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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
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October 19, 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 Brain Injury Association of NH, Concord, NH (Vendor Code 156086), in an amount not to exceed $128,484 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 the account titled Independent Services (Part B) in FY22 & FY23 and anticipated to be available in FY24 upon the availability and continued appropriations of funds in the future operating budget with the ability to adjust encumbrances between fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

	FY22	FY23	FY24
06-56-56-565010-25420000-102-500731 Contracts for Program Services	$48,181.41	$64,242.00	$16,060.59

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, accessible van transportation, care coordination, vehicle modification program and independent living skills training.

The Brain Injury Association of New Hampshire has a governing board that is controlled by persons with disabilities and provides information and referral, skills training, peer support, resource website for returning veterans with acquired brain injury and/or post-traumatic stress disorder, and counseling to individuals with acquired brain injury and their families. The purpose of the Brain Injury Association of New Hampshire is to promote life with independence for people who have acquired brain injury who reside in the state, which makes this organization uniquely suited to provide family neuro-resource facilitation (service coordination), outreach, and technical assistance through its Technology Library.

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 met and discussed the proposals. The team reviewed all five (5) proposals received by the deadline, and all five (5) proposals were chosen based on the review and score of the information (Attachment A). Each contract will be submitted to the Governor and Council as it is completed.

Should Federal Funds become unavailable, General Funds will not be requested to support the program.

Respectfully Submitted,

Frank Edelblut
Commissioner of Education

B & F TEACHING AND TECHNOLOGY, LLC

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	Reviewers Average Score
Statement of Need (10)	5
Project Description (20)	10
Sustainability (20)	20
Organizational Capacity (15)	25
Collaboration (15)	19
Organization Budget (20)	18.75
Total for Evaluation Criteria	97.75

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

	Dan F.	Lisa B.	Scott V.	Beth D.	Total for Evaluation Criteria
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
1.2 Contractor Name BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE	1.4 Contractor Address 52 Pleasant Street Concord, NH 03301
1.5 Contractor Phone Number 603-225-8400 / 1.6 Account Number See Exhibit C	1.7 Completion Date 9/30/2023 / 1.8 Price Limitation $128,484
1.9 Contracting Officer for State Agency Lisa Hinson-Hatz	1.10 State Agency Telephone Number 603-419-0086
1.11 Contractor Signature Date: 10/13/2021	1.12 Name and Title of Contractor Signatory Steven Wade, Executive Director
1.13 State Agency Signature Date: 10-28-21	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: 10/27/2021	
1.17 Approval by the Governor and Executive Council *(if applicable)* G&C Item number: G&C Meeting Date:	

Contractor Initials
Date 10/13/2021

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 DCW
Date 10/13/2021

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 DW

Date 10/13/2021

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 SW
Date 10/13/2021

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, BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE (BIA) 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 BIA 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.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE 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

A. Online Resource Center

The Online Resource Center will be for armed forces brain injury and Post-Traumatic Stress Disorder (PTSD) providing on "Clearinghouse" website for our service men and women and their families.

B. Information and Resource Services

Provide information and resources to individuals, family members, veterans and professionals across disabilities.

C. Neuro-Resource Facilitation

Provide support to individuals and veterans to navigate the system services in NH to become more independent, post-injury.

EXHIBIT B CONTINUED

A. Family Neuro- Resource Facilitation

Provide support to assist families, whose family member is not interested in working with the Association. It will enable families to access and navigate the NH support and service system for their family member so they might become more independent.

B. Transitional Services

Provide specific transitional supports to assist individuals, veterans and their family members in becoming more independent through the use of the NH service system. This program is across disabilities and age groups (i.e. school to adulthood and skilled nursing to the community).

F. 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.

G. 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 must 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 on the 15th of the month following approval, and the 15th 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
Neuro-Resource Facilitators	$19,786.50	$26,382.00	$6,595.50	$52,764.00
Transition Coordinator	$12,750.03	$17,000.00	$4,250.13	$34,000.16
Web Designer	$1,499.94	$2,000.00	$499.98	$3,999.92
Information and Resources	$11,400.03	$15,200.00	$3,800.01	$30,400.04
Phone	$1,132.47	$1,510.00	$377.49	$3,019.96
Office Supplies	$562.50	$750.00	$187.50	$1,500.00
Computer Expenses	$1,049.94	$1,400.00	$349.98	$2,799.92
Total	$48,181.41	$64,242.00	$16,060.59	$128,484.00

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 $ 128,484.00

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	FY 2023	FY2024
06-56-56-565010-25420000-102-500731 Contracts for Program Services	$48,181.41	$64,242.00	$16,060.59

Method of Payment: Payment is to be made on the basis of invoices which are supported by a summary of completed deliverables, as outlined by budget line, that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. 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 SDW
Date 10/13/2021

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 10/13/2021

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/sfllin.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 SDW
Date 10/13/2021

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 10/13/2021

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 BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on September 15, 1983. 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: 45571

Certificate Number: 0005377418

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 7th day of June A.D. 2021.

William M. Gardner
Secretary of State

CERTIFICATE OF VOTE
(Corporation without a Seal)

I, Heather Rousseau, do hereby certify that:
(Name of the Clerk of the Corporation, cannot be signatory)

(1) I am the duly elected clerk of Brain Injury Assoc. of NH.
(Corporation Name)

(2) The following are true copies of the resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on Oct. 12, 2021.
(date)

RESOLVED: That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Education.

RESOLVED: That Steven Wade Executive Director
(Name of Contract Signatory) (Title of Contract Signatory)
is hereby authorized on behalf of this Agency to enter into the said contract with the State and to execute and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate.

(3) The foregoing resolution(s) have not been amended or revoked, and remain in full force and effect as of the 13th day of Oct, 2021.
(day, month, yr) (must be same date as the contract date)

(4) Steven Wade is the duly elected Executive Director of the corporation.
(name of contract signatory) (title of contract signatory)

IN WITNESS WHEREOF, I have hereunto set my hand as the Business Representative of the Corporation this 13th day of Oct, 2021.

Heather Rousseau
(Signature of Clerk of Corporation)

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On 13th of Oct, 2021, the foregoing instrument was acknowledged before me.

In witness whereof I hereunto set my hand and official seal.

E. P. Hall

Notary Public/Justice of the Peace

My commission expires on:

May 3, 2022

BRAIINJ-01 DBEAUDOIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/12/2021

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 rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Davis & Towle Morrill & Everett, Inc.
115 Airport Road
Concord, NH 03301

CONTACT NAME:
PHONE (A/C, No, Ext): (603) 225-6611 FAX (A/C, No): (603) 225-7935
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Insurance Company	23850
INSURER B : Liberty Mutual Insurance Company	23043
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Brain Injury Association of NH & Wings of Hope Foundation
52 Pleasant St
Concord, NH 03301-4334

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			[redacted]	11/1/2021	11/1/2022	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			[redacted]	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			[redacted]	11/1/2021	11/1/2022	EACH OCCURRENCE	$ 2,000,000
							AGGREGATE	$ 2,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		[redacted]	11/1/2021	11/1/2022	PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Workers Compensation 3A States: NH CT

The Certificate Holder is included as Additional Insured with respect to the General Liability coverage for ongoing operations when required by written contract.

CERTIFICATE HOLDER

State of NH - Department of Vocational Rehabilitation
21 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
Donna P. Saunders

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BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE

Brain Injury Association of NH Mission Statement:

To create a better future through brain injury prevention, education, advocacy and support.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020 AND 2019

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES

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DAVID A. KREED
Certified Public Accountant
36 North Street
Manchester, New Hampshire 03104
Tel. (603) 625-4792 Fax: (603) 624-5993
dkreedcpa@comcast.net

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Brain Injury Association of New Hampshire
Concord, New Hampshire

We have audited the accompanying consolidated financial statements of the Brain Injury Association of New Hampshire (a nonprofit organization) and Affiliates, which comprise the consolidated statements of financial position as of December 31, 2020 and 2019, and the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated 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 consolidated 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 consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Brain Injury Association of New Hampshire and Affiliates as of December 31, 2020 and 2019, and the changes in their net assets and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

David A. Kreed
Certified Public Accountant
July 6, 2021

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2020 AND 2019

ASSETS	2020	2019
Current Assets		
Cash and Cash Equivalents	$ 1,510,347	$ 1,116,064
Funds Held for Other Entities	52,649	25,794
Grants and Contracts Receivable	376,326	542,563
Prepaid Expenses	5,250	500
Total Current Assets	1,944,572	1,684,921
Property and Equipment at Cost, Net of Accumulated Depreciation	542,960	436,786
Total Assets	$ 2,487,532	$ 2,121,707
LIABILITIES AND NET ASSETS		
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 81,972	$ 44,437
Funds Managed for Other Entities	52,649	25,794
Deferred Revenue	650	0
Bingo Carryover Prizes	41,418	42,260
Current Maturity of Long-Term Debt	38,857	36,361
Total Current Liabilities	215,546	148,852
Long-Term Debt, Net of Current Maturity	112,094	150,951
Other Liabilities		
PPP Loan - SBA/Bank	311,415	0
Total Liabilities	639,055	299,803
NET ASSETS		
Net Assets Without Donor Restrictions	1,848,477	1,821,904
Total Net Assets	1,848,477	1,821,904
Total Liabilities and Net Assets	$ 2,487,532	$ 2,121,707

See Accompanying Notes And Independent Auditor's Report.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENTS OF ACTIVITIES
YEARS ENDED DECEMBER 31, 2020 AND 2019

NET ASSETS WITHOUT DONOR RESTRICTIONS	2020	2019
REVENUE AND SUPPORT		
Program Services Income	$ 2,032,238	$ 1,809,500
Grants	116,810	86,987
Contributions	33,399	15,057
Fund Raising	101,365	120,869
Memberships/Sponsorships	3,363	8,569
Registration Fees	2,065	41,093
Other Revenue	13,457	38,183
Interest Income	2,211	6,183
Special Events - Bingo	855,999	2,846,453
Total Revenue and Support	3,160,907	4,972,894
EXPENSES		
Program Services	1,989,455	1,922,604
Management and General	329,011	326,009
Fund Raising	28,693	45,920
Special Events - Bingo	787,175	2,672,514
Total Expenses	3,134,334	4,967,047
Change In Net Assets Without Donor Restrictions	26,573	5,847
Net Assets Without Donor Restrictions at Beginning of Year	1,821,904	1,816,057
Net Assets Without Donor Restrictions at End of Year	$ 1,848,477	$ 1,821,904

See Accompanying Notes And Independent Auditor's Report

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2020

	Program Services	Management and General	Fund Raising	Total 2020
Salaries and Wages	$ 1,306,185	$ 217,951	$ 0	$ 1,524,136
Employee Benefits	204,653	34,148	0	238,801
Payroll Taxes	95,909	16,004	0	111,913
Rent Expense	202	51	2,100	2,353
Utilities	6,906	1,727	0	8,633
Repairs and Maintenance	13,932	3,483	0	17,415
Travel Expense	22,815	3,259	608	26,682
Telephone	24,014	6,003	0	30,017
Office Expense and Postage	30,528	7,632	2,018	40,178
Printing and Design	18,733	2,676	2,782	24,191
Conferences and Training	18,646	2,071	83	20,800
Dues and Subscriptions	18,373	2,042	0	20,415
Insurance	15,048	2,149	0	17,197
Professional Fees	51,533	7,362	0	58,895
Marketing and Advertising	444	0	0	444
Special Events	0	0	3,172	3,172
Donations	0	9,385	0	9,385
Contract Services	144,254	0	17,779	162,033
Service Fees	0	3,621	151	3,772
Interest Expense	0	5,127	0	5,127
Total Before Depreciation	1,972,175	324,691	28,693	2,325,559
Depreciation	17,280	4,320	0	21,600
Total Functional Expenses	$ 1,989,455	$ 329,011	$ 28,693	$ 2,347,159

See Accompanying Notes And Independent Auditor's Report

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2019

	Program Services	Management and General	Fund Raising	Total 2019
Salaries and Wages	$ 1,164,035	$ 194,232	$ 726	$ 1,358,993
Employee Benefits	166,242	27,740	0	193,982
Payroll Taxes	91,332	15,240	56	106,628
Rent Expense	730	183	5,667	6,580
Utilities	7,351	1,838	0	9,189
Repairs and Maintenance	17,000	4,250	300	21,550
Travel Expense	53,733	7,676	0	61,409
Telephone	17,709	4,427	0	22,136
Office Expense and Postage	34,846	8,711	816	44,373
Printing and Design	35,040	5,006	3,845	43,891
Conferences and Training	47,884	5,320	2,673	55,877
Dues and Subscriptions	19,200	2,133	0	21,333
Insurance	13,456	1,923	0	15,379
Professional Fees	79,068	11,295	0	90,363
Marketing and Advertising	5,783	0	72	5,855
Special Events	0	0	3,346	3,346
Donations	0	18,215	1,000	19,215
Contract Services	155,235	0	27,219	182,454
Service Fees	0	7,339	200	7,539
Interest Expense	0	6,991	0	6,991
Total Before Depreciation	1,908,644	322,519	45,920	2,277,083
Depreciation	13,960	3,490	0	17,450
Total Functional Expenses	$ 1,922,604	$ 326,009	$ 45,920	$ 2,294,533

See Accompanying Notes And Independent Auditor's Report

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE AND AFFILIATES
CONSOLIDATED STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2020 AND 2019

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	$ 26,573	$ 5,847
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities		
Depreciation	21,600	17,450
(Increase) Decrease in:		
Grants and Contracts Receivable	168,237	(221,569)
Prepaid Expenses	(4,750)	1,705
Increase (Decrease) in:		
Accounts Payable	37,535	(28,216)
Funds Managed for Other Entities	26,855	(6,500)
Deferred Revenue	650	0
Bingo Carryover Prizes	(842)	10,122
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	273,858	(221,161)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	(127,774)	(5,984)
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	(127,774)	(5,984)
CASH FLOWS FROM FINANCING ACTIVITIES		
Loan Proceeds	311,415	180,000
Loan Repayments	(36,361)	(273,158)
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	275,054	(93,158)
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	421,138	(320,303)
BEGINNING CASH AND CASH EQUIVALENTS	1,141,858	1,462,161
ENDING CASH AND CASH EQUIVALENTS	$ 1,562,996	$ 1,141,858
SUPPLEMENTAL DISCLOSURES		
Interest Paid	$ 1,637	$ 6,991

See Accompanying Notes And Independent Auditor's Report.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

The Brain Injury Association of New Hampshire is a nonprofit organization located in Concord, New Hampshire. The mission of the Association is to promote awareness, understanding, and prevention of brain injury through education, advocacy, research, and community support services that result in reduced incidents and improved outcomes of children and adults with brain injuries.

Principles of Consolidation

The consolidated financial statements include the Brain Injury Association of New Hampshire and the New Hampshire Wings of Hope Foundation, collectively referred to as "the Organization". All significant intercompany transactions and balances have been eliminated. The New Hampshire Wings of Hope Foundation is also a nonprofit organization, raising funds to promote various educational and charitable endeavors. The Association has both an economic interest and control of its fund raising activities and also shares its management team and governing board.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Basis of Presentation

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). ASC 958-205 was effective January 1, 2018.

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

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. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

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 the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes

The Brain Injury Association of New Hampshire and the New Hampshire Wings of Hope Foundation are exempt from Federal income taxes under Section 501 (c) (3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use, with an initial maturity of three months or less, to be cash equivalents.

Grants and Contracts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Balances that are still outstanding after management has used reasonable collection efforts are offset against the corresponding revenue account.

Property and Equipment

Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Purchased property and equipment is capitalized at cost. The Organization capitalizes property and equipment valued over $ 1,000. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets, which range from five to forty years.

Advertising Costs

The Organization generally expenses advertising costs as they are incurred. Marketing and advertising expense in total was $ 444 and $ 5,855 for the years ended December 31, 2020 and 2019 respectively.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Concentration of Credit Risk

The Organization currently maintains several cash accounts at two area financial institutions. The accounts held at these financial institutions are insured by either the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA) up to $ 250,000 per depositor. As of December 31, 2020 and 2019, there were uninsured cash balances of $ 1,043,825 and $ 415,293 respectively. Management of the Organization believes that the possible credit risk of using these financial institutions is not significant.

Revenue and Support

All contributions and grants are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as net assets with donor restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Contributed Services

No amounts have been reflected in the financial statements for donated services. The Organization generally pays for services requiring specific expertise. Many individuals volunteer their time, assisting with administration and other specific projects, but these services did not meet the criteria for recognition as contributed services.

NOTE B – INCOME TAXES

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the organization, including entities exempt from income taxes. Management has evaluated the tax positions taken and concluded that the Organization does not have any significant unrelated business income and has taken no uncertain tax positions that require recognition or disclosure in the financial statements. Therefore, no provision for income taxes has been included in these financial statements.

NOTE C – TAX SHELTERED ANNUITY

The Organization maintains a tax deferred annuity plan under Internal Revenue Code Section 403(b). Eligible employees are allowed to contribute to this plan. The Organization contributed $ 93,795 and $ 79,015 to the plan for the years ended December 31, 2020 and 2019 respectively.

NOTE D – PROPERTY AND EQUIPMENT AND ACCUMULATED DEPRECIATION

The following is a summary of property and equipment at December 31, 2020 and 2019:

	2020	2019
Land	$ 41,857	$ 41,857
Building and Improvements	462,459	444,685
Furniture and Fixtures	15,905	15,905
Equipment	76,992	76,992
Computer Software	110,000	0
Total Property and Equipment	707,213	579,439
Less: Accumulated Depreciation	(164,253)	(142,653)
Net Property and Equipment	$ 542,960	$ 436,786

NOTE E – FISCAL STEWARDSHIP

The Brain Injury Association of New Hampshire has assumed fiscal stewardship for the annual Caregivers Conference presented by the Coalition for Caring, which represents several nonprofit organizations throughout New Hampshire. The Association acts as the fiscal agent for the conference, receiving and disbursing funds on their behalf. The Association has also assumed fiscal stewardship for certain clients receiving assistance from the Social Security Administration. As their fiscal representative, the Association manages these funds for the participating clients, to include deposits and bill payments.

The cash balances and corresponding liabilities as of December 31, 2020 and 2019 are $ 52,649 and $ 25,794 respectively and are included in the statements of financial position and cash flows.

NOTE F – FAIR VALUE MEASUREMENTS

The Organization estimates that the fair value of all financial instruments at December 31, 2020 and 2019, such as cash and cash equivalents, grants and contracts receivable, and loans payable, none of which is held for trading purposes, does not differ materially from the aggregate carrying values of said financial instruments recorded in the accompanying statements of financial position, due to the short maturities of those instruments. Where applicable, the estimated fair value amounts are determined by the Organization, using available market information and appropriate valuation methodologies.

NOTE G – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization's financial assets available within one year of the statement of financial position date for general expenditure are as follows:

	2020	2019
Cash and Cash Equivalents	$ 1,510,347	$ 1,116,064
Funds Held for Other Entities	52,649	25,794
Grants and Contracts Receivable	376,326	542,563
Financial Assets at Year-End	1,939,322	1,684,421
Less: Assets Unavailable for General Expenditures within One Year, Due to:		
Fiscal Stewardship	(52,649)	(25,794)
Financial Assets Available to Meet Cash Needs for General Expenditures within One Year	$ 1,886,673	$ 1,658,627

NOTE H – BINGO ACTIVITIES

Under license from the State of New Hampshire, the Organization runs weekly bingo games as a fund raising activity. The Organization entered into an agreement to lease a hall in Hudson, New Hampshire in order to conduct the bingo games. The term of this agreement is for the period of July 1, 2020 through June 30, 2021. Rent paid to the lessor for each gaming date shall not exceed the rates as permitted by the New Hampshire Pari-Mutuel Commission. During the term, the daily rental shall be $ 3.50 per person for the first 366 persons, and $ 2.50 per person for each additional person. Because of the statutory bingo exclusion as defined in IRS Publication 3079, *Tax-Exempt Organizations and Gaming*, an exempt organization may conduct games meeting the exclusion to raise funds, and the activity will not generate unrelated business income subject to taxation.

NOTE I – NOTES PAYABLE

The Organization executed a mortgage note with a bank, dated November 7, 2014, in the principal amount of $ 320,000, with a twenty year term scheduled for maturity on November 7, 2034, with initial monthly payments for principal and interest of $ 1,790.65, at an initial interest rate of 3.0992%, and is collateralized by certain real estate located at 52 Pleasant Street in Concord, New Hampshire. The interest expense for the year ended December 31, 2019 was $ 6,837. In October 2019, the Organization paid off the outstanding principal balance of the note and subsequently received the discharge of the mortgage from the bank.

NOTE I – NOTES PAYABLE (CONTINUED)

The Organization executed a promissory note with the New Hampshire Health and Education Facilities Authority (NHHEFA) dated December 30, 2019 in the principal amount of $ 180,000, with a five-year term scheduled for maturity on January 5, 2025, with fifty-nine consecutive monthly payments of $ 3,076.87 for principal and interest, commencing on February 5, 2020, and one final payment of $ 3,110.98 at maturity, at an annual interest rate of 1.00%, and is collateralized by certain real estate located at 52 Pleasant Street in Concord, New Hampshire. The interest expense for the year ended December 31, 2020 was $ 1,548. The outstanding principal balances as of December 31, 2020 and 2019 were $ 147,702 and $ 180,000 respectively.

The Organization entered into an equipment lease agreement with a finance company in November 2016 for a Sharp copier. The term of the lease is for sixty months, with a monthly lease payment of $ 346.00, and an imputed interest rate of approximately 1.60%. The interest expense for the years ended December 31, 2020 and 2019 was $ 89 and $ 154 respectively. The outstanding principal balances as of December 31, 2020 and 2019 were $ 3,249 and $ 7,312 respectively.

The following is a schedule of future maturities on long-term debt:

Years ending December 31:		
	2021	$ 38,857
	2022	35,966
	2023	36,328
	2024	36,692
	2025	3,108
after	2025	0
	Total	$ 150,951

NOTE J – PAYCHECK PROTECTION PROGRAM (PPP) LOAN

The Organization executed a promissory note with a bank, dated April 20, 2020, in the principal amount of $307,925, as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act's Paycheck Protection Program (PPP), sponsored by the Small Business Administration (SBA). The loan terms provide that a portion or the entire loan may qualify for forgiveness under the Program, to the extent that the loan proceeds were utilized to fund qualifying payroll, rent, and utilities costs during a designated twenty-four week period. The maturity date is two years from the date of the note, with an interest rate of 1.00% per annum, and an obligation by the Borrower to pay any remaining balance of principal and interest as of the maturity date.

NOTE J – PAYCHECK PROTECTION PROGRAM (PPP) LOAN (CONTINUED)

The Organization has elected to follow the Debt Method (FASB ASC 470), as promulgated by the American Institute of Certified Public Accountants (AICPA), to account for the funds received under the SBA's Paycheck Protection Program. Under the Debt Method, the Organization has accounted for the PPP loan as a financial liability, to include interest accrued at the stated loan interest rate.

Subsequent to the statement of financial position date, the Organization applied for forgiveness of the entire PPP loan. The SBA then approved the full forgiveness request in June 2021 and paid the participating bank the original principal loan amount plus accrued interest, totaling $ 311,415.

For the year ending December 31, 2021, because the loan was wholly forgiven and the legal release received, the Organization would eliminate the entire liability and record a gain on extinguishment.

NOTE K – PERSONNEL

The Executive Director has an employment contract with the Organization and its board of directors. Additionally, it is duly noted that the Executive Director has accumulated a balance of 194.7 days of paid time off (unused sick and vacation time), as of December 31, 2020, earned from the period of September 30, 1992 through December 31, 2001. The Organization has not determined nor accrued an amount for the cumulative paid time off earned by the Executive Director and other eligible employees.

NOTE L – COVID-19 GOING CONCERN

On March 11, 2020, the World Health Organization (WHO) declared the outbreak of the novel coronavirus (COVID-19) a global pandemic. As a result, uncertainties have arisen which are likely to negatively impact net income (increase in net assets). Other financial impacts could occur, though such financial impacts are unknown at this time.

NOTE M – EVALUATION OF SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through July 6, 2021, the date which the financial statements were available to be issued.

BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE
Executive Officers and Board of Directors

President:
Robin Kenney, EdD

Vice-President:
Jeremiah Donovan, MBA,CBIS
Robin Hill Farm

Treasurer:
Michael Palmieri, President/CEO
Havenwood Heritage Heights

Secretary:
Heather Rousseau
Rose Meadow Garden, Inc.

Family Council Representative:
Jeannine Leclerc
Diane Schreck

Survivor Council Representative:
Rosalie Johnson

Professional/Provider Council Representative:
Eldon Munson, Jr.

Executive Director:
Steven D. Wade
BIANH

Immediate Past President:
Freddi Gale, CBIS, Executive Director
North Country Independent Living

Ex Officio
Susan Tanner

BOARD OF DIRECTORS

John Capuco, Psy.D. (Professional)

Philip Girard (Professional)

Jonathan Lichtenstein, Psy.D., MBA
Dpt. of Psychiatry Dartmouth-Hitchcock Medical Center

Michael Redmond
Upper Valley Haven

Roderick (Erick) Sembrano, MD
Northeast Rehabilitation Hospital

Lauren Weaver (Professiona)

Patricia Ciarfella
NeuroRestorative

Gina England, MA, CC-SLP (Professional)

Jennifer Field (Survivor)

Elizabeth Kenney (Survivor)

Jonathan Routhier
CSNI

Lorene Reagan (Survivor)

Garry Sherry
North Country Independent Living

EX OFFICIO OFFICERS
David Grant (Family Member)

John Richards, MSW (Survivor)

Schuyler Scribner
NH Public TV

Paul Van Blarigan (Survivor)

BARBARA HOWARD

[redacted]

EXPERIENCE

Brain Injury Association of New Hampshire, Concord, NH — August 2009 - Present
Duties Included:

- -Certified Brain Injury Specialist
- -Transition Coordinator – coordinating brain injury /stroke survivors with needed services and benefits for successful transition from any facility to home or community; recording all documents required by the State of NH
- -Member of the NH Stroke Collaborative – State wide effort to educate the public about stroke

Town of Alton Budget Committee Member — August 2010 – March 2013

New Hampshire Community Loan Fund
Home of Your Own Program, Concord, NH — October 2004 – September 2008
Duties Included:

- Assisting eligible adults with disabilities to obtain their own home by utilizing the benefits of the individual; collaborated with Lending Institutions, Agencies, Guardians, family and friends; ensured long-term financial/ home security for homeowner; provided post purchase counseling
- Program management; Providing state-wide educational trainings on Home of Your Own Program
- Grant data collection
- Having knowledge of Disabilities: Medicaid; Area Agencies; Social Security; Probate Court; Lending Agencies
- -Ending Program when Loan Fund Board voted to shut it down

Lakes Region Community Services, Laconia, NH — June 2001 – October 2004
Resource Coordinator
Duties Included:

- Serving adults with disabilities and families with children with disabilities
- Managing up to 32 cases; overseeing all aspects of life for disabled adults
- Assisting families with benefits applications; educational advocacy for children; provided resources for respite and ways to enrich family life
- Assisting individuals to seek employment and gain community connections

Governor Wentworth School District, Wolfeboro, NH — June 1998 – June 2001
Certified Paraprofessional
Duties Included:

- One-on-one teaching assistant for non-verbal, behavioral student
- Adapting curriculum to students cognitive level
- Providing job skills training for student at two volunteer employment opportunities
- Assisting students with social skills to develop community connections
- Educating staff and peers about sign communication of non-verbal student
- Assisting with daily living skills/ personal hygiene of student
- Daily written communication with parents of student

Genesis the Counseling Group, Laconia, NH — June 1997 – November 1997
Children at Risk Program
Duties Included:

- Mental Health associate addressing social skills and behavior management of children at risk while participating in community activities

Alton Central School, Alton, NH July/August 1997
Summer School Tutor
Duties Included:

- Tutoring 16 hours weekly, basic math, reading and English for a senior with a learning disability

One-on-one Aid September 1996 – June 1998
Duties Included:

- One-on-one educational assistant for students with developmental disabilities
- Middle school resource room assistant
- Adapting materials for disabled students to learn more effectively
- Collaborating with May Institute to improve quality of learning of one student
- Classroom duties as assigned by supervisor, speech therapist

Timberlane Regional School District, Plaistow, NH September 1990 – June 1993
Personal Care Teaching Assistant for Multiply Handicapped Students
Duties included:

- Assisting non-verbal, behavioral, multiply handicapped students with all daily living skills at school; personal care, therapies, education, socializing
- Adapting curriculum to appropriate cognitive level
- Creating adaptive aids to improve learning
- Overseeing fellow staff and fulfilling duties of teacher during her absences
- Assisting in developing an Art Therapy class for students
- Completing tasks of physical, occupational, speech, vision and mobility specialists as assigned
- Effectively applied behavior modification techniques assigned by Behavioral Specialist

EDUCATION

Emergency Preparedness Training — Alton, NH
- CPR certification; First Aid Certification — 2008

Neighbor Works America Training Institute — Atlanta, GA
- Mortgages and lending Basics — 2007

Neighbor Works America Training Institute — San Francisco, CA
- Post Purchase Education — 2006
- Awarded "Best in Class for Post Purchase Instruction"

Neighbor Works America Training Institute — Boston, MA
-Housing and Credit Counseling, Combating Predatory Lending — 2005

Parent Information Center, — Concord, NH
-50 hour Volunteer Advocate Training for special education — 2003

College of Lifelong Learning — Concord, NH
- Certified Paraprofessional — 1997

High School Graduate — Plaistow, NH
- Early Childhood Education Award — 1978

ADDITIONAL PROFESSIONAL & VOLUNTEER EXPERIENCES

Governor's Commission on Disabilities — 2004-2008
- Subcommittee member for housing issues in NH

New Hampshire Community Loan Fund — 2004-2008
- Safety Committee member

Volunteer for United States Presidential Candidate — 2008

Brewester Academy Volunteer of the Year 2000

Previously

- PTA Executive Board member; 10 years
- Odyssey of the Mind Coach
- Instructional basketball and softball coach
- Brownie Leader; Girl Scout Staff
- Equine therapeutic assistant
- School Crisis team member

ERIN P. HALL

PROFESSIONAL EXPERIENCE

1999 – Present
BRAIN INJURY ASSOCIATION OF NEW HAMPSHIRE
Senior Director
CONCORD, NH

- Organize and coordinate operations of Neuro-Resource Facilitation Program
- Provide overall support and supervision to Neuro-Resource Facilitators
- Work with other states regarding Neuro-Resource Facilitation Program
- Develop in-service educational training programs
- Supervise college interns
- Coordinate with Bureau of Developmental Services on brain injury issues
- Provide information and referral assistance to survivors, family members and professionals
- Provide training to school systems
- Coordinate Brain Injury Community Support Program

1998 - 1999
BUREAU OF DEVELOPMENTAL SERVICES
TBI PLANNING GRANT PROJECT COORDINATOR
CONCORD, NH

- Organized and coordinate day to day operation of planning process for federal grant
- Developed comprehensive work plan
- Assisted in development of Advisory Board
- Coordinated activities and serve as staff to Advisory Board
- Worked with contracted consultants to plan, developed and subsequently implement comprehensive needs assessment to address supports, services and consumer satisfaction
- Assisted in planning regional public forums
- Performed 1:1 interviews with experts in the field
- Facilitated group discussions regarding needs in the State of New Hampshire
- Acted as liaison between consultants and project staff
- Coordinated grant evaluation plan activities
- Assisted in recruitment of participants for grant
- Assisted in development of statewide action plan
- Worked with Division, Area Agencies and consultants in identifying and addressing needs of survivors and families
- Participated on the Acquired Brain Injury Community Care Waiver Review Committee

1994-1998
HEART SYSTEM, INC/COMMUNITY CROSSROADS REGION 10
SUPPORT COORDINATOR
DERRY, NH

- Organized resources and supports for individuals with an Acquired Brain Disorder
- Hired and supervised support staff for HEART System, Inc.
- Presented to organizations regarding brain injury and HEART System, Inc.
- Provided supports to school age children
- Developed and negotiated program budgets
- Monitored vendor programs to ensure compliance with contracts
- Assisted individuals regarding Medicare/Medicaid benefits

VOLUNTEER ACTIVITIES

1999 – Present Parent Information Center
Educational Surrogate for individuals in school system who have a disability

EDUCATION

2004 American Academy for the Certification of Brain Injury Specialists
Brain Injury Association of America
Certified Brain Injury Specialist (CBIS)

1990-1994 Salem State College, Salem, MA
Master of Science in Counseling and Psychological Services
Concentration: Industrial/Organizational Psychology

1986-1989 Northeastern University, Boston, MA
Bachelor of Science in Sociology/Anthropology
Concentration: Human Services

AWARDS/PRESENTATIONS

2008 Vermont's 20th Annual Brain Injury Conference, Burlington, Vermont Workshop: "Who's Caring for the Caregiver?"

New England Residential Service Coordinators Annual Conference, North Conway, New Hampshire Workshop: "Climbing Together – Supporting People Living with a Brain Injury or Stroke"

Brain Injury Association of New Hampshire 25TH Annual Brain Injury & Stroke Conference, Manchester, New Hampshire Workshop: "I Just Don't Know What to Do or Where to Go? Come Find Out!"

Brain Injury Association of Pennsylvania 2008 Annual Conference, Harrisburg, Pennsylvania, Keynote Speaker: "Neuro-Resource Facilitation – Getting Started"

2007 In-service Training Austin House, Webster, NH: "Living with an individual who is living with a Brain Injury"

2006 Annual Adult Day Conference, Salem, New Hampshire Workshop: "Alzheimer's Disease and Brain Injury: A Closer Look"

2005 Brain Injury Association of New Hampshire 22nd Annual Brain Injury and Stroke Conference, Concord, New Hampshire Workshop: "Who's Caring for the Caregiver? Creative Ideas and Integrative Solutions"

Housing Services Training Session Connecting the Dots: Key Disability Resources, Bedford, New Hampshire Workshop: "Brain Injury Association of New Hampshire: Who We Are and What We Do"

2004 Annual Brain Injury Conference, Columbia, South Carolina Workshop: "Who's Caring for the Caregiver? Creative Ideas and Integrative Solutions"

2002 Adjunct Professor Springfield College School of Humans Services, Manchester New Hampshire Workshop: "But He Looks Fine…Invisible Trauma"

AWARDS/PRESENTATIONS (cont.)

2001	Brain Injury Association of New Hampshire 18th Annual Conference, Concord New Hampshire Workshop: "Navigating Benefits: Making Sense of the Alphabet Soup & Getting What You're Entitled To"
	Brain Injury Association of America 20th Annual Symposium, Atlanta, GA Workshop "Families Helping Families"
2000	Adjunct Professor Springfield College School of Humans Services, Manchester New Hampshire Workshop: "But He Looks Fine...Invisible Trauma"
	Springfield College School of Human Services, Manchester New Hampshire Workshop "Trends in Human Services"
	Head and Spinal Cord Injury Division Service Coordination Conference Myrtle Beach, South Carolina Workshop "Creativity and Courage in Service Coordination: Supporting People to New Ways of Thinking and Being After a Brain Injury"
1999	Brain Injury Association of New Hampshire Annual Conference Workshop "Special Workshop for Survivors and Families"
1997	In-service regarding HEART System, Inc. and Traumatic Brain Injury Hampstead Hospital, Hampstead, NH
1996	"Causes and Consequences of Brain Injury: Implications for Caregivers" Sponsored by Brain Injury Services of New Hampshire Division of Mental Health and Developmental Services and the Brain Injury Association of New Hampshire Workshop "Understanding and Meeting the Special Needs of Families"
1995	Brain Injury Association of New Hampshire Annual Conference Workshop "Supported Employment for ABI (Acquired Brain Injury)"
1993	Massachusetts Association for Persons in Supported Employment Annual Conference Presented original work "Small Team Approach"
1992 and 1993	Statewide Head Injury Program (SHIP) Vendor Conference 1993 Social Security Work Incentives - Plans for Achieving Self Support (PASS) Impairment-Related Work Expenses (IRWE) 1992 Programmatic Innovated Ideas
1992	Outstanding Job Coach for the Northeast Region Presented by the Massachusetts Rehabilitation Commission (MRC) and Office of Employment Services (OMS)

PROFESSIONAL AFFILIATIONS

Case Management Society of America
Case Management Society of New England
Statewide Independent Living Council (SILC)
2nd Chair 2008, 1st Chair 2009, Chair 2010-2012
Governors Task Force on Employment
New Hampshire Benefits Planners
Brain Injury and Substance Abuse Council
Consumer Policy Advisory Board
National Association of State Head Injury Administrators (NASHIA)
Moore Center Services Human Rights Committee

Jennifer A. Waterhouse

[redacted]

Professional Summary

Team oriented professional with strong track record of establishing solid relationships with clients, coworkers, administration and local agencies.

Skill Highlights

- Critical thinker
- Detail oriented
- Planning/coordination
- Team leadership
- Professional demeanor
- Computer skills

Professional Experiences

5/2017 to present — Case Manager
Brain Injury Association-Concord N.H.

Facilitate, advocate and give service option in the best interest of clients.
Write case notes, create care plans, help get in services as needed per client, track progress, make changes as needed to care plans, speak with team members to ensure the best care is provided.

03/2014 to 04/2017 — Behavioral Program Manager
Community Bridges-Concord N.H.

Fill out and maintain client-related paperwork, including federal- and state-mandated forms, client diagnostic records, and progress notes.
Prepare and maintain all required treatment records and reports.
Monitor clients' use of medications.
Maintain confidentiality of records relating to clients' treatment.
Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.

Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
Identify staff vacancies and recruit, interview and select applicants.
Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
Conduct exit interviews to identify reasons for employee termination.

04/2010 to 3/2014

Direct Support Professional/ Resource DSP
Community Bridges-Concord N.H.

I am responsible for covering staff that are out, Mentoring other DSP's, Assist new staff on how to use Time America, write daily data and progress notes, Assist Program Managers with a variety of day to day tasks, write profiles, Cover office staff vacations, Scheduling, On call coverage, Variety of tasks given by directors, TAE, matching staff with individuals, printing reports, researching information.

I have a certificate in DSP work, I help run a DSP council to help staff get help get through work struggles, and I am part of a Peer Support Network that contacts all new staff to help with any problems that they may be encountering.

5/2007 to 4/2010

Personal Care
Concord Regional Visiting Nurses- Concord NH

I was responsible for calling in every night to check workload for next day. Traveling throughout NH to provide personal care to elderly in their homes and nursing homes, completing day to day paperwork, communicating with nurses and family members, reporting any concerns to management.

08/2002 to 03/2007

Paraprofessional
Pittsfield Elementary School- Pittsfield NH

I was responsible for monitoring all students during grade level free time, preparing/modifying school work for children with learning disabilities, assisting students with completing their school work, assist teachers in meeting and classroom prep, and covering other staff that were out.

Education and Training

2013 Certificate: Direct Support
NHTI Concord NH
I took a 20 week course to learn how to build better relationships and better supports for people with disabilities.

October 22, 2013 .6 CEU credit
UNH Promoted From Within: Stepping Up to Supervisor
I took a 1 day leadership class to learn more about how to handle I new position within a company, and how to handle it.

May 22, 2014 .6 CEU credit
UNH Critical Thinking Class
I took a 1 day class on critical thinking and learned how to expand my view and way of thinking in different situations.

June 22, 2018 CBIS

Kathryn Bizier

[redacted]

WORK EXPERIENCE

Brain Injury Association of New Hampshire, Concord - *NeuroResource Facilitator*

January 2021 - PRESENT

Help survivors and families access needed services and support at home and in the community, maintenance of veterans website, I & R calls

Brain Injury Association of America - Maine Chapter, Augusta - *NeuroResource Facilitator*

February 2020 - PRESENT

Help survivors and families access needed services and support at home and in the community, maintain NBIIC database, New England Rehab rounds

RSU 5 Community Programs, Freeport — *Adult Education Coordinator*

June 2020 - December 2020, Part-time January 2021 - Present

Manage day to day running of High School Diploma, ESOL, Job Skills, and Enrichment programs for Regional School Unit 5

Portland Adult Education, Portland — *Instructor*

April 2018 - June 2020

Instructor for chemistry, general science, and readings in science to a diverse student body consisting primarily of refugees and asylum seekers

LearningWorks, South Portland — *21st Century Community Learning Center Director*

October 2017 - June 2020

LearningWorks Director, South Portland - Supervise and evaluate 11 staff, manage federal grant, maintain database and grant reports

Malden Public Schools, Malden, MA — *Science Teacher Leader & Educator*

July 2014 - June 2017

Appointed Teacher Leader in 2014; Taught biology, biotechnology, pathology, forensics, environmental science, and chemistry; Planned and led professional development; school leadership team, hiring committees; mentored staff; Google 1:1 implementation team; led adoption of NGSS standards; managed the department; mentored K-8 teachers

AWARDS

Maine Department of Education's Leadership Development Program, Cohort 1, 2019-2020 School Year

Wipro-SEF Science Education Fellow, Cohort 1, UMass Boston - 2 year, multi-age and district fellowship to build and enhance science educational leadership skills

Nominated for 2017 STEM Teacher of the Year, Massachusetts

Excellence in Teaching Award, MassBioEd 2016

Wrote & Awarded Multiple Grants, Mass Life Sciences Center ($26,000), MassBioEd ($14,000), District Title Funding for Curriculum Work

Grant Peer Reviewer for Maine DOE, Spring 2018 21st CCLC grant applicants (Team Leader)

SKILLS

Resource Facilitation

Database Management

Educational Leadership

E-Learning Integration (Google Classroom, Zoom, Schoology, Mastering Bio)

Bunker Hill Community College, Boston, MA — *Adjunct Professor*

January 2013 - July 2017

Taught Biology 195 for 13 semesters to diverse adult learners

EDUCATION

University of Southern Maine, Portland, ME — *Masters of Public Health*

January 2021 - Present

Currently working part-time towards a Masters of Public Health, as well as a Certificate of Graduate Study in Patient Safety, which will culminate in a Capstone project

Boston College, Chestnut Hill, MA — *Masters of Education in Curriculum and Instruction*

August 2008 - December 2009

Earned "Distinction" on Masters Thesis, Awarded Bank of America and Duvnjak Fellowships, Graduate Assistantship in Study Abroad Office

Colby College, Waterville, ME — *Bachelor of Arts*

September 2004 - May 2008

Semester Abroad at The University of Edinburgh, Scotland, President of Colby Dancers, Tutor & Teaching Lab Assistant Chemistry Department, Admissions Office Employee

PROFESSIONAL DEVELOPMENT

National Institute for School Leadership Executive Development Program — *Graduate, June 2020*

Intensive year-long initiative to build and strengthen instructional leaders in the State of Maine, focusing on skills including strategic thinking, coaching, and mastery of data.
https://www.maine.gov/doe/educators/maineldp

Wipro Science Education Fellowship — *Cohort 1*

Intensive two-year fellowship (2013-2015): Research & NGSS based practices and themes with videotapes of fellows teaching, going through feedback protocols, and presentation of findings. Second year followed a self-directed plan to promote district's PD goals with the NGSS Science & Engineering Practices and work on skills as an educator.

https://www.umb.edu/cosmic/projects/wipro_science_education_fellowship

Grant writing and maintaining a federal budget

Teaching experience in a variety of settings and age groups

Staff mentorship and supervisory experience

CERTIFICATIONS

National Institute for School Leadership's Executive Development Program

Massachusetts Life Sciences Teaching License

CASAS Testing

Trauma-Informed Resilient Schools Part 1

SEI Endorsement

AP Biology Certified

WorkReady Facilitator (Maine DOE)

Research — *Massachusetts Institute of Technology*

Teaching Systems Lab Video Case Study Project, Fall 2015

The Scheller Teacher Education Program videotaped classroom and interviewed about pedagogical practices around collaborative learning and classroom management. Videos were used as case studies for their teacher education program.

Research Experience for Teachers, Summer 2014

Worked for six weeks in the Hynes Lab at the Koch Institute for Integrative Cancer Research, paired with a PhD student who was examining the metastatic cascade using Casper Zebrafish as a model organism. Regularly conducted tissue culture, genetic transformation, and immunofluorescence

Brain Injury Association of NH
SILC Grant Employees

First Name	Last Name	Amount Paid by Contract	Title
KATHRYN	BIZIER	10.00%	Lead NRF
ERIN	HALL	0.00%	Senior Director
BARBARA	HOWARD	30.00%	Transition Coord
JENNIFER	WATERHOUSE	10.00%	Lead I&R