0 MAY31 '23 PM 6:19 RCV

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
FAX (603) 271-1953

137

May 23, 2023

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, by increasing the price limitation by $141,000.93 from $562,602.45 to $703,603.38, and extending the end date from June 30, 2023 to September 30, 2024 to expand upon the multi-faceted approach to improving outcomes for preschool children with disabilities, and the systems that support those outcomes effective upon Governor and Council through September 30, 2024. The Governor and Council originally approved this item on August 28, 2019 (Item #96), renewed it on June 30, 2021 (Item #162), and amended it on October 19, 2022 (Item #92). 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 and anticipated to be available in the account titled IDEA-Special Ed-Preschool in FY2024, upon the availability and continued appropriation of funds in the future operating budgets, with the ability to adjust encumbrances between fiscal years within the price limitation through the Budget Office without further Governor and Council approval, if needed and justified:

	FY2020-FY2022	FY2023	FY2024 Increase	Total Adjusted
06-56-56-562010-25040000-102-500731 Contract for Program Services	$395,860.47	$147,529.59		$543,390.06
06-56-56-562010-25060000-102-500731 Contract for Program Services	$0	$19,212.39		$19,212.39
06-56-56-562010-25050000-102-500731 Contracts for Program Services			$141,000.93	$141,000.93
	$395,860.47	$166,741.98	$141,000.93	$703,603.38

EXPLANATION

The Department is requesting a **sole source** amendment with NH Coalition for Citizens with Disabilities dba Parent Information Center (PIC) in order to continue the work they have done with the Bureau of Special Education Programs in supporting preschool children with disabilities in NH. NHED had previously released a request for proposals specifically for this work with preschool aged children with disabilities and PIC was the selected vendor in that competitive process. PIC has successfully developed and implemented statewide professional development to promote effective transitions from Family-Centered Early Supports and Services to preschool special education. In addition, to building local education agency capacity to improve services, supports and programming for preschool children with disabilities. This **sole source** contract will allow the agency to maintain these valuable supports while meeting legislative requirements outlined in RSA 186-C:3a III and federal requirements under the Individuals with Disabilities Education Act (IDEA). PIC has a proven track record of delivering exceptional results in providing families and those who work with them the resources, training, and information they need to help children with disabilities thrive.

PIC will support the department in providing technical assistance to local education agencies regarding early transitions and developing systems for documenting the transition process and implementing a consistent model across the state. PIC will facilitate state level coordination between IDEA Part C and Section 619 and the other state agencies that are working with young children with disabilities.

Finally, PIC will develop trainings and resources for families and schools in order to increase family involvement in children's learning and development, with the goal of improving student literacy outcomes for children with disabilities. This is part of the agency's State Systemic Improvement Plan to ensure high achievement and positive outcomes for students with disabilities.

Respectfully Submitted,

Frank Edelblut
Commissioner of Education

FE:kd:emr

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), renewed on June 30, 2021 (Item #162), and amended on October 19, 2022 (Item #92) hereby agree to modify same as follows:

1. Amend Section 1.7 of the P-37 by removing June 30, 2023 and replacing with September 30, 2024.
2. Amend Section 1.8 of the P-37 by increasing the price limitation by $141,000.93 from $562,602.45 to $703,603.38.
3. Remove Exhibit B-2 Scope of Services and replace with Exhibit B-3 Scope of Services
4. Remove Exhibit C-2 Budget and Replace with Exhibit C-3 Method of Payment
5. All other provisions of this agreement shall remain in full force and effect as originally set forth.
6. This amendment shall commence upon Governor and Council approval through September 30, 2024.
7. 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: _____ 5/30/2023
Frank Edelblut, Commissioner of Education Date

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

By: _____ 5/22/2023
Michelle Lewis, Executive Director Date

Approved as to form, substance and execution by the Attorney General this 30 day of May, 2023.

_____
Elizabeth A. Brown, Attorney General's Office

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

By _____

EXHIBIT B-3
SCOPE OF SERVICES

NH Coalition for Citizens with Disabilities, dba Parent Information Center (PIC) will provide the following services to the New Hampshire Department of Education upon Governor and Council approval.

Improving Outcomes for Students with Disabilities through Family Engagement and Early Childhood Systems Development

Support the New Hampshire Department of Education (NHED) in transitions from Family-Centered Early Supports & Services to preschool special education:

- Convene Interagency Agreement meetings annually 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.
- Support the NHED in providing 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 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.
- Provide a universally available training module to promote smooth and effective early transitions.

Support the NHED in improving services, supports and programing for preschool children with disabilities:

- Provide tools and strategies to help school administrators and teachers to 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.
- Continually expand and maintain a repository of resources and information that promote services, supports and programming for preschool children with disabilities and compatible with the Department of Education website.
- Support the NHED, Bureau of Special Education Support to develop and implement professional development strategies for districts to improve services, supports and programming for preschool children with disabilities.

EXHIBIT B-3 continued

- Assist the NHED in developing improvement strategies for Indicator 6 (Preschool Environments):
  - Design and maintain professional development opportunities for district administrators and staff regarding Indicator 6.
- As directed by the NHED, coordinate with other State initiatives that impact preschool special education.
- Collaborate with NHED to host a statewide family partnership conference that promotes improving outcomes for students with disabilities. PIC will handle the logistics of booking the location, registration, reimbursing any travel and covering the cost of food in consultation with the NHED, Bureau of Special Education Support project lead.
- Assist the NHED in developing improvement strategies for Indicator 8 & 14 (Family Involvement in Special Education & Secondary Transition).

Support the NHED in the Implementation of the State Systemic Improvement Plan (SSIP):

- A PIC representative will serve on the SSIP Core Management Team and SSIP State Leadership Team.
- Collaborate with the NHED English Language Arts Consultant and others identified by the NHED to create family-friendly literacy module(s) based on the Science of Reading:
  - Create a marketing plan to launch modules.
- Develop resources and strategies to increase the capacity of the Local Education Agencies (LEAs) to:
  - Identify and sustain membership of family representatives on the Implementation Site Leadership Team;
  - Create and implement effective communication plans with families;
  - Provide materials and strategies (i.e., family info sessions or events) for families to better understand their child's literacy progress and learning at-home activities.
- Contribute family engagement resources to the NHED website.
- Collaborate with the NHED Special Education Literacy Coach to:
  - Support family members serving on the Implementation Site Leadership Teams;
  - Provide family engagement content as needed for monthly Internal Program Coach Peer Learning Community.
- Coordinate and book meeting spaces for the purpose of providing trainings and networking opportunities that support the implementation of the SSIP for participating schools, families and partners.
- Assist in the development and implementation of evaluation activities related to family engagement (i.e., survey development, focus groups).

EXHIBIT C-3
METHOD OF PAYMENT

Budget

Description:	FY23 Budget	FY24 Budget
Personnel	$67,622.80	$81,731.00
Fringe	$13,047.92	$13,095.42
Subtotal Personnel	$80,670.72	$94,826.42
Direct Expenses:		
Contractual	$55,300.00	$4,000.00
Web Maintenance	$500.00	$500.00
Graphic Design	$1,000.00	$0.00
Stipends	$1,500.00	$750.00
Travel	$3,000.00	$2,500.00
Workshop Exp. - Meetings	$1,000.00	$16,000.00
Supplies	$750.00	$1,800.00
Postage & Shipping	$100.00	$250.00
Printing	$2,250.00	$2,250.00
Rent	$4,320.00	$3,180.00
Telephone, Communications	$4,000.00	$4,500.00
Subtotal Direct Expenses	$73,720.00	$35,730.00
Subtotal Personnel & Direct Expenses	$154,390.72	$130,556.42
Indirect Costs -8%	$12,351.26	$10,444.51
Total	$166,741.98	$141,000.93

EXHIBIT C-3 continued

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 $703,603.38.

Source of Funding: Funds to support this request are available in the accounts titled IDEA-Special Ed-Elem/Sec and State Professional Development in FY23 and are anticipated to be available in the account titled IDEA-Special Ed-Preschool in FY24, upon the availability and continued appropriation of funds in the future operating budgets, with the ability to adjust encumbrances between Fiscal Years within the price limitation through the Budget Office without further Governor and Council approval, if needed and justified:

	FY2020-FY2022	FY2023	FY2024 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	$19,212.39	$0	$19,212.39
06-56-56-562010-25050000-102-500731 Contracts for Program Services	$0	$0	$141,000.93	$141,000.93
	$395,860.47	$166,741.98	$141,000.93	$703,603.38

Method of Payment: Payment will be made upon the submittal of monthly invoices that are received by the 10th day of the following month and supported by a summary of activities/completed deliverables that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. Invoices and receipts shall be submitted electronically to:

Krisha Dubreuil, Project Director
Krisha.A.Dubreuil@doe.nh.gov

State of New Hampshire
Department of State

CERTIFICATE

I, David M. Scanlan, 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: **0006211262**

IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 20th day of April A.D. 2023.

David M. Scanlan
Secretary of State

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, 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: **0006211265**

IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 20th day of April A.D. 2023.

David M. Scanlan

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: 5/22/2023

Signature of Elected Officer
Name: Jocelyn Charles
Title: Co-Chair

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/21/2023

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: Heather M. Sommers, API
PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331
E-MAIL ADDRESS: manch.certs@crossagency.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Philadelphia Indemnity Ins Co	18058
INSURER B :	AmGuard Ins Co	42390
INSURER C :	Mount Vernon Fire Ins. Co.	26522
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
NH Coalition For Citizens With Disabilities Inc.,
DBA Parent Information Center

COVERAGES **CERTIFICATE NUMBER:** 23-24 All lines w/D&O **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:				01/01/2023	01/01/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY				01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000				01/01/2023	01/01/2024	EACH OCCURRENCE	$ 1,000,000
							AGGREGATE	$ 1,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A			01/01/2023	01/01/2024	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
C	Directors & Officers Liability				01/01/2023	01/01/2024	General Aggregate	1,000,000
							Each Occurrence	1,000,000
							Deductible	500

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

Heather M. Sommers

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

PARENT INFORMATION Center
Guiding & Encouraging Families

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.

PIC

Parent Information Center
54 Old Suncook Road
Concord, NH 03301

(603) 224-7005 • (800) 947-7005 www.picnh.org

PARENT INFORMATION Center

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, 2022

(With Independent Auditor's Report Thereon)

CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	1
BASIC FINANCIAL STATEMENTS:	
Statement of Financial Position	4
Statement of Activities	5
Statement of Functional Expenses	6
Statement of Cash Flows	7
Notes to Financial Statements	8
SUPPLEMENTARY INFORMATION:	
Schedule of Program Services	19

MELANSON

INDEPENDENT AUDITOR'S REPORT

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

Report on the Audit of the Financial Statements

Opinion

We have audited the 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, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements 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, 2022, 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.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about New Hampshire Coalition for Citizens with Disabilities, Inc. d/b/a Parent Information Center's ability to continue as a going concern for a reasonable period of time.

MELANSON

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 22, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Supplementary 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

Merrimack, New Hampshire
March 20, 2023

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

Statement of Financial Position
June 30, 2022
(with comparative totals as of June 30, 2021)

	2022			
	Without Donor Restrictions	With Donor Restrictions	2022 Total	2021 Total
Assets				
Current Assets:				
Cash and cash equivalents	$ 311,103	$ 12,305	$ 323,408	$ 267,457
Grants receivable	175,868	-	175,868	194,324
Accounts receivable	31,649	-	31,649	71,133
Prepaid expenses	7,724	-	7,724	13,334
Total Current Assets	526,344	12,305	538,649	546,248
Property and Equipment, Net	14,468	-	14,468	17,047
Total Assets	$ 540,812	$ 12,305	$ 553,117	$ 563,295
Liabilities and Net Assets				
Current Liabilities:				
Accounts payable	$ 41,075	$ -	$ 41,075	$ 35,284
Accrued payroll and related liabilities	40,233	-	40,233	37,672
Contract liabilities	-	-	-	38,961
Total Current Liabilities	81,308	-	81,308	111,917
Net Assets:				
Without donor restrictions:				
Undesignated	304,744	-	304,744	288,128
Board-designated - Family Voices	154,760	-	154,760	153,630
With donor restrictions:				
Time and purpose restricted	-	12,305	12,305	9,620
Total Net Assets	459,504	12,305	471,809	451,378
Total Liabilities and Net Assets	$ 540,812	$ 12,305	$ 553,117	$ 563,295

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, 2022
(with summarized comparative totals for the year ended June 30, 2021)

	2022			
	Without Donor Restrictions	With Donor Restrictions	2022 Total	2021 Total
Support and Revenue				
Support:				
Government grants	$ 849,906	$ -	$ 849,906	$ 787,185
Contributions	8,888	4,000	12,888	54,995
In-kind contributions (office space)	3,251	-	3,251	3,251
Revenue:				
Program service fees	212,959	-	212,959	235,842
Conferences and workshops	66,426	-	66,426	15,106
Interest income	110	-	110	18
Miscellaneous	1,200	-	1,200	601
Net Assets Released From Restrictions	1,315	(1,315)	-	-
Total Support and Revenue	1,144,055	2,685	1,146,740	1,096,998
Expenses				
Program services	949,255	-	949,255	868,795
General and administration	176,083	-	176,083	153,158
Fundraising	971	-	971	4,477
Total Expenses	1,126,309	-	1,126,309	1,026,430
Change in Net Assets	17,746	2,685	20,431	70,568
Net Assets, Beginning of Year	441,758	9,620	451,378	380,810
Net Assets, End of Year	$ 459,504	$ 12,305	$ 471,809	$ 451,378

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, 2022
(with summarized comparative totals for the year ended June 30, 2021)

	2022				
	Program Services	General and Administration	Fundraising	2022 Total	2021 Total
Personnel expense:					
Salary and wages	$ 595,127	$ 81,277	$ 792	$ 677,196	$ 620,903
Benefits	45,602	5,460	72	51,134	48,151
Payroll taxes	45,991	6,998	57	53,046	49,120
Professional services	-	21,411	-	21,411	18,468
Contracted services	129,960	-	-	129,960	143,531
Office	4,889	3,531	-	8,420	6,848
Information technology	11,754	10,480	-	22,234	21,867
Occupancy	16,744	34,630	-	51,374	52,596
Travel	1,514	83	-	1,597	61
Conferences and seminars	14,217	-	-	14,217	461
Depreciation	12,329	-	-	12,329	12,427
Insurance	-	4,927	-	4,927	5,180
Other expenses	32,470	1,277	-	33,747	21,457
Program expenses	7,215	-	-	7,215	7,013
Workshop expenses	24,412	-	50	24,462	3,971
Printing and reproduction	5,954	659	-	6,613	4,456
Equipment, repairs, and maintenance	2	5,350	-	5,352	6,291
Training	1,075	-	-	1,075	3,629
Total Expenses By Function	$ 949,255	$ 176,083	$ 971	$ 1,126,309	$ 1,026,430

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, 2022
(with comparative totals for the year ended June 30, 2021)

	2022	2021
Cash Flows From Operating Activities		
Change in net assets	$ 20,431	$ 70,568
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	12,329	12,427
Changes in operating assets and liabilities:		
Grants receivable	18,456	(68,836)
Accounts receivable	39,484	(35,269)
Prepaid expenses	5,610	1,527
Accounts payable	5,791	15,699
Accrued payroll and related liabilities	2,561	720
Contract liabilities	(38,961)	(9,269)
Refundable advance	-	(3,571)
Net Cash Provided (Used) By Operating Activities	65,701	(16,004)
Cash Flows From Investing Activities		
Purchase of property and equipment	(9,750)	(2,981)
Net Cash Used By Investing Activities	(9,750)	(2,981)
Net Change in Cash and Cash Equivalents	55,951	(18,985)
Cash and Cash Equivalents, Beginning of Year	267,457	286,442
Cash and Cash Equivalents, End of Year	$ 323,408	$ 267,457

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, 2022

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 New Hampshire'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.

Basis of Financial Statement Presentation
The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP).

Change in Accounting Principle
ASU 2020-07, Contributed Nonfinancial Assets
In fiscal year 2022, the Organization retrospectively adopted Accounting Standards Update (ASU) 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The new guidance requires nonprofit entities to present contributed nonfinancial assets as a separate line item in the Statement of Activities, apart from contributions of cash or other financial assets. The standard also increases the disclosure requirements around contributed nonfinancial assets, including disaggregating by category the types of contributed nonfinancial assets a nonprofit entity has received. Adoption of this standard did not have a significant impact on the financial statements, with the exception of increased disclosure.

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 GAAP. Accordingly, such information should be read in conjunction with the audited financial statements for the year ended June 30, 2021, 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 year 2022 or 2021.

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 purposes 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. The Organization recognizes revenue from contributions and grants that were initially conditional, which became unconditional with restrictions during the reporting period, and for which those restrictions were met during the reporting period, as net assets without donor restrictions.

Revenue and Revenue Recognition
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.

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 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.

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 GAAP. GAAP allows 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. 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.

Estimates

The preparation of financial statements in conformity with GAAP 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 may 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 or liability within the hierarchy is based upon the pricing transparency of the asset or liability 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

Leases

In February 2016, the Financial Accounting Standards Board (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

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, were comprised of the following at June 30, 2022 and 2021:

	2022	2021
Financial assets at year-end:		
Cash and cash equivalents	$ 323,408	$ 267,457
Grants receivable	175,868	194,324
Accounts receivable	31,649	71,133
Total financial assets	530,925	532,914
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	(154,760)	(153,630)
Net assets with donor restrictions - purpose restrictions not expected to be met in less than one year	(12,305)	(9,620)
Financial assets available within one year	363,860	369,664
Additional liquidity resources:		
Bank line of credit	50,000	50,000
Total financial assets and liquidity resources available within one year	$ 413,860	$ 419,664

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 was comprised of the following at June 30, 2022 and 2021:

	2022	2021
Furniture, fixtures, and equipment	$ 111,440	$ 101,690
Leasehold improvements	872	872
Subtotal	112,312	102,562
Less accumulated depreciation	(97,844)	(85,515)
Total	$ 14,468	$ 17,047

Depreciation expense totaled $12,329 and $12,427, for the years ended June 30, 2022 and 2021, 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 2022 and 2021. At June 30, 2022 and 2021, the entire amount was available.

6. 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 12). Board-designated net assets at June 30, 2022 and 2021 totaled $154,760 and $153,630, respectively.

Net Assets With Donor Restrictions

Net assets with donor restrictions were restricted for the following purposes at June 30, 2022 and 2021:

	2022	2021
Support children with physical and cognitive disabilities	$ 9,000	$ 5,000
PMC - Prevention Makes Cents	3,305	3,305
Other	-	1,315
Total	$ 12,305	$ 9,620

Net assets were released from restrictions by incurring expenses satisfying the restricted purpose or by occurrence of the passage of time and totaled $1,315 and $712, for the years ending June 30, 2022 and 2021, respectively.

7. Grants

The Organization has been awarded cost-reimbursable grants of $165,972 that have not been recognized at June 30, 2022 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.

8. Contributed Nonfinancial Assets

The Organization received contributed nonfinancial assets in the amount of $3,251 and $3,251 for the years ended June 30, 2022 and 2021, respectively. These contributed nonfinancial assets related to building usage and were utilized for the Family Voices program. The building usage was valued at the estimated fair value based on the estimated basis of costs both direct and indirect related to the facilities. There were no associated donor restrictions.

9. 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 years ended June 30, 2022 and 2021, respectively.

10. Operating Leases

The Organization leases office space under the terms of a noncancelable lease agreement that expires in August 2022. In May 2022, 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 $39,600 and $38,100 for the years ended June 30, 2022 and 2021, respectively.

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

Fiscal Year	Amount
2023	$ 39,600
2024	40,200
2025	41,400
2026	6,900
Total	$ 128,100

11. 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. In fiscal years 2022 and 2021 funding from government entities was as follows:

	Percentage of Revenues for		Percentage of Receivables at	
	Fiscal Year 2022	Fiscal Year 2021	June 30, 2022	June 30, 2021
United States Department of Education	35%	36%	20%	11%
State of New Hampshire	21%	20%	55%	52%
University of New Hampshire	13%	16%	11%	23%
United States Department of Health and Human Services	8%	14%	8%	9%

12. 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.

13. Subsequent Events

Subsequent events have been evaluated through March 20, 2023, 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, 2022

	FV	PTI	iSocial	Other	Total
Support and Revenue					
Support:					
Government grants	$ 357,274	$ 208,412	$ 185,923	$ 98,297	$ 849,906
Contributions	8,168	-	-	2,505	10,673
In-kind contributions (office space)	3,251	-	-	-	3,251
Revenue:					
Program service fees	64,320	-	-	148,039	212,359
Conferences and workshops	-	-	-	66,426	66,426
Interest income	56	-	-	-	56
Total Support and Revenue	433,069	208,412	185,923	315,267	1,142,671
Expenses					
Personnel expense:					
Salaries and wages	257,183	155,204	71,060	111,680	595,127
Benefits	33,574	2,598	4,917	4,513	45,602
Payroll taxes	19,951	10,398	5,364	10,278	45,991
Contracted services	1,246	1,288	84,621	42,805	129,960
Office	3,603	46	371	869	4,889
Information technology	5,625	1,556	1,579	2,994	11,754
Occupancy	3,251	6,632	3,232	3,629	16,744
Travel	447	291	-	776	1,514
Conferences and seminars	255	-	-	13,962	14,217
Depreciation	11,416	-	596	317	12,329
Other expenses	31,461	30	-	979	32,470
Program expenses	7,215	-	-	-	7,215
Workshop expenses	1,415	120	-	22,877	24,412
Printing and reproduction	2,920	133	960	1,941	5,954
Equipment, repairs, and maintenance	-	-	-	2	2
Training	1,075	-	-	-	1,075
Total Direct Expenses	380,637	178,296	172,700	217,622	949,255
Indirect Expenses	49,369	29,297	13,597	7,585	99,848
Total Expenses	430,006	207,593	186,297	225,207	1,049,103
Net Program Income	$ 3,063	$ 819	$ (374)	$ 90,060	$ 93,568

See Independent Auditor's Report.

Parent Information Center
Board of Directors April 2023

The board serves without compensation.

Jocelyn Charles, CPA
Board Co-Chair
Family Representative
Member since 2014

Dana Hill
Board Co-Chair and Secretary
Family Representative
Member since 2014

Sandra E. Fay
Board Treasurer
Accountant
Member since 2012

Brittany Walker
Family Representative
Member since 2022

Sreenivasu Odugu
Family Representative
Member since 2015

Michele Watson
NAMI NH Family Network Coordinator and
Family Representative
Member since 2021

Tara MacDonald
Assistant Principal, Nashua School District and
Family Representative
Member since 2021

Misty Martinez-Bohannon
Family Representative
Member since 2021

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

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

Master Process Coach iSocial

- Assist Site and Community Pyramid Model Implementation Leadership Teams to develop the necessary infrastructure to implement the Pyramid Model Framework
- Develop state-wide resources, training materials and processes and other supports to assist Community and Site Leadership Teams in building capacity for implementation
- Provide coaching to External Process Coaches
- Develop and implement Local Process Coach training program

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

Joanne Grobecker

Flexible hard worker ready to learn and contribute to success for students with disabilities. Active community member with a focus on school age children and special education. Known for punctuality, organization, and a positive attitude. Looking forward to making a difference in the lives of families.

EXPERIENCE

Parent Information Center, Concord, NH — *Resource Specialist*

12/2022- Present

Use a person-centered approach to helping families make informed decisions so disabled students can receive a meaningful education.

Helping families and students navigate resources available to them.

Providing education and support so families can partner with their students' school teams for a positive outcome for the student.

State Advisory Committee for the Education of Students with Disabilities, Concord, NH- *Parent Member*

05/2021- 03/2023

Worked with all stakeholders to find the best outcomes for students with disabilities.

Member of the SAC Reading Subcommittee.

Advised the Education Commissioner on issues regarding students with disabilities.

Merrimack School District, Merrimack, NH— *Substitute Teacher*

01/2022-Present

Implement lesson plans assigned by classroom teachers to educate students about key concepts.

Engage students in discussions to promote interest and drive learning.

Girl Scout, Merrimack, NH— *Troop Leader*

09/2019 - Present

Successfully leading two Girl Scout troops of first and fourth graders.

Organize fun and interactive activities to address troop members interests and community needs.

Cultivate relationships with community leaders, organizations and businesses to support volunteer efforts.

SKILLS

Special Education

Active Listening

Speaking

Active Learning

Client Relations

Learning strategies

Education

University of New Hampshire
Bachelor of Arts: English Teaching, Magna Cum Laude, May 2006

Training

Parent Information Center
Volunteer Advocate Training, Special Education, March 2021

Special Education Advisory Committee, Merrimack, NH— *Parent Member*

11/2020 - 1/2022

Bridged gaps between parents in the community and school district.

Advise Merrimack School district on special education opportunities.

Bring resources and speakers to parents so they can gain knowledge and understanding of special education.

Fidelity Investments, Merrimack, NH— *Investment Advisor*

11/2008-8/2013

Counseled clients on financial matters and provided recommendations on investment opportunities, products, and services based on client needs and asset availability.

Interviewed clients to assess income, expenses, insurance coverage, tax status, financial and investment goals, and risk tolerance to formulate and actualize strategic financial plans.

Built strong rapport with new and existing clients to better serve financial need and promote branch loyalty.

Michelle L. Lewis

EMPLOYMENT

August 2002-present	**NH Parent Information Center**, Concord, NH - Executive Director, January 2013-present - Race2K Project Director, August 2005-present - PTI Project Director, December 2007-present - iSocial Project Director, August 2019-present - DaSy Family Engagement Consultant, December 2019-present - NCSI Co-Lead CSLC, September 2015-October 2019 - PTAN Consultant, August 2009-June 20018 - Interim Executive Director, July 2012-January 2013 - PIRC Project Director, August 2002-October 2003
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

DEGREE

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

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, adhering to federal and state 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 and virtually *presented The Family Connection: AT, AEM, and IEPs* with the NH DOE at NH's Assistive Technology Summit May 2020
- 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

- 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
- Interagency Coordinating Committee (ICC)
- NH Results-Based Accountability (RBA) Cross-State Learning Collaborative Team Member
- NH 619 Accountability Cohort Team Member

Robin deAlmeida

EDUCATION

LEND FELLOWSHIP
Neurodevelopmental Disabilities
University of New Hampshire

BACHELOR OF SCIENCE
Communications Management
Emerson College

PROFESSIONAL EXPERIENCE

Project Director, Communications & Family Engagement

Parent Information Center / Concord, NH / May 2019-Present

- Oversee family engagement activities for NH's Preschool Development Grant. We have met or exceeded goals and deliverables every year since 2019.
- Coach and train early childhood professionals on strategies and practices that drive meaningful family engagement.
- Build and coach family-professional teams at local and state levels.
- Conduct and report on qualitative research to inform needs assessments, strategic planning, systems, program development, and quality improvement.
- Develop webinars, training modules, online content, and toolkits from large bodies of research and information resulting in easy-to-understand and accessible information that multiple audiences now use and share across NH.
- Designed, developed, and launched a statewide social media campaign on family voice and family engagement.
- Consult with school districts to build strong internal and external communications strategies for new educational programs and opportunities.
- Actively collaborate with systems leaders at all levels to inform, reinforce, and put into practice the user engagement behaviors that support their goals and ultimately build institutional knowledge of those served so that systems remain responsive, relevant, and accessible to the people they serve.
-

Director of Communications

Reaching Higher NH / Concord, NH / June 2016 – May 2019

- Developed and drove comprehensive, integrated traditional media, social media, and marketing plans.
- Managed and expanded social media audiences and engagement through Facebook, Twitter, and Instagram. As a result, it increased audience growth by approx. 50% in the first six months.
- Worked with Executive Director and senior staff to refine and strengthen messaging and overall branding.
- Responsible for communications strategy and brand management.
- Strategized and developed, with team members, web content, social media, video, editorial, publication production, and graphic design.
- Oversaw the production of all printed and electronic materials, including flyers, brochures, posters, invitations, programs, and letterhead.
- Wrote talking points for staff, partners, and others who might speak on behalf of RHNH to communicate the RHNH mission and position effectively.

- Evaluated the impact of communications programs on an ongoing basis.
- Managed external relationships with contractors to ensure desired results were achieved on time and within budget.
- Collaborated with staff to create compelling videos and animations, making education programs, pathways, and resources accessible and understandable to all audiences.
- Developed content strategies to make complex topics easily understood by internal and external audiences through the development of infographics and other communications materials.

Marketing & Outreach Manager

New Hampshire Family Voices / Concord, NH / September 2013 – June 2016

- Developed and implemented brand management to grow organization recognition with target audiences.
- Rebrand, design, and build content for the 16-page quarterly newsletter to reflect the organization's vision and mission. The publication Included one-on-one interviews, human interest stories, and resources.
- Developed strategy, content, and design for new website targeted at youth with chronic conditions and disabilities. Continue to oversee, coordinate, and implement regular content changes.
- Redesign and creation of marketing collateral, including but not limited to brochures, conference materials, presentation, and media kits.
- Develop marketing and change management campaigns for top healthcare organizations resulting in NHFV being seen as a value add partner.
- Secured nationally recognized speakers, managed strategy, and execution of rebranding campaign for annual conference increasing event attendance by 109%.
- Introduced and managed the implementation of content-rich marketing tools such as social media & podcasts to reach young adults and younger parent population.
- Effectively negotiate costs to obtain services and products previously out of reach with multiple vendors and speakers.
- Meet all graphic design and photo editing needs in house, providing significant cost savings to the organization.
- Conduct focus groups for research, reporting, and planning purposes.

Marketing Communications Consultant

RND Communication /Hampstead, NH / 2004-2012

- Extensive pro bono work with local schools on targeted issues such as bullying, children's mental health awareness, education, childhood disability issues, and parent involvement.
- Managed press relations with national and local publications.
- Managed advertising campaigns, including media buys, negotiations, and strategy.
- Managed and wrote grant proposals for government contracts.
- Created and curated content for websites.

Principal Marketing Communication Specialist

Schneider Electric / North Andover, MA / 1999-2001

- Managed international advertising campaign including messaging, design and media buys.
- Copy wrote all promotional material for new service offers.
- Responsible for international event planning
- Facilitated product launches including events, collateral, content, advertising, PR
- Project management global internal communications objectives for 113 countries
- Managed internal designers and external vendors
- Edited and produced customer success stories and videos

NH Coalition for Citizens with Disabilities dba
Parent Information Center

Key Personnel

FY 2024

Name	Job Title	Salary	% Paid from this Contract	Amount Paid from this Contract*
Michelle Lewis	Executive Director/Project Director	[redacted]	20%	[redacted]
Jennifer Cunha	Project Coordinator	[redacted]	40%	[redacted]
Joanne Groebecker	Part-Time Family Engagement Resource and Training Specialist	[redacted]	100%	[redacted]
Robin deAlmeida	Communications Project Director	[redacted]	20%	[redacted]
Administrative Assistant	Administrative Assistant	[redacted]	20%	[redacted]

OCT 05'22 PM 3:46 RCVD

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
FAX (603) 271-1953

92

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-

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 programing 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 [illegible]
Date 9/23/2022

EXHIBIT B-2 CONTINUED

- 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

- Support the Department of Education, Bureau of Special Education Supports to develop and implement professional development strategies for districts to improve services, supports and programming for preschool children with disabilities.
- 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.
- As directed by the Bureau, facilitate a series of opportunities for non- school district early childhood personnel (childcare, Head Start, etc.) to share strategies, ideas and activities that help support quality programs for children with disabilities
- Continually expand 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.
- Assist the Department in analyzing and developing improvement strategies for Indicator 6 (Preschool Environments).
    - Design professional development opportunities for district administrators and staff regarding Indicator 6.
- As directed by the Department of Education, coordinate with other State initiatives that impact preschool special education:
    - Support the NHED Office of Social Emotional Wellness (OSEW) in the alignment of the Pyramid Model Framework and Multi-Tiered System of Support for Behavioral Health and Wellness (MTSS-B) structure.
    - Train and coach OSEW Regional Consultants to support Pyramid Model implementation in up to 5 MTSS-B districts.
    - Train and coach district identified internal Program Coaches.
    - Modify iSocial Process Coach exploration, installation, and implementation materials and tools to fit aligned structure.

Contractor Initials (a)
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
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.

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.

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/23/2022

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: Heather M. Sommers, API
PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331
E-MAIL ADDRESS: manch.certs@crossagency.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Ins Co	18058
INSURER B: AmGuard Ins Co	42390
INSURER C: Mount Vernon Fire Ins. Co.	26522
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
NH Coalition For Citizens With Disabilities Inc.,
54 Old Suncook Rd
Concord NH 03301-7317

COVERAGES CERTIFICATE NUMBER: 22-23 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			[redacted]	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			[redacted]	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			[redacted]	01/01/2022	01/01/2023	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) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		[redacted]	01/01/2022	01/01/2023	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
C	Directors & Officers Liability			[redacted]	01/01/2022	01/01/2023	General Aggregate	1,000,000
							Each Occurrence	1,000,000
							Deductible per claim	500

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

Refer to policy for exclusionary endorsements and special provisions.

CERTIFICATE HOLDER

New Hampshire Department of Education
25 Hall 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

Heather M. Sommers

© 1988-2015 ACORD CORPORATION. All rights reserved.

JUN18'21 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	$147,529.59
		$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.

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: 6-11-21
Frank Edelblut, Commissioner of Education Date

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

By: 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

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 programing 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

Contractor Initials ____
Date 5/10/2021

Exhibit B-1
SCOPE OF SERVICES (Cont'd)

- 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.
- As directed by the Bureau, 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
- Continually expand 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.
- Assist the Department in analyzing and developing improvement strategies for Indicator 6 (Preschool Environments).
    - Design professional development opportunities for district administrators and staff regarding Indicator 6.
- As directed by the Department of Education, coordinate with other State initiatives that impact preschool special education.

Contractor Initials [illegible]
Date 5/10/2021

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 thetotal 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

Contractor Initials

Date 5/10/2021

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	FY'22	FY'23	Total
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 _____
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 certificotion 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 ____
Date 5/6/2021

Exhibit F

Anti-Lobbying

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

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

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

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

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

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

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

Contractor Initials _____
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.

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

ACORD

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
FIA/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		NAIC #
INSURER A	Philadelphia Indemnity Ins Co	18058
INSURER B	AmGuard Ins Co	42390
INSURER C	Mount Vernon Fire Ins. Co.	26522
INSURER D		
INSURER E		
INSURER F		

INSURED
NH Coalition For Citizens With Disabilities Inc., DBA: Parent Information
54 Old Suncook Rd
Concord NH 03301-7317

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] 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 - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			[redacted]	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	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] 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) Y/N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		[redacted]	01/01/2021	01/01/2022	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 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

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

N

AUG14'19 AM10:04 DAS 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:

	FY'20	FY'21
06-56-56-562010-25040000-102-500731		
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.

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,

Christine Brennan

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: _X_ 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 Clyborne, 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 1 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.

FORM NUMBER P-37 (version 5/8/15)

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 N.H., County of Merrimack

On 7-9-19, 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] my commission expires on 5-1-2024

1.13.2 Name and Title of Notary ~~or Justice of the Peace~~

1.14 State Agency Signature Date: 8/6/19	1.15 Name and Title of State Agency Signatory Deputy Commissioner

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: 8/4/2019

1.18 Approval by the Governor and Executive Council *(if applicable)*

By: On:

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

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.
5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.
6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.
7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Contractor Initials _____
Date 7/9/19

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 $1,000,000per 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.

Contractor Initials
Date 7/9/19

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.

Contractor Initials _____
Date 7/9/19

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:
  - 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 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 programing 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;
  - 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 _____
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 _____
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 C
SPECIAL PROVISIONS

Subject to Governor and Council approval, authorize the Department of Education to include a renewal option on this contract for up to two (2) additional year terms, subject to the contractor's acceptable performance of the terms therein.

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/sflllin.pdf).

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

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

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

Contractor Initials ____
Date 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.

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 N. Hill

Dana Hill
Board Secretary

7/9/19
Date

Charlene H. Mayo

Notary Public
My Commission Expires
on 5-1-2024

7-9-19
Date

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 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
FIA/Cross Insurance
1100 Elm Street
Manchester NH 03101

CONTACT NAME: Vivian Pinette
PHONE (AC, No, Ext): (603) 669-3218 FAX (AC, No): (603) 645-4331
E-MAIL ADDRESS: 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:	

INSURED
NH Coalition For Citizens With Disabilities Inc.,
DBA Parent Information Center
54 Old Suncook Rd
Concord NH 03301-7317

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Employee Benefits Liab. GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ 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 - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ 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	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ 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) Y / N [N] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		[redacted]	01/01/2019	01/01/2020	☒ PER STATUTE ☐ OTH-ER	
							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

Vivian Pinette

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD