, respectively.

The Organization also leases office equipment under non-cancellable lease agreements that are scheduled to expire at various times through 2022. Equipment rental expense, which is included in equipment lease and maintenance in the Statement of Functional Expenses, totaled $45,715 and $45,616 for the years ended September 30, 2020 and 2019, respectively.

Estimated future minimum lease payments on the above leases are as follows:

Year Ending September 30	Amount
2021	$ 150,279
2022	73,356
2023	64,952
2024	47,784
Total	$ 336,371

14. CONCENTRATIONS OF RISK

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended September 30, 2020 and 2019, Medicaid accounted for 70% and 75%, respectively, of total revenues and 46% and 49%, respectively, of total accounts receivable. The State of New Hampshire contracts with managed care organizations to reimburse the Organization as a provider of services rendered.

15. RECLASSIFICATION

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

16. LONG TERM CARE STABILIZATION PROGRAM

In response to COVID-19, in April 2020, the State of New Hampshire established the Long Term Care Stabilization (LTCS) Program to provide stipends to certain front line Medicaid providers. The program was developed to incentivize these direct care workers to remain in or rejoin this critical workforce and continue to provide high quality care to vulnerable persons during the pandemic. Under the program, the New Hampshire Department of Employment Security (NHES) would distribute $300 per week in stipends to eligible full time front line workers and $150 per week in stipends to eligible part time front line workers. The funding for the LTCS Program was provided through the Coronavirus Relief Fund. During the year ended September 30, 2020, the Organization received grant revenue of $1,123,800 and expended $1,123,800 under the grant through payroll and fees for service.

17. OTHER MATTERS

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Organization. The significance of the impact of these disruptions, including the extent of their adverse impact on the Organization's financial and operational results, will be dictated by the length of time that such disruptions continue and, in turn, will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic. As of January 31, 2021, due to the measures put in place to prevent the spread of COVID-19 we are unable to estimate the future performance of the Organization.

18. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date, but arose after that date. Management has evaluated subsequent events through January 31, 2021, the date the financial statements were available to be issued.

GRANITE STATE INDEPENDENT LIVING

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2020

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS THROUGH GRANTOR NUMBER	FEDERAL EXPENDITURES	PASSED TO SUBRECIPIENTS
U.S. DEPT. OF HEALTH AND HUMAN SERVICES				
Administration for Community Living				
ACL Centers for Independent Living	93.432		$ 973,614	
COVID-19 - ACL Centers for Independent Living	93.432		441,735	
			1,415,349	
Administration for Community Living				
Passed through State of NH Department of Education				
ACL Centers for Independent Living - State Grants	93.369	1058890	126,895	
Total U.S. Department of Health and Human Services			$ 1,542,244	
U.S. DEPARTMENT OF THE TREASURY				
Passed through Governor's Office of Emergency Relief and Recovery				
COVID-19 Long Term Care Stabilization Program				
Coronavirus Relief Fund	21.019		$ 1,123,800	
Total U.S. Department of the Treasury			$ 1,123,800	
SOCIAL SECURITY ADMINISTRATION				
Social Security - Work Incentives Planning and Assistance Program	96.008		$ 317,727	$ 83,933
Total Social Security Administration			$ 317,727	
Total expenditures of federal awards			$ 2,983,771	$ 83,933

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Granite State Independent Living under programs of the federal government for the year ended September 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Granite State Independent Living, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Granite State Independent Living.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, where in certain types of expenditures are not allowable or are limited to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

NOTE C - INDIRECT COST RATE

Granite State Independent Living has elected to not use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

GRANITE STATE INDEPENDENT LIVING

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Granite State Independent Living
Concord, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Granite State Independent Living (a New Hampshire nonprofit organization), which comprise the statements of financial position as of September 30, 2020, and the related statements of activities, cash flows, and functional revenue and expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 31, 2021.

Internal Control Over Financial Reporting
In planning and performing our audits of the financial statements, we considered Granite State Independent Living's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Granite State Independent Living's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Granite State Independent Living's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Leone McDonnell & Roberts
Professional Association

Dover, New Hampshire
January 31, 2021

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

GRANITE STATE INDEPENDENT LIVING

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Granite State Independent Living
Concord, New Hampshire

Report on Compliance for Each Major Federal Program
We have audited Granite State Independent Living's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Granite State Independent Living's major federal programs for the year ended September 30, 2020. Granite State Independent Living's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility
Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility
Our responsibility is to express an opinion on compliance for each of Granite State Independent Living's major federal programs, based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirement, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Granite State Independent Living's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Granite State Independent Living's compliance.

Opinion on Each Major Federal Program
In our opinion, Granite State Independent Living complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2020.

Report on Internal Control Over Compliance
Management of Granite State Independent Living is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Granite State Independent Living's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Granite State Independent Living's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Leone McDonnell & Roberts
Professional Association

Dover, New Hampshire
January 31, 2021

GRANITE STATE INDEPENDENT LIVING

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2020

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Granite State Independent Living were prepared in accordance with GAAP.

2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.* No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of Granite State Independent Living, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by Uniform Guidance.* No material weaknesses are reported.

5. The auditors' report on compliance for the major federal award programs for Granite State Independent Living expresses an unmodified opinion on all major federal programs.

6. There were no audit findings that are required to be reported in accordance with 2 CFR 200.516(a).

7. The program tested as a major program was: U.S. Department of the Treasury, Coronavirus Relief Fund, 21.019.

8. The threshold for distinguishing between Type A and B programs was $750,000.

9. Granite State Independent Living was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS–MAJOR FEDERAL AWARD PROGRAM AUDIT

None

GRANITE STATE INDEPENDENT LIVING

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED SEPTEMBER 30, 2020

SOCIAL SECURITY ADMINISTRATION

FINDING 2019-001

Condition: The Organization did not have written policies and procedures related to sub-recipient monitoring and management as required under Uniform Guidance. Further, sub-recipient agreements did not include certain elements required by Uniform Guidance.

Recommendation: The Organization should address the weaknesses noted above by implementing written policies and procedures related to sub-recipient monitoring and management, in order to comply with Uniform Guidance. Further, sub-recipient agreements should be amended to include elements required by the Uniform Guidance.

Current Status: Corrected.

FY21 BOARD OF DIRECTORS

Chair & Secretary

Geoffrey Souther (2023-2)

[redacted]

Professional Affiliation: NH Department of Health & Human Services (retired)

1st Vice Chair

VACANT

2nd Vice Chair

Rev. Edward L. Costa Jr (2022-1)

[redacted]

Professional Affiliation: Conservative Congregational Christian Church, Ordained Minister

Treasurer

Ken Traum (2022-2)

[redacted]

Professional Affiliation: State of New Hampshire, Consumer Advocate (retired)

Iris Polley (2022-1)

[redacted]

Professional Affiliation: Sobriety thru Photography, Group leader

Larry Smukler (2022-1)

[redacted]

Professional Affiliation: New Hampshire Supreme Court

Mike Byrne (2021-1)

[redacted]

Professional Affiliation: Unites States Marine Corp (retired)

Jarosiaw Hecka (2022-1)

[redacted]

Professional Affiliation: Achievement Therapy Services, Physical Therapist

Theo Vougias (2022-2)

[redacted]

Professional Affiliation: Devine Millimet, Associate

Dave Qualey (2022-1)

[redacted]

Professional Affiliation: Mobility Works

Kevin Ennis (2022-1)

[redacted]

Professional Affiliation: Home Depot

Kyra Leonard (2023-1)

[redacted]

Professional Affiliation: NH Department of Health & Human Services

Lorna Greer (2019-2)

[redacted]

Professional Affiliation: NH Human Rights Commission (retired)

Board members receive no salaries

Erin Bassegio

[redacted]

PROFESSIONAL EXPERIENCE

Granite State Independent Living, Dover, NH

Associate Director of Community Services — *November 2020 – Present*

- Manage Access Modification, Service Coordination, Employment, and ECSP Programs.
- Assist with the management of Title VII, Part C and Title VII, Part B grants and reporting.
- Support program growth and the development of new funding sources and programs.

Independent Living Services Manager — *November 2019 – November 2020*

- Provided supervision of the statewide team of Independent Living Services Coordinators and Staff Interpreter.

Employment & Independent Living Services Coordinator — *October 2018 – November 2019*

- Identified and utilized local, state, and federal resources to support employment and independent living for people with disabilities.

New Hampshire Democratic Party Coordinated Campaign, Dover, NH

Field Organizer — *July – August 2018*

- Recruited, trained, and led volunteers in Dover, Barrington, Rollinsford, and Somersworth.
- Managed data collection and entry into the VoteBuilder/NGP VAN database.
- Supported start-up of the Dover field office and participated in strategic planning for the region.
- Used social media outlets to maximize local campaign outreach and visibility.

University of Rochester Medical Center, School of Nursing, Rochester, NY

Assistant for the Clinical and Educational Resource Center — *September 2015 – July 2018*

- Operated the Resource Center which included assessing and troubleshooting problems and complaints from students, staff, faculty, and school visitors.
- Oversaw office operations such as database and resource management.

AmeriCorps National Civilian Community Corps-FEMA Corps, Vinton, IA

Corps Member — *August 2014 – May 2015*

- Worked as an Information Technology Specialist and Logistical Planner for FEMA.
- Participated in and assisted in arranging 10 events with non-profit and volunteer organizations benefiting diverse communities in need across 5 states and the District of Columbia.

EDUCATION

Master of Arts in Social and Public Policy — *Graduated June 2018*

SUNY Empire State College, Saratoga Springs, NY

- 3.86 GPA
- Completed an advanced certificate in Community Advocacy

Bachelor of Arts in Individualized Studies — *Graduated May 2014*

Edinboro University of Pennsylvania, Edinboro, PA

- Coursework concentration in Health & Nursing Sciences
- Minor in Psychology

Sara O'Dougherty
[redacted]

Qualifications Summary: Customer oriented professional with supervisory and/or Team Leader experience. Strong administrative and organizational skills to plan, manage, and execute day-to-day office operations. Experience in payroll preparation, billing, and knowledge of DOT regulations. Demonstrated ability to listen, communicate (written and verbal) with all levels of staff, vendors, and clients. Good decision-making skills and the ability to function well under stress while working in a fast-paced environment.

Education:

Granite State College-Concord, NH,

June 2011

Bachelor's Degree - Business Management

- GPA 3.69

Employment:

Granite State Independent Living – Concord, NH, August 2015 – Present

Transportation Manager

- Coordinate the transportation needs of GSIL consumer, broker clients as well as those within the public seeking (mainly) wheelchair accessible transportation.
- Ensure that several company, funding agencies and governmental reports (that document the variety of services we provide each month) are generated.
- Oversee the maintenance of company vehicles to ensure the highest level of safety and efficiency.
- Oversee and actively participate as a State Certified School Bus Driver Trainer the training of all drivers including those with a school bus certificate
  - Maintain all driver qualification files
- Participate in: NH Transportation Assistance Program, NH State Coordinating Council for Community Transportation & Region 3-NHSCC

Student Transportation of America - Bradford, NH, July 2013 – March 2015

Training Supervisor

State Certified Driver/ School Bus Driver Trainer

- Prepare & maintain driver/monitor files of staff of 60+ including all documents for their required background checks & clearances, school bus, first aid & CPR certifications, physicals & licensing for state & company records

- Prepare & submit all weekly, monthly & annual reports of this training to pupil transportation with the state of NH as well as direct report supervisor with company

School Bus Driver - STA Oct. 2010 – March 2015

- Provide safe, reliable transportation to school age children to & from school
- Prepare daily & weekly reports & paperwork necessary to document this task such as pre/post trip reports, mileage logs & student counts

Krystal's Restaurant - Aiken, SC July 2008 - July 2009

Shift Manager

- Assisted General Mgr with the shift operations
- Supervised crew of between 5-10 during the breakfast and lunch shifts
- Assigned specific tasks during shifts to optimize customer service. At end of the shift I counted the drawers for the shift and prepared the deposits
- Processed shift inventory; ordered supplies based on need

Laidlaw Education Services – Peterborough, NH June 2000 – April 2007

Branch Manager

- Successfully coordinated the day to day operations for the safe transportation of roughly 10,000 students for 4 separate school districts simultaneously
- This included assigning bus routes to drivers, reviewing the daily maintenance schedule to ensure that there are plenty of safe buses for each run, and help with training new and veteran drivers to keep in compliance with DOT standards.
- Processed weekly payroll for branch staff
- Processed branch invoices for billing
- Successfully maintained a monthly budget
- Oversaw maintenance of over 100 staff and vehicle files for DOT and company criteria
- Processed the necessary documentation of branch operations for company; including daily, weekly, monthly and annual reports
- Directed the recruitment of over 100 branch positions
- Trained, supervised and evaluated staff, coached improvements; resulted in multilateral staff achievement of work objectives
- Successfully refined and implemented new projects
- Maintained a very high level of customer satisfaction

Laidlaw Education Services (other positions)

Driver Trainer – State Certified March 1997 – Present

Norman Hart

[redacted]

Objective:

To obta n emp oyment w th an eth ca and forward th nk ng organ zat on offer ng opportun t es for advancement.

Transportation Coordinator / Lead Driver, GSIL, Concord, NH - 11/2020 - Present
Current y serv ng as Lead Dr ver and Transportat on Coord nator. B ng and Schedu ng whee cha r transport.

Team Lead, Coordinated Transportation Solutions, Concord, NH - 1/2018 - 5/2020
Served as Customer Serv ce Team Lead superv s ng a team of 20 CSR's n a fast paced, h gh vo ume ca center. Respons b t es nc ude ma nta n ng ca qua ty standards, broker ng med ca transportat on requests, reso v ng esca ated ssues, staff deve opment and schedu ng.

Customer Service Rep, Eversource Energy, Manchester, NH 12/2014- 12/2017
Performed dut es of Customer Serv ce Rep n h gh vo ume, fast paced nbound ca center. Dut es nc ude process ng customer payments, ass st ng customers w th nterpret ng b s, reg ster ng for ass stance programs, d spatch ng emergency ne crews, fle d ng outage ca s, connect ng and d sconnect ng res dent a serv ce and ma nta n ng customer records.

Team Lead, Carbonite, Lewiston, ME —7/2011- 7/2014
Performed dut es of Customer Serv ce Team Lead n our 150 seat techn ca support ca center. Dut es nc uded manag ng the deve opment of a 25 person techn ca support team, rev ew ng reports by team superv sor and prepar ng coach ng object ves for reps. Performed qua ty checks on tech support t ckets, deve oped and rev ewed performance reports, dent fied areas to mprove, and mp emented measures to mprove performance eve s and meet object ves. Exped ted and fac tated the esca at on of T er 2 tech ssues. Worked w th eng neer ng to dent fy and reso ve software bugs. Ass sted w th UI deve opment on mob e apps.

Sales Representative, AT&T Wireless, Concord, NH — 3/2010-6/2011
He d pos t on of comm ss oned Reta Sa es Support Rep. Educated customers on w re ess phone and data opt ons. Met sa es quotas and revenue targets for new act vat ons, customer renewa s, and accessor es. Ensured customer sat sfact on by reso v ng a customer ssues and concerns. Ba anced end of the day transact ons, and prepared bank depos ts. Performed account ma ntenance and troub eshoot ng of ce u ar handsets and mob e broadband dev ces. Inst tuted grass-roots market ng campa gns to ncrease sa es and attended techn ca tra n ng. Managed nventory and store cash. Mon tored store operat ons for aud t comp ance. Conducted ongo ng staff deve opment coach ng.

Hilary Gilbert

Objective: To obtain employment in a professional organization that provides individuals with support in coordinating the services that will help them be successful in their personal goals and treatment plan. In addition to the latter, help clients obtain quality services that are individualized and appropriate for their needs and help them live their life to the fullest.

Professional Experience:

Aug 2017- Present ***Independent Living Services Coordinator***-Granite State Independent Living

- Help individuals acquire equipment or services to live independently in their environment
- Attend meetings with other service coordinators to discuss recent developments in GSIL
- Perform home visits and complete paperwork with consumers to obtain services
- Record notes on contacts with consumers in DAC's system used by GSIL
- Work with the IMPACCT students in the classroom and after they finish the program

Aug 2006 to Aug 2017 ***Paraprofessional*** Hollis-Brookline High School

- Help students identify and develop strategies they can use on academic tasks
- Help students meet the goals and objectives as outlined in their IEP
- Collect data as outlined by case managers and therapists for students
- Give feedback to case managers and other team members regarding students' progress or issues

Feb 2005 to Sept 2004 ***Lead Preschool Teacher*** Humpty Dumpty Learning Center

- Design and implement curriculum for Pre-K age group
- Develop and complete daily notes, monthly newsletters and developmental assessments
- Communicate with parents on a daily basis about child's day and developmental issues

Sept 2002 to Sept 2003 ***Case Manager*** Community Council

- Link clients to community resources and supports
- Meet with clients and discuss concerns and treatment
- Implement Individual Treatment Plans as outlined by team
- Participate in weekly team meetings about clients
- Complete paperwork required for agencies and to obtain services for clients and other related paperwork for treatment of clients

2001 to 2004 (Part time) ***Respite Provider*** Area Agency V1

- Locate recreational activities out in the community for clients to work on social and emotional skills and facilitate the successful implementation of these skills
- Provide Area Agency documentation regarding visits and services offered
- Work and develop skills for success in home and community
- Assist families in supporting the needs of the individual

Additional Experience:

- Crotched Mountain Residential Life Skills Coach
- Head Start Lead Teacher
- Parent Aid for Southern NH Services (wrote reports regarding supervised family visits)
- Member of Family Support Advisory Council of Area Agency (presently Gateways)

Education:

- B.A Psychology Dickinson College
- Para-educator 1 1 Certification
- Nonviolent Crisis Intervention Training
- Workshops related to special needs and mental health issues

[redacted]

Skot Jervis

Objective

To secure a job that will allow me to assist people with disabilities with improving their lives.

Work Experience

Granite State Independent Living
21 Chenell Drive
Concord, NH 03301

Services coordinator January 2002-Present

- Assisted numerous people with disabilities with overcoming barriers that restricted their independence. Including, but not limited to, home modifications, acquiring adaptive equipment, benefits enrollment, vehicle modifications, and peer support.
- Organized and/or participated in numerous outreach presentations in order to inform other agencies about the services Granite State Independent Living can offer the population they serve.

Skills

I consider myself to be quite computer literate; skilled with Microsoft Office and easily adapt to new database/data entry systems as necessary.

Interests

Photography, technology, exercise

Education

Keene State College
229 Main Street
Keene, NH 03431
Dates attended: 1999-2001
Masters in Education
School Guidance Counselor Certification

Keene State College
229 Main Street
Keene, NH 03431
Dates attended: 1995-1999
Bachelors in Elementary Special Education & Psychology

Central High School
207 Lowell Street
Manchester, NH 03104
Dates attended: 1983-1987

References

References available upon request

Dawn M. Keddy

[redacted]

HIGHLIGHTS OF QUALIFICATIONS

- Proficient in providing direct services, employment coaching, and referrals to consumers
- Compassionate in conversing with consumers in delicate situations
- Skilled in explaining detailed information, instructions, and regulations
- Adept at interviewing and counseling, especially with regard to detailed procedures
- Efficient in examination, verification, and submission of specialized data.
- Proficient at learning and utilizing proprietary software

RELEVANT EXPERIENCE

Client Service

- Provide employment coaching, counseling, and support.
- Assist consumers in resume writing, mock interviewing, and job application process
- Provide guidance to acquire and submit proper forms, and follow procedures
- Maintain regular contact to address questions, concerns, or changes
- Match qualified consumers with prospective employers
- Ability to administer personality, career interest, and academic aptitude assessments

Introducing and Explaining Programs

- Present program orientations in a personalized setting
- Provide individualized instructions for consumer participation
- Guide and support consumers in identifying and reaching their employment goals
- Identify, mediate, and resolve conflicts

Outreach and Reporting

- Engage in outreach services to communities, employers, and individuals
- Attend employer and partner meetings to market and present programs
- Submit detailed and accurate program reports
- Maintain consumer records and perform routine evaluations
- Initiate and participate in advisory meetings
- Ability to draft and execute employment contracts

EMPLOYMENT HISTORY

Granite State Independent Living	IL Services & Employment Coordinator	03/2017 - Present
New Hampshire Job Corps	Admissions Counselor	03/2016 – 03/2017
Tri-County CAP – Workplace Success Career Center	Community Job Specialist/ On-the-Job Training Developer	04/2013 – 03/2016
Tri-County CAP – Transit	Dispatcher	12/2012 – 04/2013
Androscoggin Valley Hospital	Patient Access Representative	10/2010 – 02/2012
AFLAC Assurance Co. Inc.	Insurance Agent	06/2007 – 06/2008
Berlin City Chevy	Service Advisor/Warranty Rep	09/2006 – 05/2007

EDUCATION

Dawn M. Keddy

[redacted]

Ashford University	*Clinton, IA*
BA Social and Criminal Justice	2013
White Mountains Community College	*Berlin, NH*
AS Criminal Justice	2010
AS Computer/Information Technology	2010
AS Automotive Technology	2006

Madeline Olio Ruano

Job Objective

A Service Coordinator position with a social service agency that utilizes my excellent organizational and communication skills, involves advocacy and Community and Consumer Education/Outreach and Identify and utilize local resources in support of community living for people with disabilities.

Work History

2009 – present **IL Service Coordinator** – Granite State Independent Living, Concord, NH
- Maintain in outreach activities to members of the general community.
- Provide information and referral.
- Advocacy on behalf of consumers.
- Direct services to people with disabilities.

2007 – 2009 **Deaf Service Manager** – Granite State Independent Living, Concord, NH
- Oversee the program service.
- Assist the orienting, evaluation and supervise staffs.
- Education to Community and Consumer Outreach.
- Assist in the development, implementation and review of consumers' ILs.

1996 – 2007 **Program Director** – Northeast Independent Living Program, Inc., Lawrence, MA
- Oversee the program budget and program service.
- Provide peer mentoring and IL training to consumers.
- Provide supervision and training to staff, Intern and Volunteers.
- Plan and implement peer, support and skills training to consumers and community providers.

1994 – 1996 **Program Director** – North Suffolk Mental Health Associates, Chelsea, MA
- Oversee the program services and budgets.
- Develop new policies for the program services.
- Assist in interview, hiring, orientation training, and evaluation system for program.
- Monitor staff schedule/routines.
- Meeting with Program and DMH Administration and contracting team members with agencies.

Education

B.S. Sign Language Interpreter, University of New Hampshire at Manchester, Manchester, NH
A.S. Medical Technician, Rochester Institute of Technology/NTID, Rochester, NY

Leadership and Training

Training in conflict-resolution skills, HIPPA, Mental Health Overview, Microsoft Lyncs, and professional training.
Fluent in American Sign Language.
VR Deaf & HOH Advisory Committee, UNH-M Sign Language Interpreter Advisory Meeting, NECC Sign Language Interpreter Advisory Meeting.

References available on request.

Maryanne H.C. (MHC) MacLeod

Recent Work Experience:

Granite State Independent Living, Concord, NH
April 2021–present
Independent Living and Employment Coordinator

Assist individuals with disabilities to achieve their independent living goals, including developing home access, housing and transportation opportunities.

Assist individuals with disabilities in preparing for, seeking and maintaining employment through the Ticket-to-Work and Vocational Rehabilitation programs.

Farmsteads of New England, Epping, NH
September 2017–present
Employment and Transition Services Coordinator

Manage Employment Services, including job development, job coach training, employment database upkeep, employment contacts, consumer documents and similar. Train both consumers and job coaches on employment search techniques and strategies.

Manage School Transition Services, including supervision of Rehabilitation Assistants, assisting in the development of IEPs, billing, sales presentations, providing back up for RA's, transition planning, etc.

Mentor/DSP to individuals with various developmental disabilities to participate in the community, develop social connections and social skills, develop and enhance marketable work skills and dispositions. Assist in the development of ISA goals and strategies.

One Sky Futures, Newmarket, NH
August 2008– August 2017
Program Manager: Employment and Educational Services

Manage School Transition Services, Community Participation Services, vendored Participant Directed and Managed Services, Vocational Rehabilitation and Private Pay services for up to 30 individuals with disabilities.

Supervise, schedule and manage up to 28 Direct Support Providers/Rehabilitation Assistants/Job Coaches

Develop and implement Individualized Education Plans, Individualized Plans for Employment and Individualized Service Plans. Develop and create customized learning experiences to achieve individuals' goals. Comply with all state CPS (He-M 507) regulations and requirements for annual inspection.

Provide direct supports, when needed, for individuals served.

Living Innovations Support Services, Greenland, NH
August 2003–July 2008
Program Manager

Manage Day Habilitation, Residential, and School Transition Services programming for up to 22 individuals with disabilities. Supervise up to 20 support providers.

Implement and assist in the development of customized service plans for students and adults with disabilities. Provide direct supports, when needed, for individuals served.

Atlantic Culinary Academy (McIntosh College), Dover, NH
January 2001–July 2003
Chef Instructor/General Education Curriculum Coordinator

Responsible for developing and implementing general education curriculum in compliance with NEASC and American Culinary Federation certification requirements.

Instructor for: Culinary Math and Culinary Professional Development courses.

Advisor to multiple student organizations. Accuplacer advisor. Mentor.

Education and Training:

Basic Employment Services Certificate
Association of Community Rehabilitation Educators (ACRE), 2008

Master of Adult and Occupational Education
University of New Hampshire, 2000

Graduate Certificate in Adult Education
University of New Hampshire, 2000

Bachelor of Arts in English
University of New Hampshire, 1992
Phi Beta Kappa; Magna Cum Laude

Licensed Educator: Culinary Arts, Restaurant Management (Endorsement 903)
State of New Hampshire Department of Education
Expires June, 2021

ZAHARA NASSALI

Independent Living/Employment Coordinator

[redacted]

Nonprofit Management and Global Leadership 6/22/2020 -CURRENT
Walden University

Direct Support Certificate in Human Services 2018 -2020
Middlesex Community College

Bachelors in Information Technology 2005 -2009
Makerere University

Granite State Independent Living , 21 Chennel St, Concord NH, 03301 02/17/2021 -CURRENT
Independent Living/Employment Services Coordinator

Key Responsibilities

- Provide information and referral services to members of the general community, service providers, community organizations, employers, family members, and individuals with disabilities.
- Conduct intakes; assess consumer needs; develop independent Living plans with consumers; provide independent living services and skill-building.
- Maintain high-quality records of consumer and community contacts through DACS, Doc-Star, and other systems as requested.
- Identify and utilize local resources in support of community living for people with disabilities such as referral and service resources; housing and transportation services; services.
- Evaluation of home, vehicle, and community accessibility needs, facilitate the AMP process by assisting consumers seeking Title VII, Part B or other AMP funding in accessing comparable benefits, locally and statewide; provide support, as needed, toward establishing eligibility; contact vendors, consult on project design and implementation, obtain bids, verify project completion.
- Help people with disabilities accomplish their independent living goals and achieve greater levels of self-determination.
- Participate in outreach presentations and individualized outreach on disability topics for the general community: including service providers, community organizations, consumer groups, and employers.
- Support and encourage consumer self-advocacy efforts and when necessary and requested, advocate on behalf of consumers.
- Conduct travel training by educating individuals on how to use the public transportation system in order to access his/her community. This includes how to read a map/schedule in order to plan a trip and riding the buses with the trainees until they feel comfortable using the public transportation system alone. Help coordinate other transportation services as needed.
- Work one-on-one with individuals who wish to leave a long-term care facility in order to live independently in the community.
- Support youth with disabilities as they transition to becoming independent adults.
- Connect people with disabilities with their peers so they can help each other achieve individual and shared community goals. Assist in providing GSILâ€™s Peer Support activities for the region in which you work.
- Support individuals who wish to maintain or obtain employment in achieving their goals. Assist in providing Employment services for the region in which you work.
- Conduct other duties as assigned that will increase options for persons with disabilities to live independently in the community.
- Responsible for coordinating program services including intake, assessment, job-seeking skills training, job development, placement, and ongoing support.
- Market GSIL employment programs and services to businesses, community agencies, schools, funding sources, and participants.
- Provide direct services as needed and assigned.
- Providing and maintaining all written reports and documents in a timely fashion.
- Supervise and evaluate assigned staff including coordinating orientation, ongoing training, and keeping them informed on all pertinent information.
- Timely input of data into all required data systems (internal and external) completely, consistently, and accurately.

Cooperate for Human Services , 420 Bedford Rd Lexington MA, 02420 02/28/2020 -02/17/2020
Assistant Program Manager

Key Responsibilities

- Supporting the staff help individuals achieve their ISP goals in accordance to the organizationâ€™s values and DDS

regulations.
- Accompanying individuals to recreational activities and appointments as needed.
- Maintaining required documentation according to DDS and other regulatory standards.
- Assisting and supporting individuals with their choices and helping them nurture relationships with their families, relatives, and friends.
- Making Schedules and finding coverage in case of call-outs and inevitable circumstances.
- Updating individuals, demographics in case there is a change to their information like doctors, service fees, or social security.
- Recording their Census information for proper billing.
- Documenting individual daily logs for reference when I complete their monthly progress notes.
- Transcribing their monthly Medical Treatment Records for proper Medication administration according to MAP policies ad regulations.
- Supporting individuals with their decisions and encouraging them to make healthy choices which enables them to be better advocates for themselves.
- Processing Financial Transaction Records of individuals for easy management of their funds and updating their service fees whenever their SSI benefits change.
- Supervising staff and ensuring that the folks we serve are getting the attention required for their activities and involvement in the community.
- Updating the weekly/monthly schedule and making sure there is coverage should we have a staff shortage.
- Summarizing monthly progress notes for ISP meetings and attending them to set new goals for individuals.
- Updating individuals, demographics in case there is change to their information like doctors, service fees or social security.
- Â· Recording their Census information for proper billing.
- Â· Administration of medications to individuals that we support in accordance to MAP policies and Regulations.
- Supporting individuals with their decisions and encouraging them to make healthy choices which enables them to be better advocates for themselves.
- Assisting individuals with their activities of daily living according to their needs.
- Making appointments with their Health Care Providers and making sure to take them for these appointments promptly and as needed.
- Documentation of Encounter forms and Medication treatment forms for Doctorâ€™s appointments so that individuals get the right doctors

Till Inc , 20 East Brook Rd Dedham MA, 02026 12/05/2016 -2019

Direct Support Professional

Key Responsibilities
- Assisting individuals with their activities of daily living.
- Collecting data and recording behavioral and physical challenges.
- Administration of medication for individuals that are no self-medicated and completing documentation in accordance to MAP regulations.
- Supporting individuals live as independently as possible. Helping individuals accomplish their goals as per the ISP
- Supporting individuals in advocating for themselves. I am the human resource officer in the residence that I work at.
- Help individuals to complete fire drills every month as the fire safety officer for the residence.

Seven Hills Foundation , 81 Hope Ave Worcester MA, 01602 10/12/2016 -2019

Direct Care Professional

Key Responsibilities are the same as Till Inc

Action to Positive Change on People with Disabilities , Kampala Uganda 2009 -2015

Assistant Procurement Team Manager /Volunteer

Key Responsibilities
- Initiation of contact with private sponsors to donate equipment to the NGO
- Collaboration with procurement manager to acquire and purchase reliable material to manufacture movement gadgets for children with disabilities using rudimentary methods at the lowest cost.
- Assist the procurement manager with networking and negotiation to find new partners
- Finalizing details of orders and deliveries.

Zed Carpentry Hardware, Kampala Uganda 2011 -2018

Managing Director

Key Responsibilites
- Supervise and manage overall business operations which includes acquiring legal of legal licenses and signing lease agreements with landlords.
- Implementation of marketing and sales strategies in order to meet and exceed customers' expectations with minimum charges.
- effectively and efficiently take stock of all merchandise in an effort to balance supply with demand.
- Handle commercial issues with banks so as to expand business operations in targeted areas.
- Setting up and maintaining business bank accounts and payment processing plus management of imported products and processing their clearance from the revenue authorities.

Action to Positive Change on People with Disabilities , Kampala Uganda 2000 -2015

Community Outreach Program Volunteer

- Rehabilitation of orphaned and abandoned children back into their respective communities.

Employee	Total Salary	Salary paid by Contract
AMP Access Specialist - Erin Bassegio	$ [redacted]	$ 11,000.00
IL Services Coordinator - Dawn Keddy	$ [redacted]	$ 5,510.70
IL Services Coordinator - Hilary Gilbert	$ [redacted]	$ 4,100.90
IL Services Coordinator - Skot Jervis	$ [redacted]	$ 7,866.40
IL Services Coordinator - Madeline Olio	$ [redacted]	$ 8,467.00
IL Services Coordinator - Zahara Nassali	$ [redacted]	$ 4,000.00
IL Services Coordinator - Maryanne MacLeod	$ [redacted]	$ 4,000.00
Transportation Manager - Sara O'Dougherty	$ [redacted]	$ 7,023.15
Transportation Coordinator- Norman Hart	$ [redacted]	$ 7,597.20
TOTAL PART B SALARIES & WAGES		$ 59,565.35