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Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-6133
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September 20, 2022

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

REQUESTED ACTION

Authorize the New Hampshire Department of Education (NHED), Bureau of Special Education to amend a **sole source** contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center, (VC# 38277) Concord, NH, to continue to implement a multi-faceted approach to improving outcomes for preschool children with disabilities and the systems that support those outcomes by increasing the price limitation by \$19,212.39 from \$543,390.06 to \$562,602.45 effective upon Governor and Council approval through June 30, 2023. The Governor and Council originally approved this item on August 28, 2019 (Item 96) and renewed it on June 30, 2021 (Item 162). 100% Federal Funds.

Funds to support this request are available in the accounts titled IDEA-Special Ed-Elem/Sec and State Professional Development in FY2023 as follows:

	FY2020- FY2022	FY2023 Renewal	FY2023 Increase	Total Adjusted
06-56-56-562010-25040000-102-500731 Contract for Program Services	\$395,860.47	\$147,529.59	\$0	\$543,390.06
06-56-56-562010-25060000-102-500731 Contract for Program Services	\$0	\$0	\$19,212.39	\$19,212.39
	\$395,860.47	\$147,529.59	\$19,212.39	\$562,602.45

EXPLANATION

This request is **sole source** because the scope of service is being amended and additional funds are being requested.

The Department of Education would like to amend the contract with the NH Coalition for Citizens with Disabilities, dba Parent Information Center to continue support the alignment of the Pyramid Model Framework and Multi-Tiered System of Support for Behavioral Health and Wellness to improve social-

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

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emotional outcomes for preschool children with disabilities. The Parent Information Center has successfully worked with the Bureau of Student Support to develop and implement a statewide professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services to preschool special education and to build districts' capacity to improve services, supports and programming for preschool children with disabilities. They have also worked successfully with the Bureau of Student Support through the iSocial project to support the implementation of NH's State Systemic Improvement Plan (SSIP) and the State Personnel Development Grant (SPDG) to develop and implement a professional development system to support the implementation of the Pyramid Model Framework in early childhood settings to improve social-emotional outcomes for preschool children with disabilities.

The New Hampshire Department of Education is responsible for meeting legislative mandates to provide technical assistance under RSA 186-C III. The NH Coalition for Citizens with Disabilities, dba Parent Information Center will continue to implement and improve the statewide professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services to preschool special education and to build districts' capacity to improve services, supports and programming for preschool children with disabilities.

NH Coalition for Citizens with Disabilities, dba Parent Information Center also assists families and schools to increase family involvement in children's learning and development with the goal of increasing student achievement.

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

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

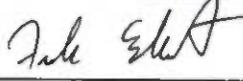
Now come the New Hampshire Department of Education, hereinafter "the Agency," and NH Coalition for Citizens with Disabilities, d/b/a Parent Information Center (PIC), hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by the Governor & Council on August 28, 2019 (Item 96) and amended on June 30, 2021 (Item 162) hereby agree to modify same as follows:

1. Amend Section 1.8 of the P-37 by increasing the price limitation by \$19,212.39 from \$543,390.06 to \$562,602.45.
2. Remove Exhibit B-1 Scope of Services and replace with Exhibit B-2 Scope of Services
3. Remove Exhibit C-1 Budget and Replace with Exhibit C-2 Method of Payment
4. All other provisions of this agreement shall remain in full force and effect as originally set forth.
5. This modification shall be effective on the date of approval by Governor and Council.
6. This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

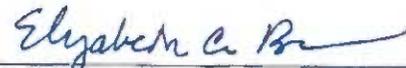
Division of Commissioner's Office

By:  10/5/2022
Frank Edelblut, Commissioner of Education Date

NH Coalition for Citizens with Disabilities d/b/a Parent Information Center

By:  9/23/2022
Michelle Lewis, Executive Director Date

Approved as to form, substance and execution by the Attorney General this 5 day of October, 2022.
2023.


Elizabeth A. Brown, Attorney General's Office

Approved by the Governor and Council this _____ day of _____, 20__

By: _____

Contractor Initials 
Date 9/23/2022

EXHIBIT B-2
SCOPE OF SERVICES

NH Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services to the New Hampshire Department of Education.

Early Childhood Special Education Systems Development
Multi-tiered Professional Development Model

Implement and advance the statewide multi-tiered professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services and improve services, supports and programming for preschool children with disabilities.

Support Transitions from Family-Centered Early Supports & Services to preschool special education:

- Convene Interagency Agreement meetings at least bi-annually (every 2 years) between Area Agencies responsible for Family-Supported Early Supports & Services and receiving districts to:
 - Promote shared understanding of each systems roles and responsibilities;
 - Ensure signed agreements regarding responsibilities are consistent with current State and Federal policies, procedures and practices.
 - Promote family voice within the transition process.
- Provide technical assistance to local school districts regarding early transitions, with a focus on districts with untimely transitions:
 - Explore potential root causes for delays.
 - Help districts develop systems for documenting the transition process, including reasons for delays.
- Support the Department of Education with early transition (Indicator 12) data accuracy, analysis and reporting.
 - Assist the Department in reviewing NHSIES reporting to ensure timely and accurate data, including identifying data anomalies and potential reporting inaccuracies.
- Provide a universally available training module to promote smooth and effective early transitions.
- Support State-level coordination between Part C and Section 619.
 - Facilitate a series of state-level meetings to ensure horizontal alignment of Part C, 619 and other state departments whose work impacts young children with disabilities.
 - At the request of the Department, convene a series of stakeholder meetings to collect field level data to inform state-level alignment.

Improving services, supports and programming for preschool children with disabilities:

- Provide tools and strategies to help school administrators better understand and examine their district's system for providing services to preschool aged children with disabilities.
- Develop and implement professional development strategies for school district staff to engage in a process to examine and improve:
 - District operated preschool classrooms, services and systems

Contractor Initials
Date 9/23/2022

**EXHIBIT C-2
METHOD OF PAYMENT**

Budget

Description	Original FY'23 Budget	Modified FY'23 Budget
Salary:		
Michelle Lewis, Project Manager	\$12,000.30	\$14,400.30
Jennifer Cunha, Project Staff	\$20,280.00	\$27,092.5
Project Staff	\$19,500.00	\$19,500.00
Administrative Assistant	\$6,630.00	\$6,630.00
Total Salary	\$58,410.30	\$67,622.80
Fringe:		
Michelle Lewis, Project Manager	\$2,640.07	\$3,168.07
Jennifer Cunha, Project Staff	\$4,461.60	\$5,960.35
Project Staff	\$2,925.00	\$2,925.00
Administrative Assistant	\$994.50	\$994.50
Total Fringe	\$11,021.17	\$13,047.92
Direct Expenses:		
Contractual	\$51,800.00	\$55,300.00
Web Maintenance	\$500.00	\$500.00
Graphic Design	\$1,000.00	\$1,000.00
Stipends	\$1,500.00	\$1,500.00
Travel	\$2,500.00	\$3,000.00
Workshop Expenses – Meetings	\$1,000.00	\$1,000.00
Supplies	\$750.00	\$750.00
Postage and Shipping	\$100.00	\$100.00
Printing and Reproduction	\$1,500.00	\$2,250.00
Rent	\$4,020.00	\$4,320.00
Telephone, Communications	\$2,500.00	\$4,000.00
Total Direct Expenses	\$67,170.00	\$73,720.00
Indirect Cost 8%	\$10,928.12	\$12,351.26
Total	\$147,529.59	\$166,741.98

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 the price limitation of \$562,602.45

Source of Funding: Funds to support this request are available in the accounts titled IDEA-Special Ed-Elem/Sec and State Professional Development in FY2023 as follows:

Contractor Initials _____
Date 9/23/2022

EXHIBIT C-2 CONTINUED

	FY2020- FY2022	FY2023 Renewal	FY2023 Increase	Total Adjusted
06-56-56-562010-25040000-102-500731 Contract for Program Services	\$395,860.47	\$147,529.59	\$0	\$543,390.06
06-56-56-562010-25060000-102-500731 Contract for Program Services	\$0	\$0	\$19,212.39	\$19,212.39
	\$395,860.47	\$147,529.59	\$19,212.39	\$562,602.45

Method of Payment: Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract. A final invoice is due within 30 days of the end of this contract.

Invoices to be submitted electronically to:

Christina MacDonald, Project Director
 Early Childhood Special Education Development, Multi-tiered Professional Development Model
christina.a.macdonald@doe.nh.gov

Contractor Initials ①
 Date 9/23/2022

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 NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. 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: 63839

Certificate Number: 0004782400



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of January A.D. 2020.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

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 PARENT INFORMATION CENTER is a New Hampshire Trade Name registered to transact business in New Hampshire on June 24, 2015. 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: 728248

Certificate Number: 0005351978



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire.
this 19th day of April A.D. 2021.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Jocelyn Charles, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of NH Coalition of Citizens with Disabilities Inc. dba Parent Information Center.

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on July 21, 2020, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Michelle Lewis, Executive Director is duly authorized on behalf of NH Coalition of Citizens with Disabilities dba Parent Information Center to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: September 23, 2022



Signature of Elected Officer

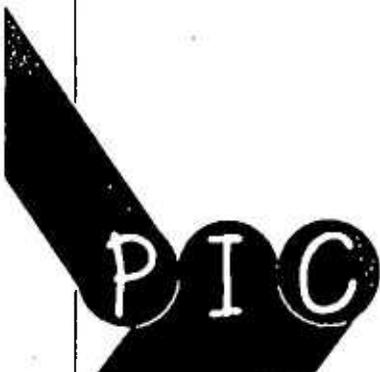
Name: Jocelyn Charles

Title: Co-Chair

MISSION

PIC ... supporting informed decisions that enhance each child's development and well-being.

The Parent Information Center (PIC) is a statewide family organization that provides families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them, with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. We achieve positive outcomes through our partnerships with families, youth, educators, organizations, and others.



Overview

NH Coalitions for Citizens with Disabilities d/b/a Parent Information Center

Established over four decades ago, the NH Coalition for Citizens with Disabilities, Inc. d/b/a the Parent Information Center (PIC) assists families, educators, and community members to increase family engagement in their children's learning and development with the goal of increasing positive outcomes for children. From its inception to the present, PIC has demonstrated the ability to identify and respond to the changing needs of families and professionals in NH.

PIC provides services to families, schools, and community agencies including; information, support and referral services, workshops, conferences, professional development, systems building and advocacy and leadership training for families, professionals, volunteers and youth. PIC is considered a pioneer in building family/school/community partnerships that help families of all children get involved in their children's education, learning and development.

PIC and its various grant programs address a variety of key issues in order to help families, educators, and other professional work collaboratively together to support children's success in school and in life.



**NEW HAMPSHIRE COALITION FOR CITIZENS
WITH DISABILITIES, INC. D/B/A
PARENT INFORMATION CENTER**

Financial Statements and Supplementary Information
For the Year Ended June 30, 2021

(With Independent Auditors' Report Thereon)

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
New Hampshire Coalition for Citizens
with Disabilities, Inc. d/b/a
Parent Information Center

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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 financial statements are free from material misstatement.

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

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audit was conducted for the purpose of forming an opinion on the basic financial statements as a whole. The Schedule of Program Services is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Summarized Comparative Information

We have previously audited New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's fiscal year 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 10, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

A handwritten signature in black ink that reads "Melanson".

Merrimack, New Hampshire
February 22, 2022

NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER

Statement of Financial Position
June 30, 2021
(with comparative totals as of June 30, 2020)

	2021			
	Without Donor Restrictions	With Donor Restrictions	2021 Total	2020 Total
ASSETS				
Current Assets:				
Cash and cash equivalents	\$ 257,837	\$ 9,620	\$ 267,457	\$ 286,442
Grants receivable	194,324	-	194,324	125,488
Accounts receivable	71,133	-	71,133	35,864
Prepaid expenses	13,334	-	13,334	14,861
Total Current Assets	536,628	9,620	546,248	462,655
Property and Equipment, Net	17,047	-	17,047	26,493
TOTAL ASSETS	\$ 553,675	\$ 9,620	\$ 563,295	\$ 489,148
 LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	\$ 35,284	\$ -	\$ 35,284	\$ 19,585
Accrued payroll and related liabilities	37,672	-	37,672	36,952
Contract liabilities	38,961	-	38,961	48,230
Refundable advance	-	-	-	3,571
Total Current Liabilities	111,917	-	111,917	108,338
Net Assets:				
Without donor restrictions:				
Undesignated	288,128	-	288,128	271,216
Board-designated - Family Voices	153,630	-	153,630	99,262
With donor restrictions:				
Time and purpose restricted	-	9,620	9,620	10,332
Total Net Assets	441,758	9,620	451,378	380,810
TOTAL LIABILITIES AND NET ASSETS	\$ 553,675	\$ 9,620	\$ 563,295	\$ 489,148

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Activities
For the Year Ended June 30, 2021
(with comparative totals for the year ended June 30, 2020)

	2021			
	Without Donor Restrictions	With Donor Restrictions	2021 Total	2020 Total
SUPPORT AND REVENUE				
Support:				
Government grants	\$ 787,185	\$ -	\$ 787,185	\$ 734,427
Contributions	54,995	-	54,995	36,541
In-kind contributions (office space)	3,251	-	3,251	19,200
Revenue:				
Program service fees	235,842	-	235,842	184,247
Conferences and workshops	15,106	-	15,106	29,901
Interest income	18	-	18	141
Miscellaneous	601	-	601	1,200
Net Assets Released From Restrictions	712	(712)	-	-
Total Support and Revenue	1,097,710	(712)	1,096,998	1,005,657
EXPENSES				
Program services	868,795	-	868,795	844,128
General and administration	153,158	-	153,158	139,534
Fundraising	4,477	-	4,477	7,557
Total Expenses	1,026,430	-	1,026,430	991,219
Change in Net Assets	71,280	(712)	70,568	14,438
Net Assets, Beginning of Year	370,478	10,332	380,810	366,372
Net Assets, End of Year	\$ 441,758	\$ 9,620	\$ 451,378	\$ 380,810

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Functional Expenses
For the Year Ended June 30, 2021
(with comparative totals for the year ended June 30, 2020)

	2021			2021 <u>Total</u>	2020 <u>Total</u>
	<u>Program Services</u>	<u>General and Administration</u>	<u>Fundraising</u>		
Personnel expense:					
Salary and wages	\$ 548,449	\$ 71,864	\$ 590	\$ 620,903	\$ 561,358
Benefits	43,388	4,687	76	48,151	52,061
Payroll taxes	43,261	5,813	46	49,120	43,122
Professional services	-	18,468	-	18,468	16,961
Contracted services	143,531	-	-	143,531	126,945
Office	6,543	305	-	6,848	14,797
Information technology	12,162	9,705	-	21,867	17,583
Occupancy	17,745	31,351	3,500	52,596	69,482
Travel	-	11	50	61	13,307
Conferences and seminars	461	-	-	461	-
Depreciation	12,427	-	-	12,427	12,741
Insurance	-	5,180	-	5,180	5,575
Other expenses	20,478	804	175	21,457	9,553
Program expenses	7,013	-	-	7,013	7,248
Workshop expenses	3,931	-	40	3,971	31,124
Printing and reproduction	3,410	1,046	-	4,456	3,433
Equipment, repairs, and maintenance	2,367	3,924	-	6,291	5,829
Training	3,629	-	-	3,629	100
Total	\$ 868,795	\$ 153,158	\$ 4,477	\$ 1,026,430	\$ 991,219

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Cash Flows
For the Year Ended June 30, 2021
(with comparative totals for the year ended June 30, 2020)

	<u>2021</u>	<u>2020</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ 70,568	\$ 14,438
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	12,427	12,741
Changes in operating assets and liabilities:		
Grants receivable	(68,836)	8,227
Accounts receivable	(35,269)	10,388
Prepaid expenses	1,527	(3,078)
Accounts payable	15,699	(14,498)
Accrued payroll and related liabilities	720	1,617
Contract liabilities	(9,269)	45,730
Refundable advance	<u>(3,571)</u>	<u>3,571</u>
Net Cash Provided (Used) By Operating Activities	(16,004)	79,136
 Cash Flows From Investing Activities:		
Purchase of property and equipment	<u>(2,981)</u>	<u>-</u>
Net Cash Used By Investing Activities	<u>(2,981)</u>	<u>-</u>
 Net Change in Cash and Cash Equivalents	(18,985)	79,136
 Cash and Cash Equivalents, Beginning of Year	<u>286,442</u>	<u>207,306</u>
Cash and Cash Equivalents, End of Year	<u>\$ 267,457</u>	<u>\$ 286,442</u>

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Notes to Financial Statements
For the Year Ended June 30, 2021

1. Organization

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization) was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. The Organization impacts lives through the following major program service areas:

New Hampshire Family Voices (FV)

This project is funded primarily through the State of New Hampshire, Department of Health and Human Services Bureau of Special Medical Services, to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website, and trainings.

Parent Training and Information Center (PTI)

This project is funded by the United States Department of Education, Office of Special Education Programs, to provide information, referral, training, and support to parents of children with disabilities.

iSocial

This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education to support NH's Pyramid Model implementation, scale-up and sustainability efforts with the goal of improving social-emotional outcomes for young children. The program builds capacity to implement process coaching of local iSocial leadership teams, including embedding family engagement strategies within the selected communities and sites.

Other Programs

Race 2K

This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education to provide information, support, and technical assistance to school districts and others, including families to improve outcomes for preschool children with disabilities and their families.

Family to Family (F2F)

This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special healthcare needs and the professionals who serve them.

Medical Home Initiative

This project is funded through the State of New Hampshire, Department of Health and Human Services, Bureau of Special Medical Services to support primary care practices in the development of family advisory councils. New Hampshire Family Voices staff work closely with a practice to develop and launch their council, providing guidance in the creation of policies for the councils, conducting outreach, and new member orientation.

Prevention Makes Cents (PMC)

This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

2. Summary of Significant Accounting Policies

The following is a summary of significant accounting policies used in preparing and presenting the accompanying financial statements.

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2020, from which the summarized information was derived.

Cash and Cash Equivalents

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

Grants Receivable

Grants receivable, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Amounts recorded as grants receivable represent cost-reimbursable contracts and grants, which the incurrence of allowable qualifying expenses and/or the performance of certain requirements have been met or performed. The allowance for uncollectible grants receivable is based on historical experience and a review of subsequent collections. Management has determined that no allowance is necessary.

Accounts Receivable

Accounts receivable consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable receivables is based on historical experience, an assessment of economic conditions, and a review of subsequent

collections. Receivables are written off when deemed uncollectable. Management has determined that no allowance is necessary.

Property and Equipment

Property and equipment additions over \$1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 10 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal years 2021 or 2020.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions.

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) imposed restrictions. The Board has designated from net assets without restrictions, net assets for New Hampshire Family Voices.

Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity while permitting the Organization to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

Revenues from program services are recognized when the performance obligation of providing the services are met. The performance obligation of training support and coaching, activity planning, and student support, is simultaneously received and consumed by the participants; therefore, the revenue is recognized when the service

occurs. Upon receipt of a prepayment from a participant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to transfer services in the future.

A portion of the Organization's revenue is derived from cost-reimbursable contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position. Grant revenue from contributions that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, is reported as net assets without donor restrictions.

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been met.

Revenue from conferences and workshops is recognized when the performance obligation of providing the services is met. The performance obligation of delivering conferences and workshops is simultaneously received and consumed by the registrants; therefore, the revenue is recognized when the conference or workshop occurs. Upon receipt of a prepayment from a registrant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to provide the conference or workshop in the future.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills. Donated professional services are recorded at the respective fair values of the services received. Contributed goods are recorded at fair value at the date of donation and as an expense when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. The amount has been confirmed with the Bureau of Facilities and Asset Management from the State of New Hampshire. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Certain categories of expense are attributable to more than one program or supporting function. Accordingly, certain costs have been allocated among the programs and supporting services benefited on a reasonable basis that is consistently applied. Personnel expenses, including salaries and wages, employee benefits, and payroll taxes, are allocated based on actual time and effort. Occupancy expenses are allocated based on the amount of square footage utilized by each function in the office building. Printing and reproduction costs are directly charged if identifiable to a specific function or allocated based on the number of copies made or postage used each month. Information technology costs are directly charged if identifiable with a specific function or allocated based on the amounts that are included in each grant-approved budget.

Income Taxes

The Organization has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal years 2021 and 2020, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

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 and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission.

Fair Value Measurements and Disclosures

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions, regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes inputs as follows:

- Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.
- Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to the assessment of the quality, risk, or liquidity profile of the asset or liability.

New Accounting Standards to be Adopted in the Future

Contributed Nonfinancial Assets

In September 2020, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, intended to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind, for not-for-profit organizations. Examples of contributed nonfinancial assets include fixed assets such as land, buildings, and equipment; the use of fixed assets or

utilities; materials and supplies, such as food, clothing, or pharmaceuticals; intangible assets; and recognized contributed services. The ASU requires a not-for-profit organization to present contributed nonfinancial assets as a separate line item in the Statement of Activities, apart from contributions of cash or other financial assets. It also requires certain disclosures for each category of contributed nonfinancial assets recognized. The amendments in this ASU should be applied on a retrospective basis and are effective for the Organization for the year ending June 30, 2022. Early adoption is permitted. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Leases

In February 2016, the FASB issued ASU 2016-02, *Leases*. The ASU requires all leases with lease terms more than 12 months to be capitalized as a right of use asset and lease liability on the Statement of Financial Position at the date of lease commencement. Leases will be classified as either finance leases or operating leases. This distinction will be relevant for the pattern of expense recognition in the Statement of Activities. This ASU will be effective for the Organization for the year ending June 30, 2023. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

Credit Losses

In June 2016, the FASB issued ASU 2016-13, *Measurement of Credit Losses on Financial Instruments*. The ASU requires a financial asset (including trade receivables) measured at amortized cost basis to be presented at the net amount expected to be collected. Thus, the Statement of Activities will reflect the measurement of credit losses for newly recognized financial assets as well as the expected increases or decreases of expected credit losses that have taken place during the period. This ASU will be effective for the Organization for the year ending June 30, 2024. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

3. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the Statement of Financial Position date, are comprised of the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Financial assets at year-end:		
Cash and cash equivalents	\$ 267,457	\$ 286,442
Grants receivable	194,324	125,488
Accounts receivable	<u>71,133</u>	<u>35,864</u>
Total financial assets	532,914	447,794
Less amounts not available to be used within one year:		
Board-designated net assets for Family Voices not likely to be expended in less than one year	(153,630)	(99,262)
Net assets with donor restrictions - purpose restrictions not expected to be met in less than one year	<u>(9,620)</u>	<u>(10,332)</u>
Financial assets available within one year	369,664	338,200
Additional liquidity resources:		
Bank line of credit	<u>50,000</u>	<u>50,000</u>
Total financial assets and liquidity resources available within one year	\$ <u>419,664</u>	\$ <u>388,200</u>

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

4. Property and Equipment

Property and equipment is comprised of the following at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Furniture, fixtures, and equipment	\$ 101,690	\$ 98,709
Leasehold improvements	<u>872</u>	<u>872</u>
Subtotal	102,562	99,581
Less accumulated depreciation	<u>(85,515)</u>	<u>(73,088)</u>
Total	\$ <u>17,047</u>	\$ <u>26,493</u>

Depreciation expense totaled \$12,427 and \$12,741, for the years ended June 30, 2021 and 2020, respectively.

5. Line of Credit

The Organization has a \$50,000 revolving line of credit available, secured by all assets. Borrowings under the line bear interest at a rate based on the Wall Street Journal Prime Rate plus 1.75%, adjusted daily. Interest only payments are required monthly with the principal payable on demand. The line was not utilized in fiscal years 2021 and 2020. At June 30, 2021 and 2020, the entire amount was available.

6. Contract Liabilities

Upon receipt of a prepayment from a participant or registrant, the Organization recognizes a contract liability in the amount of the prepayment for its performance obligation to transfer services in the future. At June 30, 2021 and 2020, the Organization has recorded contract liabilities of \$38,961 and \$48,230, respectively, which the Organization expects to recognize as revenue in the next fiscal year, when the services are provided and, therefore, satisfies its performance obligation to the participants or registrants.

7. Refundable Advances

The Organization receives grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenditures. Amounts received prior to incurring qualifying expenditures are reported as refundable advances. At June 30, 2021 and 2020, \$0 and \$3,571, respectively, are reflected as refundable advances.

8. Grants

The Organization has been awarded cost-reimbursable grants of \$170,058 that have not been recognized at June 30, 2021 because qualifying expenditures have not yet been incurred.

Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's Uniform Guidance, and review by grantor agencies. This review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds. Based on prior experience, the Organization's management believes that costs ultimately disallowed, if any, would not materially affect the financial position of the Organization.

9. Net Assets

Board-Designated Net Assets

Net assets without donor restrictions include board-designated net assets relating to the funds held on behalf of New Hampshire Family Voices as part of the Organization's fiscal sponsorship agreement (see note 13). Board-designated net assets at June 30, 2021 and 2020 totaled \$153,630 and \$99,262, respectively.

Net Assets with Donor Restrictions

Net assets with donor restrictions are restricted for the following purposes at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Support children with physical and cognitive disabilities	\$ 5,000	\$ 5,000
PMC - Prevention Makes Cents	3,305	3,305
Other	<u>1,315</u>	<u>2,027</u>
Total	<u>\$ 9,620</u>	<u>\$ 10,332</u>

Net assets were released from restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time and totaled \$712 and \$1,333, for the years ending June 30, 2021 and 2020, respectively.

10. Retirement Plan

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers all employees of the Organization. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code. The Organization is not required to make matching employer contributions. The Organization did not make any employer contributions to the plan for the fiscal years ended June 30, 2021 and 2020, respectively.

11. Operating Leases

The Organization leases office space under the terms of a non-cancellable lease agreement that originally expired in August 2019. In September 2019, the Organization extended the lease for three years and has the option to extend the lease for an additional three-year term. Rent expense under this agreement, which is included in occupancy costs in the Statement of Functional Expenses, totaled \$38,100 and \$37,800 for the years ended June 30, 2021 and 2020, respectively.

Future minimum lease payments on the above lease are as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2022	\$ 39,600
2023	<u>6,600</u>
Total	<u>\$ 46,200</u>

12. Concentrations of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended June 30, 2021 and 2020, funding from State of New Hampshire accounted for 20% and 21%, respectively, of total revenues and 52% and 51%, respectively, of total receivables. During the years ended June 30, 2021 and 2020, funding from the United States Department of Education accounted for 36% and 39%, respectively, of total revenues and 11% and 20%, respectively, of total receivables. During the years ended June 30, 2021 and 2020, funding from the University of New Hampshire accounted for 16% and 14%, respectively, of total revenues and 23% and 18%, respectively, of total receivables. During the years ended June 30, 2021 and 2020, funding from the United States Department of Health and Human Services accounted for 14% and 12%, respectively, of total revenues and 9% and 5%, respectively, of total receivables.

13. Fiscal Sponsorships

The Organization has entered into two agreements to assume administrative and financial responsibilities of New Hampshire Family Voices (NHFV) and Prevention Makes Cents (PMC). NHFV provides free, confidential services to families and professionals caring for children with chronic conditions and/or disabilities. PMC provides school-based child assault prevention programs for preschool and elementary-aged children, as well as multi-week parenting programs and topic-related workshops for parents and professionals. The activity of NHFV and PMC has been included in the Organization's financial statements.

14. Commitments and Contingencies

COVID-19

The COVID-19 outbreak in the United States has resulted in economic uncertainties. The disruption is expected to be temporary, but there is considerable uncertainty around the duration and scope. The extent of the impact of COVID-19 on the Organization's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on those served by the Organization,

fundings, employees, and vendors all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain.

15. Subsequent Events

Subsequent events have been evaluated through February 22, 2022, which is the date the financial statements were available to be issued.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Supplementary Information
Schedule of Program Services
For the Year Ended June 30, 2021

	<u>FV</u>	<u>PTI</u>	<u>iSocial</u>	<u>Other</u>	<u>Total</u>
SUPPORT AND REVENUE					
Support:					
Government grants	\$ 305,589	\$ 184,772	\$ 204,097	\$ 92,727	\$ 787,185
Contributions	3,110	-	-	20	3,130
In-kind contributions (office space)	3,251	-	-	-	3,251
Revenue:					
Program service fees	97,640	-	-	138,202	235,842
Conferences and workshops	-	-	-	15,106	15,106
Interest income	10	-	-	-	10
Total Support and Revenue	409,600	184,772	204,097	246,055	1,044,524
EXPENSES					
Personnel expense:					
Salaries and wages	220,190	132,269	71,466	124,524	548,449
Benefits	31,324	2,505	4,374	5,185	43,388
Payroll taxes	17,529	10,486	5,547	9,699	43,261
Contracted services	3,395	6,300	99,862	33,974	143,531
Office	5,054	117	836	536	6,543
Information technology	5,471	1,685	1,456	3,550	12,162
Occupancy	3,251	7,894	3,109	3,491	17,745
Conferences and seminars	112	-	-	349	461
Depreciation	11,925	-	145	357	12,427
Other expenses	15,578	-	-	4,900	20,478
Program expenses	7,013	-	-	-	7,013
Workshop expenses	169	50	-	3,712	3,931
Printing and reproduction	1,581	74	1,725	30	3,410
Equipment, repairs, and maintenance	-	1,760	-	607	2,367
Training	3,629	-	-	-	3,629
Total direct expenses	326,221	163,140	188,520	190,914	868,795
Indirect expenses	44,819	20,822	14,913	6,958	87,512
Total expenses	371,040	183,962	203,433	197,872	956,307
Net Program Income	\$ 38,560	\$ 810	\$ 664	\$ 48,183	\$ 88,217

See Independent Auditors' Report.

Parent Information Center
Board of Directors July 2019

The board serves without compensation.

Jocelyn Charles
Chair
CPA and Family Representative
Member 2014

Kimberly Plante
Family Representative
Member 2015

Marcia Bagley
Board Vice Chair
Director of Special Education
Member 2011

Trisha Swonger
Family Representative
Member 2017

Sandra E. Fay
Board Treasurer
Accountant
Member 2012

Dr Linda Wadensten
Family Representative
Member since 2017

Sreenivasu Odugu
Family Representative
Member 2015

Dana Hill
Board Secretary
Family Representative
Member 2014

Michelle L. Lewis

DEGREE

May 2009 Plymouth State University, M.Ed. School Counseling
1996 University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013 Interim Executive Director, NH Parent Information Center
August 2009-present PTAN, Parent Information Center contract through SERESC
August 2002-present Project Director, NH Parent Information Center
August 2005-present Project Director, Race2K at PIC
December 2007- present Project Director, Parent Training and Information Center at PIC
02/04-10/06 Project Director, Parents Involved in Education at PIC
08/02-10/03 Project Director, Parent Information and Resource Center
07/00-06/02 Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00 Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09 Intern, Belmont Elementary School, Belmont, NH
08/08-01/09 Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08 Intern, Inter-Lakes Middle Tier – 7th & 8th Grade, Meredith, NH

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-developed Pyramid Model Readiness Trainings with the Pyramid Model Consortium 2017-2018
- Co-Lead iSocial Learning Collaborative Meetings 2016-2018
- Co-Lead the National Center for Systemic Improvement's Cross State Learning Collaborative on Improving Family Outcomes Practices
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007

- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board to advise the work of the early transitions project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Applies implementation science, adult learning and coaching to systems development at the state and local level
- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Boards/Workgroups/Teams

- Pyramid Model State Leadership Team
- iSocial State Leadership Team
- Spark NH
- Interagency Coordinating Committee (ICC) – Chair
- NH Results-Based Accountability (RBA) Cross-State Learning Collaborative Team Member
- NH 619 Accountability Cohort Team Member

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Coordinator Race2K

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel

NOT YOUR AVERAGE JOE'S, Methuen, MA 2001 to 2002
Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA 2000 to 2001
Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH 1999 to 2001
Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

**NEW ENGLAND RESTAURANT COMPANY,
DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA** 1996 to 1999
Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA 1992 to 1996
Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH 1995
Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

Kimm Phillips

STRENGTHS:

- Effective collaborative team player with strong interpersonal and communication skills
- Strong presentation and training skills, experienced in facilitating to a wide range of audiences including parents, students and school professionals of all ages and abilities
- Skilled in developing, coordinating and implementing group and individual training sessions
- Experienced in program outreach, marketing and data collection
- Reliable, flexible individual with attention to quick follow-up

SKILLS AND PROFESSIONAL EXPERIENCE:

Program Development and Management

- Assisted in the development and implementation a framework for providing training, technical assistance and on-going coaching to school personnel and families on evidenced-informed family engagement strategies related to secondary transitions in special education
- Collaborated successfully with multiple stakeholders on statewide initiatives and built effective partnerships
- Managed programs within budget, with ability to forecast and plan for budgetary concerns
- Prepared and developed materials for numerous workshops and information sessions on a wide range of topics to large and small groups, guest speaker on local radio and television talk shows

Training and Development

- Prepared and developed learning objectives, curriculum and assessment materials for trainings, online learning modules and home study learning programs on a variety of topics including those related to special education
- Facilitated parent involvement to school district personnel and families of children with disabilities build and strengthen family-school partnerships in special education
- Developed and facilitated training sessions and activities for region wide Parent Leadership Training series to NH parents and school personnel
- Successfully developed and offered local, state and regional trainings around early literacy initiatives, education, employment, conflict resolution, and personal boundaries, for individuals and groups
- Provided ongoing consultation for employment-focused coaches and literacy volunteers throughout the state in supervisory and non-supervisory positions emphasizing teamwork and collaboration

Computer and Clerical

- Efficient at coordinating program marketing, data collection and evaluation
- Ability to utilize desktop publishing programs to design and edit special project implementation manuals, marketing tools, guides and brochures
- Excellent organizational abilities include skills in multi-tasking and prioritizing workload to meet deadlines
- Experienced writing grants for both public and private funding
- Experienced in using Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Progress, DI ProDiver, Cushy, WordPress, Articulate

EMPLOYMENT HISTORY:

2008- present	<p>NH Parent Information Center Concord, NH iSocial Family Engagement Director Next Steps NH Program Director NH Connections Facilitator PIRC Early Literacy Training and Volunteer Coordinator</p>
2006-2011	<p>Life is Calling Pembroke, NH Owner, Trainer, Consultant, Coach</p>
2006-2008	<p>SAU 53 Pembroke, NH Substitute Teacher</p>
2006-2008	<p>Manchester Community Resource Center Adult Education General Math and Computer Literacy Instructor</p>
1995- 2011	<p>New Hampshire Housing Finance Authority Bedford, NH Contractor services provided until 2011 Housing Services Administrator (1999-2006) Family Self Sufficiency Coordinator (1998-1999) HOPE-EI Service Coordinator (1995-1998)</p>

EDUCATION/CERTIFICATION:

2012	Parent Information Center- Volunteer Advocate Training
2009	United Way Seacoast- Volunteer Coordination Certificate
2007	American Society for Training and Development Certification
2005	Coachville Coaching Skills Certificate
1997	Springfield College School of Human Services Master of Science - Human Services
1992	Springfield College School of Human Services Bachelor of Science - Human Services
1988	White Pines College, Social Work Certificate

PROFESSIONAL ACTIVITIES/AFFILIATIONS:

2012-present	NH Statewide Community of Practice on Secondary Transitions
2012	Pembroke Listens Facilitator
2011- present	Building a Culture of Peace Planning and Coordinating Committee Member
2011- 2012	Academy of Science and Design Educational Foundation
2010- 2012	Granite State Reads representative
2005	National Council of State Housing Agencies Award Winner - Management Innovation
2003-2011	Pembroke Action League for Schools
2003-2006	New England Regional Service Coordinator Conference Planning Committee
2001-2006	Appointed to NH TANF Hardship Review Committee
2001-2006	Active Member of NH Coalition to End Homelessness

Christine Anderson

Career Summary

Experienced Administrative Assistant/Marketing Coordinator with excellent client and project management skills with a demonstrated history of achieving goals, creating tools and time management to achieve a high efficiency with projects and tasks. Action-oriented with strong ability to communicate effectively with technology, executive and business audiences.

Skills

Excellent communication
Training and development
SAP
Quick learner
Editing
Efficient in database usage

Microsoft Office, Excel, Word, PowerPoint
Results-oriented
Computer proficient
Contract negotiation/review/drafting
Adept with Multiple State websites
Dependable

Professional Experience

Parent Information Center-Administrative Assistant
Concord, NH 03301

- Able to handle incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and general office duties and errands.
- Manage office supplies and needs, maintaining office equipment, creating, maintaining, and entering information into databases, manage administrative duties for annual conference and PIC workshops, submit social media posts.

OSRAM - Customer Relationship Coordinator
Hillsboro, NH 03244

- Execute a high-level technical support and key account management responsibilities to meet designated customer requirements.
- Participate in customer specific sales and marketing strategic planning initiatives
- Represent the service center on customer site visitations
- Cross channel support and execute transactions and documentation requirements for key accounts while ensuring compliance to all foreign and domestic regulations/guidelines.

Yankee Publishing, Inc. - Marketing Coordinator
Dublin, NH

- Responsible for coordinating advertising sales and marketing programs across YPI products including 7-10 person sales team support, client program fulfillment, project management, event coordination, direct marketing materials and communications.
- Maintained and uploaded ads in multiple databases as well as online e-mail services, Mail Chimp and Listrak, reader service database iPace achieving on time delivery for customers and Marketing initiatives.
- Coordinator conference and training events for multiple events throughout New England for the travel industry.
- Organized (securing items to give away from clients, choose and notify winners, maintain leads and website) giveaways on The Old Farmer's Almanac as well as Yankee Magazine
- Manage Custom newsletter for Winchester Savings Bank, coordinated materials and sponsorships
- Reduced the number of field service calls by providing telephone assistance to resolve problems.

New England Employee Benefits Company - Special Projects Coordinator/Receptionist
Concord, NH

- Using the benefits purchased by the customer I created charts, summaries and art to produce a benefit brochure to maintain current employees and entice future employees.
- I managed all licensing for NEEBCO's sales, representatives and owners for the State of NH and 12 other states..

Staff Development for Educators - Research & Credit Coordinator
Peterborough, NH

- This was a new position created to streamline the Continuing Education Credit process from multiple employees to one. I created manuals and information sheets based on each state's requirements for educators. Applying to states to secure necessary approval for each conference, seminar, national conference and all customized training.
- Edited all marketing materials to ensure all credit information were accurate. • Continually researched state websites for new curriculum and continuing education requirements for educators. •
- Maintain educators records and when requested provide these documents to State Department of Education for numerous states. Created and maintained working relationships with Antioch University, Chapman University, and Madonna University to offer additional credits to educators. Worked with I.A.C.E.T. (International Association for Continuing Education and Training) to renew SDEs five year approval. This required scheduling travel, meetings, and gathering all necessary paper work required to renew the application.
- Onsite coordinator and Conference Concierge-travel to conferences and national events, run event and direct educators on the program.
- Back up Receptionist

Education

Oakland Community College, Royal Oak, MI

Community Service

Deering Fire and Rescue-Photographer and event planner

Awards Received

Four Spirit of SDE awards at Staff Development for Educators

**NH Coalition for Citizens with Disabilities dba
Parent Information Center**

Key Personnel

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract
Michelle Lewis	Executive Director/Project Director	\$75,000.00	19.2%	\$14,400.30
Jennifer Cunha	Project Coordinator	\$53,137.50	50.9%	\$27,092.50

Project Personnel

Michelle Lewis-Project Manager

Jennifer Cunha-Project Coordinator

Klmm Phillips-Family Engagement Director

Christine Anderson-Administrative Assistant

162 QR



JUN 18 '21 AM 9:00 RCVD

Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

May 29, 2021

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

REQUESTED ACTION

Authorize the Department of Education to exercise the only renewal option with NH Coalition for Citizens with Disabilities, dba Parent Information Center, Concord, New Hampshire (vendor code 38277) to increase the price limitation by \$295,059.18 from \$248,330.88 to \$543,390.06, and to continue to implement a multi-faceted approach to improving outcomes for preschool children with disabilities and the systems that support those outcomes, and, effective upon Governor & Council approval for the period July 1, 2021 through June 30, 2023. The original contract was approved by Governor and Council on August 28, (item #96). 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled IDEA-Special Ed-Elem/Sec for FY22 and FY23, upon the availability and continued appropriation of funds in future operating budgets, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

FY22	06-56-56-562010-25040000-102-500731	Contracts for Program Services	\$147,529.59
FY23	06-56-56-562010-25040000-102-500731	Contracts for Program Services	<u>\$147,529.59</u>
			\$295,059.18

EXPLANATION

The New Hampshire Department of Education is responsible for meeting legislative mandates to provide technical assistance under RSA 186-C III. The NH Coalition for Citizens with Disabilities, dba Parent Information Center will continue to implement and improve the statewide professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services to preschool special education and to build districts' capacity to improve services, supports and programming for preschool children with disabilities.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2

The Department of Education would like to exercise the option to extend the contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center as they have successfully worked with the Bureau of Student Support through the Race2K project to develop and implement a statewide professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services to preschool special education and to build districts' capacity to improve services, supports and programming for preschool children with disabilities.

NH Coalition for Citizens with Disabilities, dba Parent Information Center also assists families and schools to increase family involvement in children's learning and development with the goal of increasing student achievement.

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

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

FE: BJD
Attachments

**AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

Now come the New Hampshire Department of Education, hereinafter "the Agency," and NH Coalition for Citizens with Disabilities, d/b/a Parent Information Center (PIC), hereinafter "the Contractor", and, pursuant to an agreement between the parties that was approved by the Governor & Council on August 28, 2019 (Item 96) hereby agree to modify same as follows:

1. Amend Section 1.7 of form P-37 by removing June 30, 2021 and replacing with June 30, 2023
2. Increase the price limitation by \$295,059.18 from \$248,330.88 to \$543,390.06
3. Remove Exhibit A Scope of Services and replace with Exhibit A-1 Special Provisions
4. Remove Exhibit B Budget and Replace with Exhibit B-1 Scope of Work
5. Remove Exhibit C Special Provisions and replace with Exhibit C-1 Budget
6. All other provisions of this agreement shall remain in full force and effect as originally set forth; and
7. This amendment shall commence upon Governor approval and shall terminate on (June 30, 2023).

This modification of an existing agreement is hereby incorporated by reference to the existing agreement by the parties and must be attached to the said agreement.

IN WITNESS WHEREOF, the parties, hereto have set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Department of Education
(Agency)

Division of Commissioner's Office
By: [Signature] 6-11-21
Frank Edelblut, Commissioner of Education Date

NH Coalition for Citizens with Disabilities
d/b/a Parent Information Center
By: [Signature] 5/10/2021
Michelle Lewis, Executive Director Date

On this the _____ day of _____, 20__ before me, _____, the undersigned officer, personally appeared _____ known to me (or satisfactory proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereto set my hand and official seal.

N/A COVID 19
Notary Public/Justice of the Peace
Commission Expires _____
Approved as to form, substance and execution by the Attorney General this 15th day of June, 2021
[Signature]
Christopher Bond, Attorney General's Office

Approved by the Governor this _____ day of _____, 2021

Governor, Christopher T. Sununu Date

Exhibit A-1
SPECIAL PROVISIONS

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).

Contractor Initials
Date 5/10/2021

Exhibit B-1
SCOPE OF SERVICES

NH Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services to the New Hampshire Department of Education.

**Early Childhood Special Education Systems Development
Multi-tiered Professional Development Model**

Implement and advance the statewide multi-tiered professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services and improve services, supports and programming for preschool children with disabilities.

Support Transitions from Family-Centered Early Supports & Services to preschool special education:

- Convene Interagency Agreement meetings at least bi-annually (every 2 years) between Area Agencies responsible for Family-Supported Early Supports & Services and receiving districts to:
 - Promote shared understanding of each systems roles and responsibilities;
 - Ensure signed agreements regarding responsibilities are consistent with current State and Federal policies, procedures and practices;
 - Promote family voice within the transition process.
- Provide technical assistance to local school districts regarding early transitions, with a focus on districts with untimely transitions:
 - Explore potential root causes for delays;
 - Help districts develop systems for documenting the transition process, including reasons for delays.
- Support the Department of Education with early transition (Indicator 12) data accuracy, analysis and reporting.
 - Assist the Department in reviewing NHSIES reporting to ensure timely and accurate data, including identifying data anomalies and potential reporting inaccuracies.
- Provide a universally available training module to promote smooth and effective early transitions.
- Support State-level coordination between Part C and Section 619.
 - Facilitate a series of state-level meetings to ensure horizontal alignment of Part C, 619 and other state departments whose work impacts young children with disabilities.
 - At the request of the Department, convene a series of stakeholder meetings to collect field level data to inform state-level alignment.

Improving services, supports and programming for preschool children with disabilities:

- Provide tools and strategies to help school administrators better understand and examine their district's system for providing services to preschool aged children with disabilities.
- Develop and implement professional development strategies for school district staff to engage in a process to examine and improve:
 - District operated preschool classrooms, services and systems;
 - Community-based preschool classrooms, services and systems;
 - Systems to support parents to have an equal and informed voice in the special education process including program placement

Exhibit C-1
BUDGET

Budget

Description	FY'22	FY'23
Salary:		
Michelle Lewis, Project Manager	\$12,000.30	\$12,000.30
Jennifer Cunha, Project Staff	\$20,280.00	\$20,280.00
Project Staff	\$19,500.00	\$19,500.00
Administrative Assistant	\$6,630.00	\$6,630.00
Total Salary	\$58,410.30	\$58,410.30
Fringe:		
Michelle Lewis, Project Manager	\$2,640.07	\$2,640.07
Jennifer Cunha, Project Staff	\$4,461.60	\$4,461.60
Project Staff	\$2,925.00	\$2,925.00
Administrative Assistant	\$994.50	\$994.50
Total Fringe	\$11,021.17	\$11,021.17
Direct Expenses:		
Contractual	\$51,800.00	\$51,800.00
Web Maintenance	\$500.00	\$500.00
Graphic Design	\$1,000.00	\$1,000.00
Stipends	\$1,500.00	\$1,500.00
Travel	\$2,500.00	\$2,500.00
Workshop Expenses - Meetings	\$1,000.00	\$1,000.00
Supplies	\$750.00	\$750.00
Postage and Shipping	\$100.00	\$100.00
Printing and Reproduction	\$1,500.00	\$1,500.00
Rent	\$4,020.00	\$4,020.00
Telephone, Communications	\$2,500.00	\$2,500.00
Total Direct Expenses	\$67,170.00	\$67,170.00
Indirect Cost 8%	\$10,928.12	\$10,928.12
Total	\$147,529.59	\$147,529.59

Limitations 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 the price limitation of \$295,059.18

Source of Funding: Funds to support this request are anticipated to be available in the account titled IDEA-Special Ed-Elem/Sec for FY2022 and FY2023, upon the availability and continued appropriation

Contract between NH Coalition for Citizens with Disabilities and the New Hampshire Department of Education

Contractor Initials

Date


5/10/2024

Exhibit C-1
BUDGET (cont'd)

of funds in future operating budgets, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified.

06-56-56-562010-25040000-102-500731	<u>FY'22</u>	<u>FY'23</u>	<u>Total</u>
Contracts for Program Services	\$147,529.59	\$147,529.59	\$295,059.18

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract. A final invoice is due within 30 days of the end of this contract.

Invoices to be submitted to:

Christina MacDonald, Project Director
Early Childhood Special Education Development, Multi-tiered Professional Development Model
NH Department of Education
Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301

Contractor Initials ①
Date 5/10/2021

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 @
Date 5/10/2021

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 ①
Date 5/10/2021

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/sfillin.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 Q
Date 5/10/2021

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 5/10/2021

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 PARENT INFORMATION CENTER is a New Hampshire Trade Name registered to transact business in New Hampshire on June 24, 2015. 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: 728248

Certificate Number: 0005351978



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 19th day of April A.D. 2021.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

CERTIFICATE OF AUTHORITY

I, Jocelyn Charles, hereby certify that:

1. I am a duly elected Clerk/Secretary/Officer of NH Coalition of Citizens with Disabilities Inc. dba Parent Information Center

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on July 21, 2020, at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Michelle Lewis, Executive Director

is duly authorized on behalf of NH Coalition of Citizens with Disabilities dba Parent Information Center to enter into contracts or agreements with the State

of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 5/10/21



Signature of Elected Officer
Name: Jocelyn Charles
Title: Board Chair



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/08/2021

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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME Vivian Pinette PHONE (A/C, No, Ext) (603) 669-3218 FAX (A/C, No) (603) 645-4331 E-MAIL ADDRESS vpinette@crossagency.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A Philadelphia Indemnity Ins Co	NAIC # 18058
		INSURER B AmGuard Ins Co	42390
		INSURER C Mount Vernon Fire Ins. Co.	26522
		INSURER D	
		INSURER E	
		INSURER F	

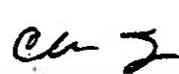
COVERAGES CERTIFICATE NUMBER: 21-22 All Lines. REVISION NUMBER:

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	ADULT (INSR)	SUBR (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLA MS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPL'ES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			[REDACTED]	01/01/2021	01/01/2022	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 - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			[REDACTED]	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLA MS-MADE <input type="checkbox"/> OED <input checked="" type="checkbox"/> RETENTION \$ 10,000			[REDACTED]	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]	01/01/2021	01/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACC DENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers Liability			[REDACTED]	01/01/2021	01/01/2022	Each Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Confirmation of Coverage

CERTIFICATE HOLDER State of New Hampshire Department of Education 101 Pleasant Street Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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W

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96 B



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

July 24, 2019

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

REQUESTED ACTION

Authorize the Department of Education to enter into a contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center, Concord, New Hampshire (vendor code 38277) in an amount not to exceed \$248,330.88 to develop and implement a statewide professional development system for preschool children with disabilities, effective upon Governor & Council approval through June 30, 2021, with an option to renew for an additional two years based on performance and identified ongoing need. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled IDEA-Special Ed-Elem/Sec for FY2020 and FY2021, upon the availability and continued appropriation of funds in future operating budgets, with the ability to adjust encumbrances between Fiscal Years through the Budget Office without further Governor and Council approval, if needed and justified:

06-56-56-562010-25040000-102-500731	<u>FY'20</u>	<u>FY'21</u>
Contracts for Program Services	\$124,165.44	\$124,165.44

EXPLANATION

The New Hampshire Department of Education is responsible for meeting legislative mandates to provide technical assistance under RSA 186-C III. The NH Coalition for Citizens with Disabilities, dba Parent Information Center will develop and implement a statewide professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services to preschool special education.

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

July 24, 2019

Page 2

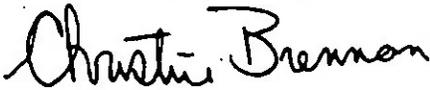
A Request for Proposals (RFP) was advertised in the Manchester Union Leader for the period March 31st, April 1st and April 2nd, 2019 and posted on the Department of Education's website. The Department received one (1) proposal from the issuance of the Request for Proposals "Early Childhood Special Education Systems Development, Multi-Tiered Professional Development Model."

A review committee consisting of Hannah Krajcik, Program Specialist II, Bureau of Student Support, Heidi Clyborne, Education Consultant, Bureau of Student Support and Joanne DeBello, Education Consultant, Bureau of Student Support reviewed the one proposal received by the deadline. NH Coalition for Citizens Disabilities, dba Parent Information Center's proposal met the criteria of the Request for Proposals (Attachment A).

The Department of Education would like to contract with NH Coalition for Citizens with Disabilities, dba Parent Information Center as they worked with the Bureau of Student Support through the Race2K project to develop and implement a multi-faceted approach to improving outcomes for preschool children with disabilities and systems that support those outcomes. NH Coalition for Citizens with Disabilities, dba Parent Information Center assists families and schools to increase family involvement in children's learning and development with the goal of increasing student achievement.

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

Respectfully Submitted,



FOR Frank Edelblut
Commissioner of Education

FE:BJD
Attachments

Attachment A

**Early Childhood Special Education Systems Development
Multi-tiered Professional Development Model**

May 20, 2019 / 9:00-12:00 / NHDOE – Londergan Hall – Room 319

Applicant: NH Coalition for Citizens with Disabilities

Proposals will be evaluated to determine if the applicant meets or exceeds the Minimum Requirements (1.0) and has the ability to accomplish the Services to be Provided (2.0). This evaluation will be based on the applicant's ability to provide evidence of the following criteria:

Criteria from RFP # SPED-2019-3	JD	HC	HK	Total Score	Comments
7.2.1 Significance of Proposal: Description of applicant's capabilities to deliver the services, including a brief description of their personal experience and/or company's experience in developing and implementing a program of this type, to include references as applicable. Please identify the specific subsections of 1.0 as they are addressed (see 1.0 Minimum Requirements) (10 points)	10	10	10	30	The applicant is building off a strong foundation. All areas of the RFP were addressed in detail. The organization has in-depth experience in each phase of the work. They are clearly capable of providing the services. Excellent current references.
7.2.2 Quality of Services: Describe how you will accomplish the Services to be Provided, including activities and strategies that will achieve the desired outcomes. Also identify roles, responsibilities and partners to be involved for the various activities/strategies. Please identify the subsection(s) of the Services to be Provided as you address them in your narrative (15 points)	14	15	15	44	There were 3 activities that the applicant planned to continue rather than expand/improve. The Chat Rooms and Zoom calls for administrators were well developed and address an identified need.
7.2.3 Content knowledge, including but not limited to, knowledge and expertise to promote efforts build and implement a statewide multi-tiered professional development model to improve services, supports and programming for preschool children with disabilities and to promote smooth and effective transitions from Family-centered Early Supports and Services (10 points)	10	10	10	30	The applicant has more than ample knowledge to achieve the goals. The success rate with Indicator 12 is phenomenal.
7.2.4 Technical Skills, including but not limited to: data collection and analysis, adult learning strategies and effective technical assistance/professional development, coaching, mentoring facilitation and communication skills (10 points)	10	10	10	30	High level of data collection and analysis to guide next steps and to make adjustments as needed.

7.2.5 Management Plan: Provide a work-plan, timeline, milestones or benchmarks in accordance with the activities to carry out Services to be Provided (10 points)	10	10	10	30	There was a timeline and justification for each services. The management plan was comprehensive, ambitious and achievable. The plan was all inclusive.
7.2.6 Personnel and Partners: Provide a listing of the individuals who will have responsibilities within this proposed project, their titles, qualifications and duties, and the amount of time each will devote to the project. Identify key partners, describe their anticipated participation and provide documentation of their commitment (10 points)	10	10	10	30	Detailed and current resumes for all personnel. Very specific about who is involved and how.
7.2.7 Adequacy of Resources: Provide a detailed budget, including budget notes/justification, which clearly explains the relationship between proposed activities and expenditures. The budget should be broken down into the two (2) fiscal years: FY'20/FY'21 and not to exceed \$125,000.00 for each year. Indirect costs may not exceed 8 % (25 points)	25	25	25	75	Very detailed about where the money is going. The stipends anticipate and address a potential barrier and demonstrates valuing of people's time. Well thought out.
7.2.8 Evaluation Plan: Describe your comprehensive plan for the evaluation of the proposed project's activities, effectiveness and impact (10 points)	10	10	10	30	Many methods of data collection. Quantitative, qualitative, formative and summative. Clear evaluation questions. Chart with strategies and data collection methods very useful.
	99	100	100	299	

Total Score 99.67 Points

Recommend for Funding: Yes No

Additional Comments: This was one of the best written proposals reviewers had ever read. Extremely well organized and easy to follow. It was evident the applicant is steeped in experience, effective at what they do and ready to expand the work to reach more programs.

The review team members included:

Review Team Facilitator - Ruth Littlefield, NH Department of Education, Preschool Special Education Consultant - In her role in the New Hampshire Department of Education for the last 27 years, Ruth, has overseen the IDEA Part B Preschool Special Education Program. She is the Chair of the NASOSE 619 Preschool Special Education organization.

Reviewer - Joanne DeBello, NH Department of Education, Educational Consultant - In her role at the New Hampshire Department of Education, Joanne participated on the SSIP Evaluation Team which focuses on improving social and emotional outcomes for preschool children with disabilities. She is currently a member of a

national collaborative within the state team that is focused on accountability and quality improvement for building early intervention and preschool special education programs

Reviewer – Heidi Chybome, NH Department of Education, Education Consultant- Heidi was a special education teacher for the last 15 years in Anne Arundel County, Maryland. She has worked with students at all age levels with varying degrees of disabilities. For the first 8 years of her career as a special educator, Heidi worked in the elementary (to include a Preschool Special Education program) and middle school level. For the past 7 years Heidi was an IEP Facilitator that included a special education center for over 165 students, serving ages 3-21 with profound special education and medical needs. Heidi's work at the NH DOE includes training and monitoring for Secondary Transition and Title I Part D grant processes.

Reviewer – Hannah Krajcik, NH Department of Education, Program Specialist, Monitoring of Private Providers. In her role Hannah monitors and approves private provider special education programs; including those that are approved for preschool students. She provides TA and support to private providers around their programs as well and participates in the NH 619 Accountability Cohort exploring ways to embed preschool into on-site monitoring.

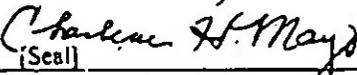
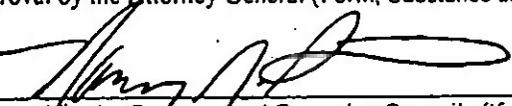
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name NH State Department of Education Bureau of Student Support		1.2 State Agency Address 101 Pleasant Street Concord, New Hampshire 03301	
1.3 Contractor Name NH Coalition for Citizens with Disabilities		1.4 Contractor Address 54 Old Suncook Road Concord, New Hampshire 03301	
1.5 Contractor Phone Number 603-224-7005	1.6 Account Number See Exhibit B	1.7 Completion Date June 30, 2021	1.8 Price Limitation \$248,330.88
1.9 Contracting Officer for State Agency Santina Thibedeau Administrator, Bureau of Student Support		1.10 State Agency Telephone Number 603-271-3791	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Michelle L. Lewis, Executive Director	
1.13 Acknowledgement: State of <u>N. H.</u> , County of <u>Merrimack</u> On <u>7-9-19</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  (Seal) <u>Charles H. Mayo</u> my commission expires on <u>5-1-2024</u>			
1.13.2 Name and Title of Notary or Justice of the Peace			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Date: <u>8/6/19</u> <u>Deputy Commissioner</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  On: <u>8/4/2019</u>			
1.18 Approval by the Governor and Executive Council (if applicable) By: _____ On: _____			

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.

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 remedied, 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 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 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 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.

9.2 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.

9.3 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.

10. **TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall 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 A.

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.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. **INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. 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 maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive 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; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 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 thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

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. 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. WAIVER OF BREACH. 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.

17. 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.

18. 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.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be 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.

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 provisions set forth in the attached EXHIBIT C 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 relating hereto.

Exhibit A
SCOPE OF SERVICES

NH Coalition for Citizens with Disabilities, dba Parent Information Center will provide the following services to the New Hampshire Department of Education.

**Early Childhood Special Education Systems Development
Multi-tiered Professional Development Model**

Develop and implement a statewide multi-tiered professional development system designed to promote smooth and effective transitions from Family-Centered Early Supports and Services and improve services, supports and programming for preschool children with disabilities.

- > Transitions from Family-Centered Early Supports & Services to preschool special education.
- > Convene meetings at least bi-annually (every 2 years) between Area Agencies responsible for Family-Supported Early Supports & Services and receiving districts to:
 - o Promote shared understanding of each systems roles and responsibilities;
 - o Ensure signed agreements regarding responsibilities are consistent with current State and Federal policies, procedures and practices;
 - o Promote family voice within the transition process.
- > Provide technical assistance to local school districts regarding early transitions, with a focus on districts with untimely transitions:
 - o Explore potential root causes for delays;
 - o Help districts develop systems for documenting the transition process, including reasons for delays.
- > Support the Department of Education with the early transition data analysis and reporting.
- > Provide a universally available training module to promote smooth and effective early transitions.
- > Support State-level coordination between Part C and Section 619.
- > Services, supports and programming for preschool children with disabilities:
 - o Provide tools and strategies to help school administrators better understand and examine their district's system for providing services to preschool aged children with disabilities.
- > Develop and implement professional development strategies for school district staff to engage in a process to examine and improve:
 - o District operated preschool classrooms, services and systems;
 - o Community-based preschool classrooms, services and systems;
 - o Parent choice in program placement.
- > Promote cross-district collaboration to identify challenges and opportunities and learn from each other in efforts to operate quality early childhood and early childhood special education programs.
- > Facilitate a series of opportunities for teachers, related service personnel and others involved in school district preschool classrooms to share strategies, ideas and activities that help support quality early childhood and early childhood special education programs.

Contractor's Initials D
Date 7/9/19

Exhibit A
SCOPE OF SERVICES (Cont'd)

- Facilitate a series of opportunities for non- school district early childhood personnel (child care, Head Start, etc.) to share strategies, ideas and activities that help support quality programs for children with disabilities.
- Create and maintain a repository of resources and information from districts and programs across the State that promote services, supports and programming for preschool children with disabilities and compatible with the Department of Education website.
- As directed by the Department of Education, coordinate with other State initiatives that impact preschool special education.

Contractor's Initials O
Date 7/9/19

Exhibit B
Budget

Budget

Description	FY'20	FY'21
Salary:		
Michelle Lewis, Project Manager	\$10,920.00	\$10,920.00
Jennifer Cunha, Project Staff	\$24,050.00	\$24,050.00
Kimm Phillips, Family Engagement Director	\$6,500.00	\$6,500.00
Christine Anderson, Administrative Assistant	\$6,630.00	\$6,630.00
Fringe:		
Michelle Lewis, Project Manager	\$2,250.00	\$2,250.00
Jennifer Cunha, Project Staff	\$4,800.00	\$4,800.00
Kimm Phillips, Family Engagement Director	\$750.00	\$750.00
Christine Anderson, Administrative Assistant	\$600.00	\$600.00
Direct Expenses:		
Contractual – TA Consultants	\$44,000.00	\$44,000.00
Stipends	\$1,500.00	\$1,500.00
Graphic Design	\$1,000.00	\$1,000.00
Travel	\$2,500.00	\$2,500.00
Workshop Expenses – Meeting	\$1,000.00	\$1,000.00
Supplies	\$750.00	\$750.00
Postage and Shipping	\$100.00	\$100.00
Printing and Photocopying	\$1,500.00	\$1,500.00
Rent	\$3,618.00	\$3,618.00
Telephone, Communications	\$2,500.00	\$2,500.00
Indirect Cost 8%	\$9,197.44	\$9,197.44
Total	\$124,165.44	\$124,165.44

Limitations on Price: This contract will not exceed \$248,330.88

Source of Funding: Funding for this contract is 100% Federal Funds from the account titled Special Education-Elem/Sec. as follows:

Account: 06-56-56-562010-25040000-102-500731	FY'20	FY'21
Contracts for Program Services	\$124,165.44	\$124,165.44

Method of Payment:

Payment will be made upon the submittal of an invoice that is received by the 10th of the following month which is supported by a summary of activities that have taken place in accordance with the terms of the contract.

Invoices to be submitted to:

Ruth Littlefield, Project Director
Early Childhood Special Education Development, Multi-tiered Professional Development Model
NH Department of Education
Bureau of Student Support
101 Pleasant Street
Concord, New Hampshire 03301

Contractor's Initials
Date 7/9/19

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

Date 7/9/19

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 7/9/19

Exhibit F

Anti-Lobbying

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

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

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions (<http://www.whitehouse.gov/omb/grants/slllin.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 ①
Date 7/9/19

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 7/9/19

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 NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC. is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 07, 1975. 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: 63839

Certificate Number: 0004782400



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of January A.D. 2020.

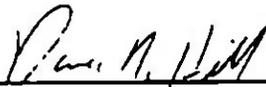
A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Certificate of Authority

The board of Directors for the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, having a principal place located at 54 Old Suncook Road, Concord, NH 03301 do hereby certify that Michelle Lewis, the appointed Executive Director of the NH Coalition for Citizens with Disabilities, Inc. dba The Parent Information Center, is authorized to sign and execute all agreements for Governor and Council on behalf of the Board of Directors.

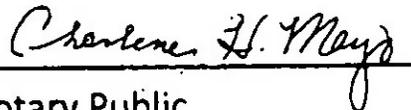
This authorization was adopted at a meeting of the NH Coalition for Citizens with Disabilities board on November 28, 2012, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation, a resolution adopted by the board of directors of the corporation.



Dana Hill
Board Secretary

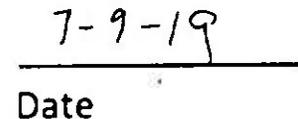


Date



Notary Public

*my commission expires
on 5-1-2024*



Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (DDMMYYYY)

07/09/2019

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 FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101	CONTACT NAME: Vivian Pinette PHONE (AG, RA, EXT): (603) 688-3218 FAX (AG, EXT): (603) 645-4331 EMAIL: vpinette@crossagency.com
INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Ins Co	18058
INSURER B: AmGuard Ins Co	42390
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 19/20 All Lines **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.

BRN LTR	TYPE OF INSURANCE	ADDITIONAL INFO	POLICY NUMBER	POLICY EFF (MMDDYYYY)	POLICY EXP (MMDDYYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits List. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		[REDACTED]	01/01/2019	01/01/2020	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 - CONSUMP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE D AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		[REDACTED]	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Auto Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		[REDACTED]	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	[REDACTED]	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Directors & Officers Liability Deductible \$500		[REDACTED]	01/01/2019	01/01/2020	Each Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Confirmation of coverage

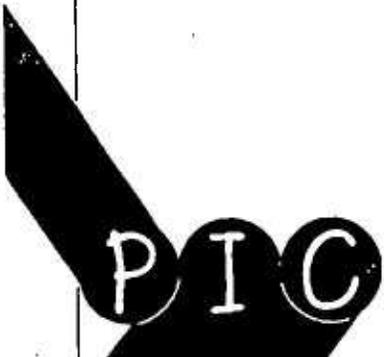
CERTIFICATE HOLDER The State of New Hampshire Department of Education 101 Pleasant Street Concord NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: <i>Vivian Pinette</i>
--	--

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MISSION

PIC ... supporting informed decisions that enhance each child's development and well-being.

The Parent Information Center (PIC) is a statewide family organization that provides families and youth, with a focus on children/youth with disabilities/special health care needs, and the providers who serve them, with the knowledge and support they need to make informed decisions that enhance each child's development and well-being. We achieve positive outcomes through our partnerships with families, youth, educators, organizations, and others.



Overview

NH Coalitions for Citizens with Disabilities d/b/a Parent Information Center

Established over four decades ago, the NH Coalition for Citizens with Disabilities, Inc. d/b/a the Parent Information Center (PIC) assists families, educators, and community members to increase family engagement in their children's learning and development with the goal of increasing positive outcomes for children. From its inception to the present, PIC has demonstrated the ability to identify and respond to the changing needs of families and professionals in NH.

PIC provides services to families, schools, and community agencies including; information, support and referral services, workshops, conferences, professional development, systems building and advocacy and leadership training for families, professionals, volunteers and youth. PIC is considered a pioneer in building family/school/community partnerships that help families of all children get involved in their children's education, learning and development.

PIC and its various grant programs address a variety of key issues in order to help families, educators, and other professional work collaboratively together to support children's success in school and in life.

**NEW HAMPSHIRE COALITION FOR CITIZENS
WITH DISABILITIES, INC. D/B/A
PARENT INFORMATION CENTER**

Financial Statements

For the Year Ended June 30, 2018

(With Independent Auditors' Report Thereon)

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MELANSON
ACCOUNTANTS • AUDITORS



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Manchester, NH 03102
(603)669-6130
melansonheath.com

Additional Offices:
Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
New Hampshire Coalition for Citizens
with Disabilities, Inc. d/b/a
Parent Information Center

Report on the Financial Statements

We have audited the accompanying financial statements of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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 financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center as of June 30, 2018, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's fiscal year 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 6, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Program Services is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with

auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Melanson Heath

December 10, 2018

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Financial Position

June 30, 2018

(with comparative totals as of June 30, 2017)

ASSETS	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2018 Total</u>	<u>2017 Total</u>
Current Assets:				
Cash and cash equivalents	\$ 111,460	\$ 76,192	\$ 187,652	\$ 228,076
Grants receivable	145,494	-	145,494	176,434
Accounts receivable	15,858	-	15,858	42,227
Prepaid expenses	<u>16,895</u>	<u>-</u>	<u>16,895</u>	<u>8,930</u>
Total Current Assets	289,707	76,192	365,899	455,667
Property and equipment, net	<u>50,644</u>	<u>-</u>	<u>50,644</u>	<u>63,635</u>
TOTAL ASSETS	<u>\$ 340,351</u>	<u>\$ 76,192</u>	<u>\$ 416,543</u>	<u>\$ 519,302</u>
 LIABILITIES AND NET ASSETS				
Current Liabilities:				
Accounts payable	\$ 17,810	\$ -	\$ 17,810	\$ 48,728
Accrued payroll and related liabilities	32,438	-	32,438	33,818
Other liabilities	-	-	-	1,295
Deferred revenue	<u>1,750</u>	<u>-</u>	<u>1,750</u>	<u>24,966</u>
Total Current Liabilities	51,998	-	51,998	108,807
Net Assets	<u>288,353</u>	<u>76,192</u>	<u>364,545</u>	<u>410,495</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 340,351</u>	<u>\$ 76,192</u>	<u>\$ 416,543</u>	<u>\$ 519,302</u>

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Activities

For the Year Ended June 30, 2018

(with comparative totals for the year ended June 30, 2017)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2018 Total</u>	<u>2017 Total</u>
Support and Revenue:				
Support:				
Government grants	\$ 750,119	\$ -	\$ 750,119	\$ 1,082,004
Grants and contributions	17,876	44,856	62,732	19,450
In-kind contributions	19,200	-	19,200	19,200
Revenue:				
Program service fees	63,858	-	63,858	282,145
Conferences and workshops	8,243	-	8,243	8,516
Interest income	50	-	50	123
Miscellaneous	589	-	589	2,145
Net assets released from restriction	<u>42,840</u>	<u>(42,840)</u>	<u>-</u>	<u>-</u>
Total Support and Revenue	902,775	2,016	904,791	1,413,583
Expenses:				
Program services	786,807	-	786,807	1,257,861
General and administrative	163,274	-	163,274	178,493
Fundraising	<u>660</u>	<u>-</u>	<u>660</u>	<u>5,850</u>
Total Expenses	<u>950,741</u>	<u>-</u>	<u>950,741</u>	<u>1,442,204</u>
Change in Net Assets	(47,966)	2,016	(45,950)	(28,621)
Net Assets, Beginning of Year	<u>336,319</u>	<u>74,176</u>	<u>410,495</u>	<u>439,116</u>
Net Assets, End of Year	<u>\$ 288,353</u>	<u>\$ 76,192</u>	<u>\$ 364,545</u>	<u>\$ 410,495</u>

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Functional Expenses

For the Year Ended June 30, 2018

(with comparative totals for the year ended June 30, 2017)

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>2018 Total</u>	<u>2017 Total</u>
Personnel expense:					
Salaries and wages	\$ 440,397	\$ 71,437	\$ -	\$ 511,834	\$ 765,001
Employee benefits	83,180	8,239	-	91,419	129,903
Payroll taxes	33,499	6,131	-	39,630	60,238
Contracted and professional services:					
Accounting	-	18,744	-	18,744	18,748
Other	107,287	7,202	-	114,489	225,809
Advertising	150	-	15	165	211
Conferences, conventions, meetings	4,654	-	-	4,654	2,704
Consulting model	-	-	-	-	7,026
Depreciation	12,991	-	-	12,991	12,991
Equipment, repairs, and maintenance	-	3,990	33	4,023	6,897
Information technology	11,665	2,130	-	13,795	14,017
Insurance	-	6,825	315	7,140	5,796
Miscellaneous	6,448	624	297	7,369	20,805
Occupancy	34,242	22,458	-	56,700	55,200
Printing and reproduction	10,118	733	-	10,851	24,941
Supplies	7,293	3,440	-	10,733	24,920
Training	350	-	-	350	433
Travel	15,240	370	-	15,610	37,089
Utilities	-	9,016	-	9,016	7,515
Workshop expenses	19,293	1,935	-	21,228	21,960
Total Functional Expenses	\$ 786,807	\$ 163,274	\$ 660	\$ 950,741	\$ 1,442,204

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Statement of Cash Flows

For the Year Ended June 30, 2018

(with comparative totals for the year ended June 30, 2017)

	<u>2018</u>	<u>2017</u>
Cash Flows From Operating Activities:		
Change in net assets	\$ (45,950)	\$ (28,621)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	12,991	12,991
Changes in operating assets and liabilities:		
Grants receivable	30,940	81,749
Accounts receivable	26,369	(15,059)
Prepaid expenses	(7,965)	9,494
Accounts payable	(30,918)	(39,204)
Accrued payroll and related liabilities	(1,380)	(2,366)
Other liabilities	(1,295)	1,295
Deferred revenue	<u>(23,216)</u>	<u>24,966</u>
Net Cash Provided (Used) By Operating Activities and Net Change in Cash and Cash Equivalents	(40,424)	45,245
Cash and Cash Equivalents, Beginning of Year	<u>228,076</u>	<u>182,831</u>
Cash and Cash Equivalents, End of Year	<u>\$ 187,652</u>	<u>\$ 228,076</u>

The accompanying notes are an integral part of these financial statements.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Notes to Financial Statements
For the Year Ended June 30, 2018

1. Organization

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center (the Organization) was incorporated in 1975 for the purpose of creating a unified body of citizens, which would promote the general welfare for all citizens with disabilities. The Organization impacts lives through the following major program service areas:

- *Education, Advocacy, Resources, and Support for Families with Infants and Children who have Suspected or Confirmed Hearing Loss (EARS).* This project is funded by the State of New Hampshire, Department of Health and Human Services, to work in conjunction with birth hospitals and testing centers, providing support to families who are referred to diagnostic testing after a newborn hearing screening. This project was not funded after June 30, 2018.
- *New Hampshire Family Voices (FV).* This project is funded primarily through the State of New Hampshire, Department of Health and Human Services Bureau of Special Medical Services, to provide assistance to families and professionals through direct contact (telephone, e-mail, and in person), publication development and dissemination, workshops, website, and trainings.
- *Parent Training and Information Center (PTI).* This project is funded by the United States Department of Education, Office of Special Education Programs, to provide information, referral, training, and support to parents of children with disabilities.
- *Next Steps.* This project is funded by the State of New Hampshire, Department of Education to increase the college and career readiness of New Hampshire students with disabilities and/or those at risk of dropping out of school. This project was not funded after June 30, 2018.
- *Race 2K.* This project is funded through the State of New Hampshire, Department of Education, Bureau of Special Education, to provide education and support to school districts in complying with Indicator 12 (Early Childhood Transitions) and Indicator 6 (Preschool Settings) of the State Performance Plan. This program also provides support with Indicator 17 (State Systemic Improvement Plan).

Other program services that the Organization offers are as follows:

- *Family to Family (F2F)*. This project is funded by the United States Department of Education Health Resources and Services Administration (HRSA) to provide information, education, training, outreach, and peer support to families of children and youth with special health care needs and the professionals who serve them.
- *Medical Home Initiative*. This project is funded through the State of NH, Department of Health and Human Services, Bureau of Special Medical Services to support primary care practices in the development of family advisory councils. NH Family Voices staff will work closely with a practice to develop and launch their council, providing guidance in the creation of policies for the council, conducting outreach, and new member orientation.
- *Prevention Makes Cents (PMC)*. This program is funded by a variety of contracts to provide school-based child assault prevention programs for preschool and elementary-aged children as well as multi-week parenting programs and topic-related workshops for parents and professionals.

General and administrative activities include the functions necessary to provide support to the Organization's program activities. General and administrative activities include those that provide governance (Board of Directors), oversight, business management, financial recordkeeping, budgeting, and similar activities that ensure an adequate working environment and an equitable employment program.

Fundraising activities include publicizing and conducting fundraising campaigns; maintaining donor lists; conducting special fundraising events; and other activities involved with soliciting contributions from corporations, foundations, individuals, and others.

2. Significant Accounting Policies

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2017, from which the summarized information was derived.

Cash and Cash Equivalents

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

Receivables

Receivables consist primarily of noninterest-bearing amounts due for services and programs. The allowance for uncollectable receivables is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Receivables are written off when deemed uncollectable. At June 30, 2018, management believed all receivables to be collectable.

Property and Equipment

Property and equipment additions over \$1,000 are recorded at cost, if purchased, and at fair value at the date of donation, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 10 years, or in the case of capitalized leased assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related accumulated depreciation is removed, and any resulting gain or loss is included in the Statement of Activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment in fiscal year 2018.

Net Assets

The financial statements report net assets and changes in net assets in three classes that are based upon the existence or absence of restrictions on use that are placed by its donors, as follows:

Unrestricted Net Assets – Net assets available for use in general operations.

Temporarily Restricted Net Assets – Net assets subject to donor restrictions that may or will be met by expenditures or actions and/or the passage of time. Contributions are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, temporarily restricted

net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Permanently Restricted Net Assets – Net assets whose use is limited by donor-imposed restrictions that neither expire by the passage of time nor can be fulfilled or otherwise removed. The restrictions stipulate that resources be maintained permanently, but permit expending of the income generated in accordance with the provisions of the agreements.

Revenue and Revenue Recognition

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

Accounting for Contributions

Contributions are recognized when received. All contributions are reported as increases in unrestricted net assets unless use of the contributed assets is specifically restricted by the donor. Amounts received that are restricted by the donor to use in future periods or for specific purposes are reported as increases in either temporarily restricted or permanently restricted net assets, consistent with the nature of the restriction. Unconditional promises with payments due in future years have an implied restriction to be used in the year the payment is due and, therefore, are reported as temporarily restricted until the payment is due unless the contribution is clearly intended to support activities of the current fiscal year or is received with permanent restrictions. Conditional promises, such as matching grants, are not recognized until they become unconditional, that is, until all conditions on which they depend are substantially met.

Gifts-in-Kind Contributions

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

The Organization benefits from personal services provided by a substantial number of volunteers. Those volunteers have donated significant amounts of

time and services in the Organization's program operations and in its fund-raising campaigns. However, the majority of the contributed services do not meet the criteria for recognition in financial statements. Generally Accepted Accounting Principles allow recognition of contributed services only if (a) the services create or enhance nonfinancial assets or (b) the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills.

Grant Revenue

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

Advertising Costs

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

Functional Allocation of Expenses

The cost of program and supporting services activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

General and administrative expenses include those costs that are not directly identifiable with any specific program, but which provide for the overall support and direction of the Organization.

Fundraising costs are expensed as incurred, even though they may result in contributions received in future years.

Income Taxes

New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Internal Revenue Code (IRC) Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for charitable contribution deductions, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In

addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purpose. In fiscal year 2018, the Organization was not subject to unrelated business income tax and did not file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

Estimates

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

Financial Instruments and Credit Risk

Deposit concentration risk is managed by placing cash with financial institutions believed to be creditworthy. At times, amounts on deposit may exceed insured limits. To date, no losses have been experienced in any of these accounts. Credit risk associated with receivables is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies supportive of the Organization's mission.

Fair Value Measurements

Certain assets and liabilities are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions, regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. However, Level 1 inputs are not available for many of the assets and liabilities that the Organization is required to measure at fair value (for example, unconditional contributions receivable and in-kind contributions).

The primary uses of fair value measures in the Organization's financial statements are the initial measurement of noncash gifts and unconditional contributions receivable.

The carrying amounts of cash and cash equivalents, receivables, prepaid expenses, accounts payable, accrued payroll and related liabilities, other liabilities, and deferred revenue approximate fair value due to the short-term nature of the items.

3. Property, Equipment and Depreciation

A summary of the major components of property and equipment is presented below:

	<u>2018</u>	<u>2017</u>
Furniture, fixtures, and equipment	\$ 116,835	\$ 126,160
Leasehold improvements	<u>872</u>	<u>872</u>
Subtotal	117,707	127,032
Less: accumulated depreciation	<u>(67,063)</u>	<u>(63,397)</u>
Total	<u>\$ 50,644</u>	<u>\$ 63,635</u>

4. Line of Credit

The Organization has available a \$50,000 revolving line of credit with a bank, secured by all assets. Borrowings under the line bear interest at a rate based on the Wall Street Journal Prime Rate plus 1.75%, with a floor of 5.00%, adjusted daily. Interest only payments are required monthly with the principal payable on demand. At June 30, 2018 and 2017, the entire amount was available.

5. Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following purposes at June 30, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
Family Voices	\$ 70,921	\$ 68,125
PMC - Prevention Makes Cents	2,305	2,551
Other	<u>2,966</u>	<u>3,500</u>
Total	<u>\$ 76,192</u>	<u>\$ 74,176</u>

Net assets are released from restrictions by incurring expenses satisfying the restricted purpose or by the passage of time for net assets with time restrictions.

6. Retirement Plan

The Organization provides a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers all employees of the Organization. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code. The Organization is not required to make matching employer contributions. The Organization did not make any employer contributions to the plan for the fiscal years ended June 30, 2018 and 2017, respectively.

7. Operating Leases

The Organization leases office space under the terms of a non-cancellable lease agreement that expired in September 2016. In August 2016, the Organization extended the lease for three years and has the option to extend the lease for an additional three-year term. Rent expense under this agreement, which is included in occupancy costs in the Statement of Functional Expenses, totaled \$37,500 for the year ended June 30, 2018.

The following is a schedule of future minimum rental payments:

<u>Fiscal Year</u>	<u>Amount</u>
2019	\$ 37,800
2020	<u>6,300</u>
Total future minimum rental payments	<u>\$ 44,100</u>

8. Concentrations of Risk

A material part of the Organization's revenue is dependent upon government sources, the loss of which would have a materially adverse effect on the Organization. During the years ended June 30, 2018 and 2017, funding from State of New Hampshire accounted for 48% and 56%, respectively, of total revenues and 59% and 66%, respectively, of total accounts receivable. During the years ended June 30, 2018 and 2017, funding from the United States Department of Education accounted for 20% and 14%, respectively, of total revenues and 19% and 1%, respectively, of total accounts receivable. During the years ended June 30, 2018 and 2017, funding from the United States Department of Health and Human Services accounted for 11% and 6%, respectively, of total revenues and 12% and 12%, respectively, of total accounts receivable.

9. Fiscal Sponsorships

The Organization has entered into two agreements to assume administrative and financial responsibilities of New Hampshire Family Voices (NHFV) and Prevention Makes Cents (PMC). NHFV provides free, confidential services to families and professionals caring for children with chronic conditions and/or disabilities. PMC provides school-based child assault prevention programs for preschool and elementary-aged children, as well as multi-week parenting programs and topic-related workshops for parents and professionals. The activity of NHFV and PMC has been included in the Organization's financial statements.

10. Subsequent Events

After June 30, 2018, the EARS (a State of New Hampshire – Department of Health and Human Services program) and the Next Steps NH program (a State of New Hampshire – Department of Education program) were not renewed and funded through the State of New Hampshire, which are both federally funded.

Subsequent events have been evaluated through December 10, 2018, which is the date the financial statements were available to be issued.

**NEW HAMPSHIRE COALITION FOR CITIZENS WITH DISABILITIES, INC.
D/B/A PARENT INFORMATION CENTER**

Schedule of Program Services
For the Year Ended June 30, 2018

	<u>EARS</u>	<u>FY</u>	<u>PII</u>	<u>Next Steps</u>	<u>Race 2K</u>	<u>Other</u>	<u>Total</u>
Support and Revenue:							
Support:							
Government grants	\$ 28,898	\$ 128,491	\$ 185,523	\$ 52,926	\$ 204,841	\$ 149,440	\$ 750,119
Grants and contributions	-	592	-	-	-	43,278	43,868
In-kind contributions	-	9,600	-	-	-	9,600	19,200
Revenue:							
Program service fees	-	19,607	-	-	-	44,251	63,858
Conferences and workshops	-	-	-	-	-	8,243	8,243
Miscellaneous	-	-	155	-	-	434	589
Total Support and Revenue	28,898	158,290	185,678	52,926	204,841	255,244	885,877
Expenses:							
Personnel expense:							
Salaries and wages	23,184	73,408	123,529	32,960	71,397	115,819	440,397
Employee benefits	-	33,147	19,627	307	9,144	20,955	83,180
Payroll taxes	1,867	5,783	9,011	2,545	5,292	9,021	33,499
Contracted and professional services:							
Other	-	459	791	1,639	64,802	19,598	107,287
Advertising	-	150	-	-	-	-	150
Conferences, conventions, meetings	-	-	-	-	-	4,654	4,654
Depreciation	-	-	-	-	-	12,991	12,991
Information technology	524	523	3,119	1,772	3,405	2,322	11,665
Miscellaneous	-	2,264	-	1,358	2,249	579	6,448
Occupancy	660	9,600	7,200	3,192	3,990	9,600	34,242
Printing and reproduction	-	4,942	1,047	1,525	752	1,852	10,118
Supplies	-	1,266	574	1,344	2,111	1,998	7,293
Training	-	190	-	-	-	160	350
Travel	-	1,725	2,821	1,694	4,576	4,424	15,240
Workshop expenses	-	-	570	-	895	17,626	18,293
Total direct expenses	28,235	133,437	168,289	48,334	188,613	221,899	785,807
Indirect expenses	2,827	14,782	15,486	3,920	15,142	20,504	72,461
Total expenses	28,862	148,219	183,775	52,254	203,755	242,403	859,268
Net Program Income (Expenses)	\$ 38	\$ 10,071	\$ 1,903	\$ 672	\$ 1,086	\$ 12,841	\$ 26,609

See Independent Auditors' Report.

Parent Information Center
Board of Directors July 2019

The board serves without compensation.

Jocelyn Charles
Chair
CPA and Family Representative
Member 2014

Kimberly Plante
Family Representative
Member 2015

Marcia Bagley
Board Vice Chair
Director of Special Education
Member 2011

Trisha Swonger
Family Representative
Member 2017

Sandra E. Fay
Board Treasurer
Accountant
Member 2012

Dr Linda Wadensten
Family Representative
Member since 2017

Sreenivasu Odugu
Family Representative
Member 2015

Dana Hill
Board Secretary
Family Representative
Member 2014

Michelle L. Lewis

DEGREE

May 2009
1996

Plymouth State University, M.Ed. School Counseling
University of Maine at Farmington, Bachelor of Science in Rehabilitation Services

EMPLOYMENT

January 2013-present	Executive Director, NH Parent Information Center (PIC)
July 2012-January 2013	Interim Executive Director, NH Parent Information Center
August 2009-present	PTAN, Parent Information Center contract through SERESC
August 2002-present	Project Director, NH Parent Information Center
August 2005-present	Project Director, Race2K at PIC
December 2007- present	Project Director, Parent Training and Information Center at PIC
02/04-10/06	Project Director, Parents Involved in Education at PIC
08/02-10/03	Project Director, Parent Information and Resource Center
07/00-06/02	Treatment Foster Care Worker, Family Works, Inc., Madison, Wisconsin
10/96-07/00	Youth Offender Response Team Worker, Larimer County Department of Human Services, Fort Collins, Colorado

SCHOOL COUNSELING EXPERIENCE

02/09-05/09	Intern, Belmont Elementary School, Belmont, NH
08/08-01/09	Intern, Inter-Lakes High School, Meredith, NH
08/08-12/08	Intern, Inter-Lakes Middle Tier – 7 th & 8 th Grade, Meredith, NH

PROFESSIONAL CAPABILITIES

Leadership

- Successfully span the divide between regular education and special education, earning the trust and respect of PIC staff across multiple programs, helping the agency to work more effectively together
- Simultaneously manage multiple projects with both federal and state grant funding
- Successfully manage \$1M in grant funding for PIC, adhering to federal and state grant guidelines
- Skilled at resolving interpersonal and interagency conflicts
- Built effective partnerships with NH Department of Education, Department of Health and Human Services, school districts, Family Centered Early Supports and Services staff, and families thereby helping children succeed
- Ability to relate well to diverse groups, families, and individuals

State and National Presentations

- Co-developed Pyramid Model Readiness Trainings with the Pyramid Model Consortium 2017-2018
- Co-Lead iSocial Learning Collaborative Meetings 2016-2018
- Co-Lead the National Center for Systemic Improvement's Cross State Learning Collaborative on Improving Family Outcomes Practices
- On-going, engaging dynamic presenter at *Welcome to Family-Centered Early Supports and Services*, a two-day training all early intervention service coordinators must attend
- Co-presented with NH Department of Education at the IDEA Leadership Conference on *Beyond the Data-Increasing Parent Engagement and Developing Partnerships in Action* in 2013
- Co-presented with NH's Part C Coordinator at the IDEA Leadership Conference on the Effective Collaboration between Parent Centers and Early Childhood Part C Agencies in 2011
- Highlighted NH's work by presenting *Engaging Families in NH's Part C Child and Family Outcomes System* in August 2008 at the Early Childhood Outcomes National Conference
- Co-developed and presented *No Child Left Behind* with Mary Heath, Deputy Commissioner of Education at NH's Partnerships for Education Conference in March 2007

- Assisted other states in developing outcomes systems by presenting at *Engaging All Stakeholders: NH's Early Childhood Outcomes System* in December 2005 at the National Early Childhood Technical Assistance Center Annual Conference
- Develop and present early childhood transition workshops and other special education workshops
- Develop and present workshops on building strong family/school partnerships

Communication Skills

- Organized, clear and concise federal and state reports that highlight project successes
- Provide information at multiple levels, ensuring the staff and/or audience understands before moving forward
- Consult and advise NH Department of Education and Bureau of Developmental Services on early childhood transition and other early intervention and special education issues important to families
- Create family-friendly newsletter articles on topics related to early childhood, special education, and the importance of family involvement in education
- Co-authored, designed and published engaging, family-friendly brochures such as *Family Centered Early Supports and Services: A Guide for Families*, *Transition from Family-Centered Early Supports and Services: A Guide for Families and Staff*, *A Family Guide to Response-to-Intervention*, *A Family Guide to the Special Education Process in NH*, and *Life After High School: A Tool-Kit for families*
- Provide high quality technical assistance to school personnel, early intervention providers, and families focused on enhancing the collaboration between schools, families and communities
- Successfully facilitated the development of regional interagency agreements for early transitions in all 10 Area Agency regions of NH

Project Development

- Designed and coordinated multiple projects, expanding and enhancing the work of PIC
- Oversaw the development of *Let's Read Together* video for families
- Coordinated the development of *Talk with Me, Read with Me, Sing with Me*; a multi-stakeholder production in which PIC was the main partner
- Streamlined the early transition interagency agreement process, making NH one of the leading states in the area of early childhood transitions
- Developed multi-stakeholder advisory board to advise the work of the early transitions project
- Envisioned and successfully secured multiple grants through grant writing
- Through successful collaboration with evaluators, created data collection tools to assess program effectiveness

Systems Change and Policy Development

- Applies implementation science, adult learning and coaching to systems development at the state and local level
- Facilitate the communication between state systems to enhance early childhood transition and other special education related issues
- Supervised the development and co-authored two brochures given to all families participating in early intervention
- Assisted with the creation of NH's early intervention Child Find Notification System and co-authored the guidance document
- Managed the development of NH's Early Childhood Outcomes System for Part C and Part B/619
- Support school districts and early intervention programs in moving from policy and compliance to practice and quality
- Assists NH DOE with data review and determine technical assistance needs for local school districts

State and National Boards/Workgroups/Teams

- Pyramid Model State Leadership Team
- iSocial State Leadership Team
- Spark NH
- Interagency Coordinating Committee (ICC) – Chair
- NH Results-Based Accountability (RBA) Cross-State Learning Collaborative Team Member
- NH 619 Accountability Cohort Team Member

JENNIFER CUNHA

EDUCATION

Bachelor of Science in Special Education, Minor in Sociology
Lesley College, Cambridge, MA, 1996

PROFESSIONAL EXPERIENCE

THE PARENT INFORMATION CENTER, Concord, NH

2002 to Present

Project Coordinator Race2K

- Provide training and technical assistance to various stakeholders regarding the transition from early intervention to preschool special education
- Assist the Department of Education in reviewing and verifying data in relation to early childhood transitions (Indicator 12) and Preschool Environments (Indicator 6)
- Assist school districts in development and implementation corrective action plans in relation to early childhood transitions
- Assist school districts in developing and implementing plans to ensure that preschool children with disabilities have access to the continuum of placements, including Regular Early Childhood Environments
- Facilitate and provide follow up technical assistance in the development and implementation of Interagency Agreements between Early Supports and Services programs and preschool special education

Project Director, NH Connections

- Assist the NH Department of Education's priorities related to family-school partnerships in special education, specifically focused on Indicator 8 of the State Performance Plan
- Provide program over site and supervision to Facilitators
- Development and implementation statewide and individual plans to increase the capacity of schools/school district staff and families of children with disabilities to increase family-school partnerships in special education

Facilitator, Volunteer Advocates for Special Education Training Program, Parent Information Center on Special Education

- Coordinate participants, presenters and materials for two 11 week, 44 hour training programs
- Provide weekly facilitation of sessions and activities
- Provide support to participants in utilizing the information to support other parents in the special education process and serve as a link to PIC

Parent Trainer, Information and Resource Specialist, Parent Information Center on Special Education

- Conduct workshops on variety of topics related to special education for parents, educators, service and agency personnel and youth with and without disabilities
- Responds to parent, educator and other's questions and provides information and resources related to rights and responsibilities in the special education and early intervention processes under IDEA 2004, NH Rules for the Education of Children with Disabilities, The Americans With Disabilities Act, and Section 504 of the Rehabilitation Act
- Responsible for development and implementation of curriculum and materials for parents, youth with disabilities, school and agency personnel related to the secondary transition process
- Developer and Co-presenter of a training series on the secondary transition process for parents, youth with disabilities, school and agency personnel

NOT YOUR AVERAGE JOE'S, Methuen, MA

2001 to 2002

Manager

- Managed daily operations, front house staffing and hiring, scheduling and bar inventory

SHORTY'S MANAGEMENT GROUP, Bedford and Manchester, NH; Amesbury, MA

2000 to 2001

Manager

- Managed daily operations, staffing and hiring, and scheduling

LUI LUI, Nashua, NH

1999 to 2001

Manager

- Managed daily operations, staffing and hiring, scheduling, hourly employee payroll, inventory and purchasing

NEW ENGLAND RESTAURANT COMPANY,

DBA ON THE BORDER MEXICAN CAFÉ, Tyngsboro and Woburn, MA

1996 to 1999

Key Hourly

- Performed management duties and provided leadership
- Managed daily deposits, invoicing and back office operations
- Directed corporate training of new employees, and managed staff development

Bookkeeper (Corporate Office)

- Managed payroll processing, accounts payable, account research, and acted as liaison between managers and corporate office

LESLEY COLLEGE CENTER FOR READING RECOVERY, Cambridge, MA

1992 to 1996

Research Assistant

- Coordinated two conference committees
- Performed reading assessments specific to Reading Recovery
- Collected research data in the field of early literacy
- Performed general office duties

NASHUA CENTER FOR THE MULTIPLY HANDICAPPED, Nashua, NH

1995

Community Liaison

- Served as residential aide for two adult women with developmental disabilities
- Managed personal care, community inclusion, data collection and skill development

Kimm Phillips

STRENGTHS:

- Effective collaborative team player with strong interpersonal and communication skills
- Strong presentation and training skills, experienced in facilitating to a wide range of audiences including parents, students and school professionals of all ages and abilities
- Skilled in developing, coordinating and implementing group and individual training sessions
- Experienced in program outreach, marketing and data collection
- Reliable, flexible individual with attention to quick follow-up

SKILLS AND PROFESSIONAL EXPERIENCE:

Program Development and Management

- Assisted in the development and implementation a framework for providing training, technical assistance and on-going coaching to school personnel and families on evidenced-informed family engagement strategies related to secondary transitions in special education
- Collaborated successfully with multiple stakeholders on statewide initiatives and built effective partnerships
- Managed programs within budget, with ability to forecast and plan for budgetary concerns
- Prepared and developed materials for numerous workshops and information sessions on a wide range of topics to large and small groups, guest speaker on local radio and television talk shows

Training and Development

- Prepared and developed learning objectives, curriculum and assessment materials for trainings, online learning modules and home study learning programs on a variety of topics including those related to special education
- Facilitated parent involvement to school district personnel and families of children with disabilities build and strengthen family-school partnerships in special education
- Developed and facilitated training sessions and activities for region wide Parent Leadership Training series to NH parents and school personnel
- Successfully developed and offered local, state and regional trainings around early literacy initiatives, education, employment, conflict resolution, and personal boundaries, for individuals and groups
- Provided ongoing consultation for employment-focused coaches and literacy volunteers throughout the state in supervisory and non-supervisory positions emphasizing teamwork and collaboration

Computer and Clerical

- Efficient at coordinating program marketing, data collection and evaluation
- Ability to utilize desktop publishing programs to design and edit special project implementation manuals, marketing tools, guides and brochures
- Excellent organizational abilities include skills in multi-tasking and prioritizing workload to meet deadlines
- Experienced writing grants for both public and private funding
- Experienced in using Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Progress, DI ProDiver, Cushy, WordPress, Articulate

EMPLOYMENT HISTORY:

- 2008- present **NH Parent Information Center**
Concord, NH
 iSocial Family Engagement Director
 Next Steps NH Program Director
 NH Connections Facilitator
 PIRC Early Literacy Training and Volunteer Coordinator

- 2006-2011 **Life is Calling**
Pembroke, NH
 Owner, Trainer, Consultant, Coach

- 2006-2008 **SAU 53**
Pembroke, NH
 Substitute Teacher

- 2006-2008 **Manchester Community Resource Center**
 Adult Education General Math and Computer Literacy Instructor

- 1995- 2011 **New Hampshire Housing Finance Authority**
Bedford, NH
 Contractor services provided until 2011
 Housing Services Administrator (1999-2006)
 Family Self Sufficiency Coordinator (1998-1999)
 HOPE-EI Service Coordinator (1995-1998)

EDUCATION/CERTIFICATION:

- 2012 Parent Information Center- Volunteer Advocate Training
- 2009 United Way Seacoast- Volunteer Coordination Certificate
- 2007 American Society for Training and Development Certification
- 2005 Coachville Coaching Skills Certificate
- 1997 Springfield College School of Human Services
 Master of Science - Human Services
- 1992 Springfield College School of Human Services
 Bachelor of Science - Human Services
- 1988 White Pines College, Social Work Certificate

PROFESSIONAL ACTIVITIES/AFFILIATIONS:

- 2012-present NH Statewide Community of Practice on Secondary Transitions
- 2012 Pembroke Listens Facilitator
- 2011- present Building a Culture of Peace Planning and Coordinating Committee Member
- 2011- 2012 Academy of Science and Design Educational Foundation
- 2010- 2012 Granite State Reads representative
- 2005 National Council of State Housing Agencies Award Winner - Management Innovation
- 2003-2011 Pembroke Action League for Schools
- 2003-2006 New England Regional Service Coordinator Conference Planning Committee
- 2001-2006 Appointed to NH TANF Hardship Review Committee
- 2001-2006 Active Member of NH Coalition to End Homelessness

Christine Anderson

Career Summary

Experienced Administrative Assistant/Marketing Coordinator with excellent client and project management skills with a demonstrated history of achieving goals, creating tools and time management to achieve a high efficiency with projects and tasks. Action-oriented with strong ability to communicate effectively with technology, executive and business audiences.

Skills

Excellent communication
Training and development
SAP
Quick learner
Editing
Efficient in database usage

Microsoft Office, Excel, Word, PowerPoint
Results-oriented
Computer proficient
Contract negotiation/review/drafting
Adept with Multiple State websites
Dependable

Professional Experience

Parent Information Center-Administrative Assistant
Concord, NH 03301

- Able to handle incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and general office duties and errands.
- Manage office supplies and needs, maintaining office equipment, creating, maintaining, and entering information into databases, manage administrative duties for annual conference and PIC workshops, submit social media posts.

OSRAM - Customer Relationship Coordinator
Hillsboro, NH 03244

- Execute a high-level technical support and key account management responsibilities to meet designated customer requirements.
- Participate in customer specific sales and marketing strategic planning initiatives
- Represent the service center on customer site visitations
- Cross channel support and execute transactions and documentation requirements for key accounts while ensuring compliance to all foreign and domestic regulations/guidelines.

Yankee Publishing, Inc. - Marketing Coordinator

Dublin, NH

- Responsible for coordinating advertising sales and marketing programs across YPI products including 7-10 person sales team support, client program fulfillment, project management, event coordination, direct marketing materials and communications.
- Maintained and uploaded ads in multiple databases as well as online e-mail services, Mail Chimp and Listrak, reader service database iPace achieving on time delivery for customers and Marketing initiatives.
- Coordinator conference and training events for multiple events throughout New England for the travel industry.
- Organized (securing items to give away from clients, choose and notify winners, maintain leads and website) giveaways on The Old Farmer's Almanac as well as Yankee Magazine
- Manage Custom newsletter for Winchester Savings Bank, coordinated materials and sponsorships
- Reduced the number of field service calls by providing telephone assistance to resolve problems.

New England Employee Benefits Company - Special Projects Coordinator/Receptionist

Concord, NH

- Using the benefits purchased by the customer I created charts, summaries and art to produce a benefit brochure to maintain current employees and entice future employees.
- I managed all licensing for NEEBCO's sales, representatives and owners for the State of NH and 12 other states.

Staff Development for Educators - Research & Credit Coordinator

Peterborough, NH

- This was a new position created to streamline the Continuing Education Credit process from multiple employees to one. I created manuals and information sheets based on each state's requirements for educators. Applying to states to secure necessary approval for each conference, seminar, national conference and all customized training.
- Edited all marketing materials to ensure all credit information were accurate. • Continually researched state websites for new curriculum and continuing education requirements for educators. •
- Maintain educators records and when requested provide these documents to State Department of Education for numerous states. Created and maintained working relationships with Antioch University, Chapman University, and Madonna University to offer additional credits to educators. Worked with I.A.C.E.T. (International Association for Continuing Education and Training) to renew SDEs five year approval. This required scheduling travel, meetings, and gathering all necessary paper work required to renew the application.
- Onsite coordinator and Conference Concierge-travel to conferences and national events, run event and direct educators on the program.
- Back up Receptionist

Education

Oakland Community College, Royal Oak, MI

Community Service

Deering Fire and Rescue-Photographer and event planner

Awards Received

Four Spirit of SDE awards at Staff Development for Educators

Project Personnel

Michelle Lewis-Project Manager

Jennifer Cunha-Project Coordinator

Kimm Phillips-Family Engagement Director

Christine Anderson-Administrative Assistant